



June 15, 2020

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 Monday, June 15, 2020 Board Meeting.

The meeting will be held in the Student Union Ballroom on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida. The public may also register to attend virtually at <https://www.tcc.fl.edu/ot-meeting/2020/june/>

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jim Murdaugh'.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, June 15, 2020
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. May 2020 Minutes
Request Board approve minutes as presented.
2. 2020 Presidential Evaluation Meeting Minutes
Request Board approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

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. Attorney Invoice - April
Authorize payment of invoices as presented.
4. Human Resources Report
Approve the report 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 Update
None required. Report provided for information only.

Academic Affairs

8. Tallahassee Community College and Lively Technical College Regional Career Pathways Agreement
That the Board approve the career pathway agreement with Lively Technical College.
9. Laboratory/Course and Distance Learning Fees for 2020-2021
That the Board approve the laboratory/course and distance learning fees as presented and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.
10. Academic Curriculum Changes
That the Board approve the recommendation for the program revision, new courses, and course changes as attached.
11. Annual, Continuing and Post Award Contract Recommendations
That the Board approve the recommendations for annual, continuing and post award contracts in the attached list.
12. Addendum to the 2020-2021 Articulation Agreement with County School Boards, Public Charter Schools and Private Schools
Information Item Only

Administrative Services

13. Use of College Personnel and Facilities
Approve the use of College resources for Foundation DSO activities as presented
14. Bookstore Service Contract
Approve a one-year renewal of the Follett contract for bookstore services.
15. Changes to Salary Schedule
Approve updates to the 2020 – 2021 Salary Schedule as presented.

- 16. Accounts Receivable Write-Off
Authorize write-off of accounts receivables.
- 17. Construction Status Report
Presented as an information item only.
- 18. Capital Improvement Plan (CIP) 2021-22 Through 2025-2026
Approve the 2021-22 through 2025-26 CIP, as summarized on the CIP-2 form.
- 19. Disposition of Surplus Property Assets
Authorize the College to dispose of the items listed.
- 20. Fund Analysis - May
For information only, no Board action required.
- 21. College Operating Budget for FY 2020-21
Approve the College's FY 2020-21 Operating Budget.

BOARD OF TRUSTEES

- 22. 2020 - 2021 Schedule of Board Meetings
Request Board approve schedule as presented.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

August 17, 2020

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Virtual Meeting details are available at
<https://www.tcc.fl.edu/bot-meeting/2020/may/>
May 18, 2020
Business Meeting – 2:30 PM

The May 2020 District Board of Trustees virtual meeting was called to order by Chair Lamb at approximately 2:30 p.m.

Members Present: Chair Lamb, Trustees Callaway, Grant, Kilpatrick, Messersmith, Moore and Pople
Absent: None **Via phone:** Not Applicable

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Barbara Wills, Lei Wang, Joe Hurd, William Spiers, Scott Balog, Kimberly Moore, Freddy Menendez, Terrisa Anderson, Al Moran, Selina Starling, Mahmoud Abdelhadi, Nyla Davis, Renae Tolson, Henry Coles, Tina Workman, Sharisse Turner, Brittany Barnett, Ha Hoang, Gregory Gibson, Jessica Griffin, Calandra Stringer, Rachel Laudadio, George Santora, Charles Hash, Bobby Jones, Josh Willoughby, EE Eunice, Anthony Jones, Bob Ballard, Alice Maxwell, Stephanie Solomon, Gregory Williams, Andrew Atterbury, Mike Robeck, Bret Ingerman, Gerald Jones, Byron Dobson, Madeline Pumariega, Sheri Rowland, Heather Mitchell, Jacque Parramore, Craig Knox, Tracy Woodard, Gary Smiekle, Kalynda Holton, Brandie DelRossi, Ayanna Young and Amy Bradbury

COMMENTS

- i. Board Chair Lamb asked everyone to stand for a moment of silence.
- ii. Board Members – Trustee Moore complimented the college on stepping up during these extraordinary circumstances.
- iii. President Murdaugh shared the leadership of the college has done a remarkable job and are having conversations about the future of the college. He indicated last week, after many months of work, we went live with Workday Student and there is currently a task force to help us transition to a different and better college.

APPROVAL OF MINUTES

- 1. April 2020 Meeting

Request Board approve minutes as presented.

MOTION: Trustee Moore **SECOND:** Trustee Grant
Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Consent Agenda

- 2. Attorney Invoice – March
Authorize payment of invoices as presented.
- 3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
5. Human Resources Report
Approve the report as presented.

MOTION: Trustee Messersmith **SECOND:** Trustee Kilpatrick
Motion passed unanimously.

TCC Foundation

6. TCC Foundation Update
None required. Report provided for information only.

Administrative Services

7. 2019-200 Equity Report Update
Trustee Callaway inquired about the middle and high school programs, with VP Rowland indicating there will be Take Stock in Children and Talent Search. Provost Pumariega shared we are using a targeted program with the high schools.

Trustee Kilpatrick inquired about the lower AA achievement and the significantly higher certificate achievement for black students, with Provost Pumariega sharing this is a result of the pathways projects.

Approve the 2019-2020 Equity Report as presented

MOTION: Trustee Moore **SECOND:** Trustee Callaway
Motion passed unanimously.

8. Construction Status Report
Presented as an information item only.
9. Fund Analysis - April
For information only, no Board action required.

Trustee Pople asked if we expect to finish with expenses lower than expected this year, with President Murdaugh stating due to changes implemented as a result of COVID-19 we do expect to end the year with our budgeted revenues significantly outperforming our expenses.

Information Technology

10. Information Technology Plan for 2020-2021
Responding to a question from Trustee Pople, VP Ingerman explained the acronyms used in his report and stated most of the work has been done over the past few years – but the most remarkable technology change in the past three (3) months has been the willingness and acceptance of all to use these new technologies with little to no training and no prior notice.

Trustee Messersmith inquired about recent equipment needs, with VP Ingerman saying we look for long-term needs and it may be worthwhile to get devices that allow people to be nomadic and work wherever needed.

Approve the Information Technology Plan for FY 2020-21.

MOTION: Trustee Pople **SECOND:** Trustee Grant
Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

President Murdaugh indicated the impact to the state due to COVID-19 is immense and the Governor has not yet signed the approved budget. He said although we have heard the state reserves are huge and there are non-recurring CARES Act funds, we speculate the Governor will veto more things than in the past and the legislature will come back in special session to reduce the budget. He stated since we do not know yet what the new budget will look like, he asked VP Wills to present a budget with a ten percent (10%) reduction in revenue – although the way things are going, it could change.

VP Wills provided historical data on enrollment, revenue, tuition, and cost of enrollment as percent of total operating budget. She shared state appropriation is slightly increased, although some of it is restricted to specific programs.

She showed a breakdown of how our budget is used, sharing there is very limited room for change without impacting our personnel and programs. She indicated employee health insurance continues to escalate and we are looking at some cost sharing options this year, including those on individual plans. She shared Florida Retirement System contributions are also increasing in the next year.

VP Wills stated we did not receive any PECO funds this year, although we will still get some funds from the TCC Foundation for classroom renovations. She shared we will continue the preventative maintenance and refresh programs. She indicated the State has changed their allocation formula for the Capital Improvement Plan and have asked us to submit our top two (2) priorities for consideration.

She shared projected college revenue for FY 2021, indicating we are anticipating this number may go down by ten percent (10%). She said to make those reductions, we will reduce travel and OPS budgets, hold or eliminate vacant positions, consolidate positions, etc. She stated we will continue the implementation of Workday Student, classroom renovations, to provide assistance for student remote learning, provide a safe working environment, retain people, support remote working, etc.

She provided an overview of the CARES Act, with Trustee Callaway inquiring if we are reaching all students with need for the basics of life. President Murdaugh shared only US citizens can receive CARES Act funds, with VP Mitchell providing additional funding for things not covered under the CARES Act. He shared Provost Pumariega is leading a task force of faculty, students, staff, administrators and external stakeholders to look at what the future may look like when we return.

Trustee Pople inquired about the grants, specifically those related to advertising for sporting programs. President Murdaugh said we act only as a fiscal agent for these, with no other input.

PRESIDENT'S REPORT

President Murdaugh had no further comments.

NEXT MEETING DATE

June 15, 2020

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 3:45 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on June 15, 2020.

Eugene Lamb, Jr.
Chair

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
Friday, May 22, 2020

The meeting was called to order at approximately 10:00 a.m.

Members Present: Chair Lamb and Vice-Chair Messersmith

Others Present: President Jim Murdaugh, Attorney Craig Knox, Human Resources Director Nyla Davis and Lenda Kling

President Murdaugh reminded everyone his contract requires a review of his annual physical, contract compensation and evaluation prior to June 1st of each year. He thanked the Board for the evaluation, especially the comments, and indicated he was not requesting any changes to his contract or compensation.

Chair Lamb said the President always goes beyond what is requested of him and that he feels good about the evaluation this year.

Vice-Chair Messersmith stated Chair Lamb's leadership and seniority on the Board is important. He shared he likes to go through the highlights provided by the President and the commentary could be even larger. He said the experiences of President Murdaugh in the military, personnel, law enforcement, etc. are a wonderful package of skills; indicating the Board would support any compensation request.

President Murdaugh said he does not take much credit for the highlights but does take credit for hiring great people. President Murdaugh said the leadership team has stepped up in many ways, with many working six to seven (6-7) days a week and providing a summary of some of the things being done.

Chair Lamb stated they not only hear this, but also see this.

Chair Lamb and Vice-Chair Messersmith accepted the evaluation.

The meeting was adjourned at approximately 10:13 a.m.



June 15, 2020

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 Invoice - April

Item Description

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

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 \$3,450.00.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: May 5, 2020
 Invoice No. 72081
 Client No. 25480.006

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

Purchase Order No. PO-010844

Statement of Legal Services

		Hours
04/01/2020	JCC Review proposals and outline	2.00
04/01/2020	JCC Analyze waiver issues	0.50
04/01/2020	JCC Draft correspondence, review proposals	0.20
04/03/2020	JCC Review revised contract analysis and additional information	0.80
04/03/2020	JCC Review correspondence / bargaining	0.50
04/03/2020	JCC Analyze issues / union representatives	1.10
04/06/2020	DMH Analyze bargaining issue	0.20
04/06/2020	JCC Review analysis and comments	0.80
04/08/2020	JCC Telephone conference with client (C. Grause) / UFF negotiations	0.40
04/09/2020	JCC Draft correspondence / College proposals	0.90
04/10/2020	JCC Update ULP issues / waivers	1.80
04/20/2020	JCC Analyze issues / evaluations	0.80
04/21/2020	JCC Telephone conference with client (C. Grause) / UFF negotiations issues	0.40
04/21/2020	JCC Telephone conference with client (C Grause) / negotiations	0.20
04/22/2020	JCC Telephone conference with E. McCann / negotiations	0.40
04/22/2020	JCC Telephone conference with client (C. Grause) / UFF	0.40
04/23/2020	JCC Analyze issues / delay in negotiations	1.20
04/23/2020	JCC Draft correspondence to UFF	1.20
Current Services		13.80
		\$3,450.00

Tallahassee Community College

Invoice Date: May 05, 2020
Invoice No. 72081
Client No. 25480.006

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	13.60	\$250.00	\$3,400.00
Denise M. Heekin	0.20	\$250.00	\$50.00
Total Current Work			<hr/> \$3,450.00
Previous Balance Due			\$8,795.80
Balance Due			<hr/> \$12,245.80

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
101 North Monroe Street, Suite 900
Tallahassee, FL 32301
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 15, 2020

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 Resources Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

Pursuant to College Policy 04-06 and 04-17, 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 2019-2020 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
None to Report			

Original Appointments - Faculty

Name	Position	Department	Effective Date
None to Report			

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Alex Levine	College Success Coach	Talent Search	May 4, 2020

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
Roy Barineau	Humanities Faculty	Humanities	May 1, 2020	April 30, 2025
Lisa Velez-Davis	Transfer and Graduation Specialist	Admission and Records	May 1, 2020	April 30, 2025

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
James Keaton	Custodial Worker	Facilities	April 29 2020	Dismissed
Mark Johnson	Career Development Specialist	Contracts and Grants	May 1, 2020	Resigned
Steven Wood	Advanced Manufacturing Training Manager	Manufacturing	May 1, 2020	Resigned
Mekia Jackson	Pharmacy Technology Faculty	Healthcare Education	May 5, 2020	Contract Not Renewed
Penelope Cipriani	Chemistry Faculty	Chemistry	May 5, 2020	Resigned
Rachel Messervy	Nursing Faculty	Associate of Science - Nursing	May 5, 2020	Resigned
Melody Reeves	Call Center Representative	Call Center	May 8, 2020	Dismissed

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Terrance Roulhac	College Success Coach	Talent Search	Miracle Temple Church	Pastor

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Office	Position
None to Report				

Annual Contract Recommendations - Executive

Name	Position	Department	Effective Date
Alan Moran	Vice President	Communications and Marketing	July 1, 2020
Barbara Wills	Vice President	Administrative Services	July 1, 2020
Bobby Jones	Assistant Vice President	Administrative Services	July 1, 2020
Bret Ingerman	Vice President	Information Technology	July 1, 2020
Calandra Stringer	Associate Vice President	Academic Affairs	July 1, 2020
E. E. Eunice	Executive Director	Florida Public Safety Institute	July 1, 2020
Heather Mitchell	Vice President / Executive Director	Institutional Advancement & Foundation	July 1, 2020
Kimberly Moore	Vice President	Workforce Innovation	July 1, 2020
Lei Wang	Associate Vice President	Institutional Effectiveness	July 1, 2020
Madeline Pumariega	Executive Vice President And Provost	Academic Affairs	July 1, 2020
Robert Ballard	Executive Director	Wakulla Environment Institute	July 1, 2020
Scott Balog	Executive Director, Center for Innovation	Center for Innovation	July 1, 2020
Sheri Rowland	Vice President	Student Affairs	July 1, 2020

Annual Contract Recommendations - Administrative

Name	Position	Department	Effective Date
Anthony Jones	Dean, Science and Math	Science and Math	July 1, 2020
Bryan Hooper	Associate Dean of Behavioral, Social Science & Education	Behavioral, Social Science & Education	July 1, 2020
David DelRossi	Associate Dean, Business, Industry & Technology	Business, Industry & Technology	July 1, 2020
Donmetrie Clark	Associate Dean, Communications & Humanities	Communications and Humanities	July 1, 2020
Kalynda Holton	Associate Dean, Science & Mathematics	Science & Math	July 1, 2020
Marcus Nicolas	Associate Dean, Academic Partnerships & College Success	Academic Affairs	July 1, 2020
Richard Murgo	Dean, Behavioral, Social Sciences & Education	Behavioral, Social Science & Education	July 1, 2020
Sharisse Turner	Dean, Transitional Studies	Transitional Studies	July 1, 2020
Stephanie Solomon	Executive Director, Ghazvini Center for Healthcare Education & Dean, Healthcare Professions	Healthcare Education	July 1, 2020
Tracy Woodard	Dean, Communications & Humanities	Communications and Humanities	July 1, 2020

Annual Contract Recommendations - Managerial & Professional

Name	Position	Department	Effective Date
Albert Wynn	Associate Director, Wakulla Environment Institute	Wakulla Environmental Institute	July 1, 2020
Alice Maxwell	Director, Strategic Communication and Change Management	Communications & Marketing	July 1, 2020
Alison Fleischmann	Director, Development	TCC Foundation	July 1, 2020
Amy Bradbury	Director of Financial Planning and Sponsored Programs	Contracts & Grants	July 1, 2020
Angela Long	Director, Strategic Engagement	Academic Affairs	July 1, 2020
Barbara Gill	Director, Educational Research	Institutional Effectiveness	July 1, 2020
Bobby Hinson	Director, Purchasing & General Services	Purchasing	July 1, 2020
Candice Grause	Chief of Staff	President's Office	July 1, 2020
Catherine Goodman	Director, Career Center	Advising & Retention	July 1, 2020
Charlie Davis	Director, Student Life	Student Services	July 1, 2020
Christen Givens	Director, Recruiting and Admissions	Admissions and Records	July 1, 2020
Dione Geiger	Associate Director, Sterling Council	Contracts & Grants	July 1, 2020
Don Herr	Director, Facilities, Planning and Construction	Facilities	July 1, 2020
Gerald Jones	Dean of Student Services	Student Services	July 1, 2020
Gregory Gibson	Chief, Campus Police	Campus Police	July 1, 2020
Harriet Bush	Director, FPSI Business Office	Florida Public Safety Institute	July 1, 2020
Harold Lemond Hall	Director, TCC Online	TCC Online	July 1, 2020
Henry Ponciano	Dean of Student Service Success	Student Affairs	July 1, 2020
Jennifer Russell	Director, Nursing Programs	Healthcare Education	July 1, 2020
Jason Fowler	Director, Information Technology	Information Technology	July 1, 2020
Latasha Lindsey	Workday Operations Officer	Student Affairs	July 1, 2020
Margaret Thompson	Director, Institutional Research and Planning	Institutional Effectiveness	July 1, 2020
Mark Slik	Director, Advising & New Student Orientation	Advising & Retention	July 1, 2020
Melinda Rodgers	Director, Enrollment Call Center	Enrollment Call Center	July 1, 2020
Michael Robeck	Director, Enterprise Systems	Information Technology	July 1, 2020
Nicholas Vick	Director, Learning Commons	Learning Commons	July 1, 2020
Nyla Davis	Director, Human Resources	Human Resources	July 1, 2020
Pamela Johnston	Director, Student Services	Student Services	July 1, 2020
Patricia Manning	Controller	Business Office	July 1, 2020
Rena Tolson	Director, Business Process Improvement	Administrative Services	July 1, 2020
Renee Gordon	STEM Program Director	Science and Math	July 1, 2020
Robert Chaney	Director, Athletics	Student Affairs	July 1, 2020
Ryland Moore	Director, Food Services	Florida Public Safety Institute	July 1, 2020
Stephen Banister	Director, Library Services	Library Services	July 1, 2020
Steven Solomon	Director, Grants and Special Projects	TCC Foundation	July 1, 2020
Summer Dusek	Director, Center for Professional Enrichment	Center for Professional Development	July 1, 2020
Tammy Kinsey	Director, Enrollment Call Center	Call Center	July 1, 2020
Tiffany Barnes	Director, Continuing Workforce Education	Workforce Development	July 1, 2020
Troy Mahler	Director, Student Records	Admissions & Records/College Registrar	July 1, 2020
William Looper	Director, Certificate Programs	Florida Public Safety Institute	July 1, 2020
William Singletary	Director, User Services	Information Technology	July 1, 2020
William Spiers	Director, Financial Aid	Financial Aid	July 1, 2020

Annual Contract Recommendations - Managerial & Professional

Name	Position	Department	Effective Date	
Matthew Huddleston	Head Coach - Women's Basketball	Athletics	July 1, 2020	
Michael McLeod	Head Coach - Men's Baseball	Athletics	July 1, 2020	
Patti Townsend	Head Coach - Women's Softball	Athletics	July 1, 2020	
Zachary Settembre	Head Coach - Men's Basketball	Athletics	July 1, 2020	

Reclassifications (All Employees)

Name	Position	Department	Effective Date	Prior Position
<i>None to Report</i>				



June 15, 2020

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

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 –English Literacy/Civics Education for Gadsden County – Amendment 1

This amendment allows for purchase of online materials and learning software necessary to provide remote instruction. The amount of the budget remains \$27,410 and there is no impact on the deliverables of the grant. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education –English Literacy/Civics Education for Leon County – Amendment 1

This amendment allows for purchase of online materials and learning software necessary to provide remote instruction. The amount of the budget remains \$8,034 and there is no impact on the deliverables of the grant. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Gadsden County – Amendment 1

This amendment allows for purchase of online materials and learning software necessary to provide remote instruction. The amount of the budget remains \$140,716 and there is no impact on the deliverables of the grant. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Wakulla County – Amendment 1

This amendment allows for purchase of online materials and learning software necessary to provide remote instruction. The amount of the budget remains \$36,813 and there is no impact on the deliverables of the grant. The funding period is from 7/1/19 through 6/30/20.

Office of the Florida Attorney General – Victims of Crime Act (VOCA) Grant Amendment 1 and 2

This amendment reallocates travel for improved case management software and pending benefit increases. The amount of the budget remains \$57,396, and there is no impact on the deliverables of the grant. The grant period is from 10/1/19 through 9/30/20.

Florida Department of Education – Troops to Teachers

This award provides the coordination of post-secondary education for current military personnel and veterans, specifically guiding those interested in pursuing teacher certifications in Florida. The amount of this award is \$344,211.00, with an indirect cost rate of 8%. The funding period is from 5/15/2020 through 5/14/2021.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education –English Literacy/Civics Education for Gadsden County
The initial award was approved at the August 2019 Board of Trustees Meeting.

Florida Department of Education –English Literacy/Civics Education for Leon County
The initial award was approved at the August 2019 Board of Trustees Meeting.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Gadsden County
The initial award was approved at the August 2019 Board of Trustees Meeting.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Wakulla County
The initial award was approved at the August 2019 Board of Trustees Meeting.

Office of the Florida Attorney General – Victims of Crime Act (VOCA)
The initial award was approved at the September 2019 Board of Trustees Meeting.

Florida Department of Education – Troops to Teachers
This is a new annual award for the third year of a five-year program. Amendment 4 for Year 2 was approved at the May 2020 Board of Trustees Meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The indirect earned from the new award is \$23,082.

Recommended Action

Authorize funding for the awards and contracts as presented.



June 15, 2020

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

Item Description

This item requests that the Board approve the architect invoice submitted for the month of May 2020.

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 - \$0.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$5,000.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the April 20, 2020 meeting.

Funding/ Financial Implications

The funds for several minor projects (approximately \$1.1 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 18/19. Funds for the Master Plans were available in the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



Destin
Tallahassee
Pensacola
Panama City

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

Invoice number 20031_0520
Date 05/26/2020

Project 20031 TCC CASTALDI ANALYSIS AND
REPORT - BLDG #17 49

PO #010829

Professional Architectural Services including:

- *Interview with the Director of Facilities
- *Site visit with photographs to document condition
- *Preparation of an existing condition report
- *Completion of the OEF for RCC_BRR, "Room Condition Change Building Replacement/ RAZE" document
- *Preparation of Castaldi formula document
- *Preparation of Castaldi Age of Building calculations

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Stipulated Lump Sum for Professional Architectural Services	5,000.00	0.00	100.00	0.00	5,000.00
Total	5,000.00	0.00	100.00	0.00	5,000.00

Invoice total 5,000.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20031_0520	05/26/2020	5,000.00	5,000.00				
	Total	5,000.00	5,000.00	0.00	0.00	0.00	0.00

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.



June 15, 2020

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.

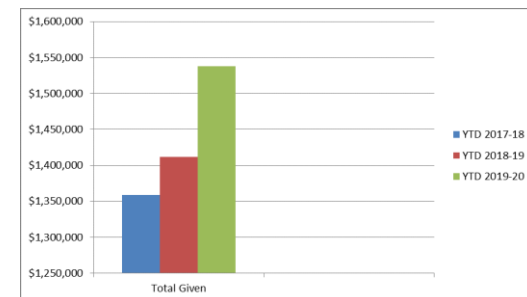
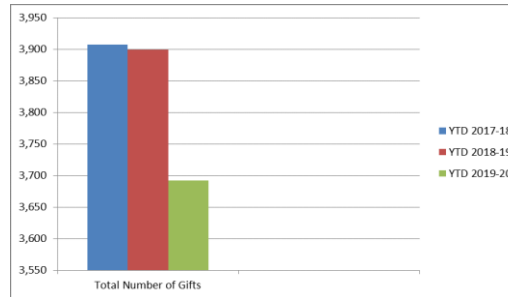
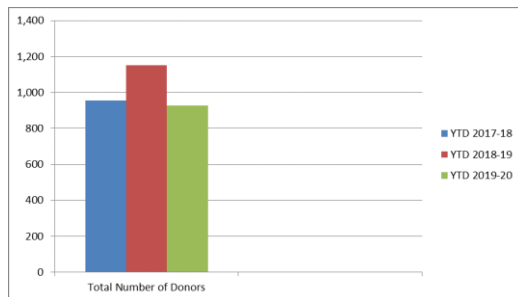
Recommended Action

None required. Report provided for information only.

TCC Foundation - Financial Update FY 19/20 July - May 28

		YTD 17/18	YTD 18/19	YTD 19/20
TCC Foundation	Total Received	\$1,358,944	\$1,411,553	\$1,537,711
	Scholarship amount	\$523,088	\$426,697	\$557,469
	Program support amount	\$540,145	\$621,217	\$532,505
	Facility support amount	\$166,187	\$206,690	\$288,777
	Unrestricted support amount	\$129,524	\$156,949	\$158,960
	Number of Donors	955	1,152	926
	Number of Gifts	3,907	3,899	3,692
	Net assets of the TCC Foundation	\$17,424,376	\$17,830,865	\$16,689,532

		YTD 17/18	YTD 18/19	YTD 19/20
TCC Foundation	Cash	\$1,332,394	\$1,305,614	\$1,505,711
	Gift in Kind	\$26,550	\$105,939	\$32,000
	Planned Gifts	\$392,968	\$0	\$55,000
	Total Raised - Pledges Received	\$21,500	\$133,620	\$87,068
	Grants Received			31 grants total \$6,570,238
	Grants Applied For			38 grants total \$34,392,197
	Pledges Expected by 6/30/2020			\$463,199





June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Tallahassee Community College and Lively Technical College Regional Career Pathways Agreement

Item Description

This item presents an agreement between Tallahassee Community College (TCC) and Lively Technical College (Lively) to enhance partnerships and career pathways.

Overview and Background

This agreement establishes an opportunity for Lively students to earn college credit towards an Associates of Science degree at TCC. Lively students who meet specified requirements in accordance with this agreement will earn college credit in the following A.S. degrees at TCC: Graphic and Web Design, Office Administration and Digital Media. Students can earn from 9 to 12 credit hours for each A.S. degree program. There is no cost for the college credit.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved career pathway agreements with Lively Technical College in the past.

Recommended Action

That the Board approve the career pathway agreement with Lively Technical College.

Articulation Agreement Between
TALLAHASSEE COMMUNITY COLLEGE
And
LIVELY TECHNICAL COLLEGE

This Memorandum of Understanding (hereinafter referred to as the “MOU”) dated as signed between Tallahassee Community College (hereinafter referred to as “TCC”) and Lively Technical College (hereinafter referred to as “Lively”) establishes an articulated program (hereinafter referred to as the “Program”) that will extend college credit at no cost to eligible students who have completed an articulated technical program at Lively. Upon successful completion of all course work and certifications the college credit will be applied in order to satisfy requirements for graduation.

EDUCATIONAL PROGRAM

TCC and Lively faculty and staff with responsibility for the supervision and coordination the articulated programs have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures for Lively’s articulated technical program meets the standards for college credit course work and that the learning outcomes are consistent with the course work in the AS degree being articulated. Furthermore, Lively’s program courses are taught by faculty who have a minimum of a BS/BA degree in the required discipline area.

TOTAL POSSIBLE CREDITS

Potential college credit hours to be awarded are as follows:

Lively Articulated Technical Program	TCC Articulated Program	Program Length	TCC Credit to Be Awarded	CIP Codes/ Certifications
Web Development	Graphic and Web Design Technology, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 64 credit hours	<u>Up to 15 credit hours</u> <ul style="list-style-type: none"> • CGS1820 Web Page Authoring (3 credit hours) • GRA2140 Web Page Design (3 credit hours) • TBA (3 credit hours) • Up to 6 credit hours awarded depending on Adobe certification 	Y700100/0511080100 <ul style="list-style-type: none"> • Microsoft Office Specialist • Microsoft Technology Associate: <ul style="list-style-type: none"> ○ Introduction to Programming Using HTML and CSS ○ Introduction to Programming Using JavaScript • Adobe Certified Associate: <ul style="list-style-type: none"> ○ Dreamweaver ○ Photoshop ○ Premiere Pro (optional)

Lively Articulated Technical Program	TCC Articulated Program	Program Length	TCC Credit to Be Awarded	CIP Codes/ Certifications
Legal Administrative Specialist	Office Administration, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 12 credit hours</u> <ul style="list-style-type: none"> • MNA2021 Human Relations (3 credit hours) • GEB1011 Introduction to Business (3 credit hours) • MNA2130 Business Writing (3 credit hours) • TBA (3 credit hours) 	B072000/0522030103 <ul style="list-style-type: none"> • Microsoft Office Specialist • Accredited Legal Professional (ALP)
Medical Administrative Specialist	Office Administration, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 12 credit hours</u> <ul style="list-style-type: none"> • MNA2021 Human Relations (3 credit hours) • GEB1011 Introduction to Business (3 credit hours) • MNA2130 Business Writing (3 credit hours) • TBA (3 credit hours) 	B070300/0551071603 <ul style="list-style-type: none"> • Microsoft Office Specialist • Certified Medical Administrative Assistant (CMAA)
Digital Media/Multimedia Design	Digital Media, A.S. Degree	Career Certificate: 1050 clock hours Associate Degree: 60 credit hours	<u>Up to 9 credit hours</u> <ul style="list-style-type: none"> • PGY1800C Digital Photography (3 credit hours) • GRA2100 CG Character Production (3 credit hours) • DIG2000 Intro to Digital Media (3 credit hours) 	K100200/0609070208 <ul style="list-style-type: none"> • Adobe Certified Associate: <ul style="list-style-type: none"> ○ InDesign ○ Photoshop ○ Illustrator ○ Animate ○ Premiere Pro ○ After Effects ○ Dreamweaver (optional)

TRANSFER PROCESS

To be eligible for the articulated credit, students must:

- Successfully complete the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
- Successfully complete all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
- At least a 2.00 overall GPA completed if college credit courses have been completed.
- Complete the Lively Technical College program no more than 18 months prior to enrollment at Tallahassee Community College.

- Enroll in TCC's articulated A.S. program.
- Complete the required 9 credit hours in the A.S. or certificate program in order for the career pathway credit to be applied to the college transcript.

ADDITIONAL REQUIREMENTS:

In addition to the above requirements, students must also do the following:

- Submit a completed Tallahassee Community College application for admission, satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, declare a major in the TCC Articulated A.S. Degree program, and be in Active Student Status.
- Complete the Tallahassee Community College Student Orientation.
- After verifying the required documentation, the Career Pathways Specialist will confirm eligibility, and notify the Registrar's Office of acceptable credit to be awarded.

TERMS OF AGREEMENT

This agreement shall be reviewed and evaluated biannually. It shall remain in effect from May 2020 until either party identifies a need for revision or terminates this agreement with thirty days written notice.

APPROVED:

Leon County School Board

Date

APPROVED:

Tallahassee Community College

Date



June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Laboratory/Course and Distance Learning Fees for 2020-2021

Item Description

This item references the proposed laboratory/course and distance learning fees for 2020-2021.

Overview and Background

Florida Statutes 1009.22(9) and 1009.23(12) states that each *Florida College System institution board of trustees is authorized to establish user fees such as laboratory fees, duplicating/photocopying fees, testing fees, etc.* State Board Rule 6A-14.054 also states that each board of trustees may establish user fees in addition to tuition fees for services and incur costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to student receiving those goods or services. User fees are different from the state authorized fees that are charged per student per credit hour such as a financial aid fee, capital improvement fee, student activity fee, and technology fee.

At TCC, laboratory/course fees are assessed to students who are enrolled in classes that because of their nature, require special funding not provided by regular tuition. Examples of those items include but are not limited to the following: specialized instructional software and equipment, instructional videos, industry certification exams, liability insurance.

TCC has a total of 184 laboratory/course fees of which 9% are being decreased or removed, 78% are unchanged, and 13% are being increased.

The collection and expenditure of fees are audited on a regular basis by the auditor general's office. Additionally, TCC annual reviews all fees to ensure that the cost does not exceed the amount necessary to offset the cost of the items, which are consumed in the course of the student's instructional activities.

Funding/ Financial Implications

The fees to be charged to students are visible to students in the course schedule. The College's budget for the 2020-2021 year will incorporate collection of fees approved by the Board

Past Actions by the Board

The Board approves these fees annually.

Recommended Action

That the Board approve the laboratory/course and distance learning fees as presented and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.

Laboratory Fees Removed

Division	Course ID	Course Name	19-20 Amount	Request Amount for 20-21	Comments
BIT	CGS 1060	Computer and Internet Literacy	\$11.00	\$0.00	
BIT	CGS 1520	Introduction to Multimedia	\$23.00	\$0.00	
BIT	CGS 2100	Microcomputer Applications for Business	\$11.00	\$0.00	
BSSE	PLA 1104	Legal Research	\$17.00	\$0.00	
HCP	RET2265L	Advanced Procedures II Lab	\$22.91	\$0.00	

Laboratory Fees Decreased

Division	Course ID	Course Name	19-20 Amount	Request Amount for 20-21	Comments
BIT	CET 1615	Open Systems Architecture II	\$165.00	\$150.00	
BIT	CET 2615	Open Systems Architecture III	\$165.00	\$150.00	
HCP	EMS2603	Paramedic 1 Lecture	\$194.25	\$85.00	
HCP	RET2264L	Advanced Procedures I Lab	\$20.93	\$18.00	
HCP	RET2714L	Pediatrics and Neonatology Lab	\$42.42	\$39.00	
HCP	RET2877	Clinical Practice IV	\$51.29	\$35.00	
HCP	RET2878	Clinical Practice V	\$197.56	\$191.00	
SM	CHM 1030L	Chemistry for Allied Health Sciences Lab	\$34.00	\$30.00	
SM	CHM 2210L	Organic Chemistry I Laboratory	\$101.00	\$97.00	
WD	OTA 0041	Front Desk Specialist	\$56.00	\$45.00	
WD	OTA 00631	Medical Office Technologist	\$91.00	\$70.00	
WD	OTA 00651	Medical Administrative Specialist	\$252.00	\$240.00	

Laboratory Fees Maintained

Division	Course ID	Course Name	19-20 Amount	Request Amount for 20-21	Comments
BIT	ACG 2450	Computer Accounting	\$20.00	\$20.00	
BIT	EGN 1111C	Introduction to Engineering Graphics	\$40.00	\$40.00	
BIT	EGN 2112C	Computer Application in Drafting and Desi	\$40.00	\$40.00	
BIT	ETD 1320	Introduction to AutoCAD	\$40.00	\$40.00	
BIT	ETD 2340	Advanced AutoCAD	\$40.00	\$40.00	
BIT	ETD 2390	3D AutoCAD/Revit	\$40.00	\$40.00	
BIT	ETM 2315C	Hydraulics & Pneumatics	\$15.00	\$15.00	
BIT	ETS 1511C	Motors and Controls	\$15.00	\$15.00	
BIT	GRA2103C	Computer Based Design I	\$20.00	\$20.00	
BIT	GRA2105C	Computer Based Design II	\$20.00	\$20.00	
BIT	GRA2121	Publication Design	\$20.00	\$20.00	
BIT	PEM 1101	Theory and Practice of Adult Fitness	\$9.00	\$9.00	
BIT	PEM 1171	Aerobics	\$9.00	\$9.00	
BIT	PEM 1431	Intro to Judo	\$32.00	\$32.00	
BIT	PET 2662C	Care and Prevention of Athletic Injuries	\$25.00	\$25.00	
BIT	PET2622C	Care and Prevention of Athletic Injuries	\$25.00	\$25.00	
BIT	PGY 2801C	Photoshop	\$20.00	\$20.00	
BIT	SUR2390	GIS Application	\$24.00	\$24.00	
CH	FRE 1120	Elementary French I	\$6.00	\$6.00	
CH	FRE 1121	Elementary French II	\$6.00	\$6.00	
CH	GER 1120	Elementary German I	\$6.00	\$6.00	
CH	GER 1121	Elementary German II	\$6.00	\$6.00	
CH	PGY 1800C	Digital Photography	\$44.00	\$44.00	
CH	SPN 1120	Elementary Spanish I	\$6.00	\$6.00	
CH	SPN 1121	Elementary Spanish II	\$6.00	\$6.00	
CH	SPN 2220	Intermediate Spanish	\$6.00	\$6.00	
FPSI	CJD 0199	Emergency Medical Dispatcher	\$44.00	\$44.00	
FPSI	CJD 0448	First Academy Responder First Responde	\$172.00	\$172.00	
FPSI	CJD 0520	Public Safety Telecommunications	\$102.00	\$102.00	
FPSI	CJK 0001	Intro to Law Enforcement	\$5.00	\$5.00	

FPSI	CJK 0012	Legal	\$5.00	\$5.00	
FPSI	CJK 0013	Interaction in a Diverse Community	\$5.00	\$5.00	
FPSI	CJK 0014	Interviewing * Report Writing	\$5.00	\$5.00	
FPSI	CJK 0020	CMS Vehicle Ops	\$140.00	\$140.00	
FPSI	CJK 0031	CMS First Aid for CJ Officers	\$96.50	\$96.50	
FPSI	CJK 0040	CMS CJ Firearms	\$340.50	\$340.50	
FPSI	CJK 0051	Defensive Tactics	\$18.00	\$18.00	
FPSI	CJK 0064	Fundamentals of Patrol	\$5.00	\$5.00	
FPSI	CJK 0065	Calls for Service	\$5.00	\$5.00	
FPSI	CJK 0077	Criminal Investigation	\$5.00	\$5.00	
FPSI	CJK 0078	Crime Scene to Courthouse	\$5.00	\$5.00	
FPSI	CJK 0084	DUI Traffic Stops	\$5.00	\$5.00	
FPSI	CJK 0087	Traffic Stops	\$5.00	\$5.00	
FPSI	CJK 0088	Traffic Crash Investigation	\$5.00	\$5.00	
FPSI	CJK 0092	Critical Incidents	\$5.00	\$5.00	
FPSI	CJK 0096	CJ Officer Physical Fitness	\$221.00	\$221.00	
FPSI	CJK 0260	Introduction to Correctional Probation	\$7.35	\$7.35	
FPSI	CJK 0264	Legal Foundations for Correctional Probation	\$7.35	\$7.35	
FPSI	CJK 0265	Communications	\$7.35	\$7.35	
FPSI	CJK 0266	Intake and Orientation	\$7.35	\$7.35	
FPSI	CJK 0267	Caseload Management	\$7.35	\$7.35	
FPSI	CJK 0268	Supervision of Offenders	\$7.35	\$7.35	
FPSI	CJK 0269	Field Supervisor	\$7.35	\$7.35	
FPSI	CJK 0281	Physical Fitness	\$132.30	\$132.30	
FPSI	CJK 0300	Introduction to Corrections	\$5.00	\$5.00	
FPSI	CJK 0305	Communications	\$5.00	\$5.00	
FPSI	CJK 0310	Officer Safety	\$5.00	\$5.00	
FPSI	CJK 0315	Facilities & Equipment	\$5.00	\$5.00	
FPSI	CJK 0320	Intake & Release	\$5.00	\$5.00	
FPSI	CJK 0325	Supervising in a Facility	\$5.00	\$5.00	
FPSI	CJK 0330	Supervising Special Populations	\$5.00	\$5.00	
FPSI	CJK 0335	Responding to Incidents & Emergencies	\$5.00	\$5.00	
FPSI	CJK 0340	CJ Officer Physical Fitness Training	\$112.00	\$112.00	
FPSI	CJK 0393	Crossover Program Updates	\$5.00	\$5.00	

FPSI	CJK 0422	Dart Firing Stun Gun	\$21.50	\$21.50	
FPSI	CJT 0801	Armed Private Security	\$110.00	\$110.00	
FPSI	CJT 0803	Private Security Officer	\$55.00	\$55.00	
FPSI	FFP 0010	Firefighter I	\$546.00	\$546.00	
FPSI	FFP 0020	Firefighter II	\$514.00	\$514.00	
HCP	DEA 1030L	Dental Assisting Preclinic Lab	\$40.50	\$40.50	
HCP	DEA 1805L	Clinical Practice I Lab	\$35.00	\$35.00	
HCP	DEA 1855L	Clinical Practice II Lab	\$38.00	\$38.00	
HCP	DEA 2832C	Expanded Functions I	\$33.00	\$33.00	
HCP	DEA 2833C	Expanded Functions II	\$136.00	\$136.00	
HCP	DEH 1002L	Dental Hygiene Preclinic Lab	\$53.50	\$53.50	
HCP	DEH 1802L	Dental Hygiene II Clinic	\$44.50	\$44.50	
HCP	DEH 2804L	Dental Hygiene III Clinic	\$2.00	\$2.00	
HCP	DES 1200L	Dental Radiology Lab	\$12.00	\$12.00	
HCP	DES 2100L	Dental Materials Lab	\$160.00	\$160.00	
HCP	EMS 1059C	First Responder	\$73.00	\$73.00	
HCP	EMS 1119	EMT Lecture	\$30.00	\$30.00	
HCP	EMS 1119L	EMT Lab	\$51.00	\$51.00	
HCP	EMS 1431L	EMT Clinical	\$17.50	\$17.50	
HCP	EMS 2603L	Paramedic 1 Lab	\$127.00	\$127.00	
HCP	EMS 2604L	Paramedic 2 Lab	\$96.00	\$96.00	
HCP	EMS 2605	Paramedic 3 Lecture	\$191.50	\$191.50	
HCP	EMS 2605L	Paramedic 3 Lab	\$102.00	\$102.00	
HCP	EMS 2666L	Paramedic 1 Clinical	\$17.50	\$17.50	
HCP	HCP 0122	Nursing Assistant	\$23.00	\$23.00	
HCP	HSC 1000L	Orientation to Perioperative Services Lab	\$144.74	\$144.74	
HCP	RET 1874	Clinical Practice I	\$50.00	\$50.00	
HCP	RET 1875	Clinical Practice II	\$24.00	\$24.00	
HCP	RET 2876	Clinical Practice III	\$23.00	\$23.00	
HCP	RET 2936	Topics in Respiratory Care	\$50.00	\$50.00	
HCP	RTE 1804	Radiography Clinical I	\$17.50	\$17.50	
HCP	RTE 1814	Radiography Clinical II	\$17.50	\$17.50	
HCP	RTE 1824	Radiography Clinical III	\$17.50	\$17.50	
HCP	RTE 2834	Radiography Clinical IV	\$17.50	\$17.50	

HCP	RTE 2844	Radiography Clinical V	\$17.50	\$17.50	
HCP	RTE 2854	Radiography Clinical VI	\$17.50	\$17.50	
HCP	RTE1503L	Radiographic Positioning I Lab	\$76.00	\$76.00	
HCP	RTE1513L	Radiographic Positioning II Lab	\$72.00	\$72.00	
HCP	STS 1302L	Introduction to Surgical Technology	\$121.78	\$121.78	
HCP	STS 1310L	Surgical Techniques and Procedures Lab	\$121.78	\$121.78	
HCP	STS 2323	Surgical Procedures I	\$287.00	\$287.00	
HCP	STS 2323L	Surgical Procedures I Simulation Lab	\$139.73	\$139.73	
HCP	STS 2324L	Surgical Technology Procedures Simulation	\$122.23	\$122.23	
SM	BSC 1005L	Introduction to Biological Sciences Laboratory	\$24.00	\$24.00	
SM	BSC 1084C	Human Biology: Essentials of Anatomy and Physiology	\$35.00	\$35.00	
SM	BSC 2010L	Biology for Science Majors Laboratory I	\$23.00	\$23.00	
SM	BSC 2011L	Biology for Science Majors Laboratory II	\$31.00	\$31.00	
SM	BSC 2085L	Anatomy and Physiology I Laboratory	\$14.00	\$14.00	
SM	BSC 2086L	Anatomy and Physiology II Laboratory	\$18.00	\$18.00	
SM	CHM 1045L	General Chemistry Laboratory I	\$20.00	\$20.00	
SM	CHM 1046L	General Chemistry Laboratory II	\$49.00	\$49.00	
SM	ESC 1000L	Earth And Its Environment Laboratory	\$14.00	\$14.00	
SM	MCB 2004L	Microbiology Laboratory	\$51.00	\$51.00	
SM	PHY 1053L	Elementary College Physics Laboratory I	\$32.00	\$32.00	
SM	PHY 1054L	Elementary College Physics Laboratory II	\$33.00	\$33.00	
SM	PHY 2048L	General Physics Laboratory I	\$28.00	\$28.00	
SM	PHY 2049L	General Physics Laboratory II	\$31.00	\$31.00	
SM	STA2122	Introduction to Applied Statistics	\$25.00	\$25.00	
WD	ACR 0041	Air Conditioning, Refrigeration, and Heating	\$400.00	\$400.00	
WD	ACR 0043	Air Conditioning, Refrigeration, and Heating	\$125.00	\$125.00	
WD	ACR 0044	HVAC/R Advanced Service Practices (For	\$194.00	\$194.00	
WD	ACR 0047	Air Conditioning, Refrigeration, and Heating	\$205.00	\$205.00	
WD	ACR 0049	Air Conditioning, Refrigeration, and Heating	\$205.00	\$205.00	
WD	ETI 0450	Industrial Machinery Maintenance Assistant	\$543.00	\$543.00	
WD	ETI 0456	Machinery Maintenance Mechanic	\$216.00	\$216.00	
WD	OTA 0040	Information Technology Assistant	\$317.75	\$317.75	
WD	PMT 0020	Machinist Helper	\$403.00	\$403.00	
WD	PMT 0022	Machinist Operator	\$235.00	\$235.00	

WD	PMT 0024	Machinist Setup Operator	\$332.00	\$332.00	
WD	PMT 0025	Machinist	\$335.00	\$335.00	
WD	PMT 0026	CNC Production Technician	\$417.00	\$417.00	
WD	PMT 0027	CNC Production Technician 2	\$235.00	\$235.00	
WD	PMT 0070	Welder, Assistant 1	\$293.00	\$293.00	
WD	PMT 0071	Welder, Assistant 2	\$395.00	\$395.00	
WD	PMT 0072	Welder, SMAW 1	\$371.00	\$371.00	
WD	PMT 0073	Welder, SMAW 2	\$410.00	\$410.00	
WD	PMT 0074	Welder	\$421.00	\$421.00	
WD	TRA 0080	Tractor Trailer Truck Driver	\$1,551.00	\$1,551.00	
		Distance Learning Fee	\$30.00	\$30.00	\$10 per credit hour
		TABE Test	\$25.00	\$25.00	

Laboratory Fees Increased

Division	Course ID	Course Name	19-20 Amount	Request Amount for 20-21	Comments
HCP	NUR1021C	Nursing Process I	\$269.04	\$287.00	increase in cost of consumable supplies
HCP	NUR1022C	Essentials of Nursing Process I	\$0.00	\$315.00	new course for Transition to Nursing Program
HCP	NUR1231C	Essentials of Nursing Process II	\$0.00	\$291.00	new course for Transition to Nursing Program
HCP	NUR1241C	Nursing Process II	\$145.00	\$243.00	increase in cost of consumable supplies
HCP	NUR1421C	Reproductive Health	\$56.00	\$161.00	increase in cost of consumable supplies
HCP	NUR1422C	Essentials of Reproductive Health	\$0.00	\$264.00	new course for Transition to Nursing Program
HCP	NUR2243C	Nursing Process III	\$164.98	\$222.00	increase in cost of consumable supplies
HCP	NUR2244C	Essentials of Nursing Process III	\$0.00	\$263.00	new course for Transition to Nursing Program

HCP	NUR2310C	Essentials of Pediatric Nursing	\$0.00	\$229.00	new course for Transition to Nursing Program
HCP	NUR2350C	Pediatric Health	\$81.58	\$112.00	increase in cost of consumable supplies
HCP	NUR2818C	Nursing Process IV	\$225.30	\$236.00	increase in cost of consumable supplies
HCP	NUR2823C	Essentials of Nursing Process IV	\$0.00	\$277.00	new course for Transition to Nursing Program
HCP	RET1026	Fundamentals of Respiratory Care	\$58.00	\$60.00	increase in cost of software platform
HCP	RTE 2762	Radiographic Image Analysis I	\$74.00	\$77.00	increase in cost of supplies
SM	CHM 1045	General Chemistry I	\$15.00	\$25.00	OER cost for platform increase
SM	CHM 1046	General Chemistry II	\$15.00	\$25.00	OER cost for platform increase
SM	CHM 2211L	Organic Chemistry II Laboratory	\$102.00	\$106.00	increase in cost of chemical supplies
SM	MAC1105	College Algebra	\$15.00	\$25.00	OER cost for platform increase
SM	MAC1114	Precalculus Trigonometry	\$15.00	\$25.00	OER cost for platform increase
SM	MAC1140	Precalculus Algebra	\$15.00	\$25.00	OER cost for platform increase
SM	MAT1033	Intermediate Algebra	\$15.00	\$25.00	OER cost for platform increase
SM	MGF1106	Liberal Arts Math I	\$15.00	\$25.00	OER cost for platform increase
WD	CTS0018	Cybersecurity Associate	\$275.00	\$295.00	increase in cost of software
WD	CTS0019	Information Security Manager	\$225.00	\$238.00	increase in cost of software



June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Academic Curriculum Changes

Item Description

This item presents proposed program changes, 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 Air Conditioning, Refrigeration, and Heating Technology Career and Technical Education Program. The length of the program will remain at 1,000 clock hours. However, the state is recommending new course numbers, course titles and content in order to remain current with the workforce trends. The median hourly wage is \$18.84 for Leon, Gadsden, and Wakulla with an 8.9% job growth anticipated.

TCC is also proposing a new course, Principles of Entrepreneurship. This course will be offered as dual enrollment in the high schools to expose students to the fundamental concepts of an entrepreneurial mindset that is based on the ICE House Curriculum. The college is also proposing to change the pre- and co-requisites for Computer Based Design I and II to remove barriers for students and decrease their degree completion time. Additionally, Introduction to Multimedia Programming is being proposed to be renamed to Introduction to Multimedia Design to align with courses at other Florida institutions.

Funding/ Financial Implications

None

Past Actions by the Board

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

Recommended Action

That the Board approve the recommendation for the program revision, new courses, and course changes as attached.

PROGRAM CHANGE

Air Conditioning, Refrigeration, and Heating Technology (1,000 clock hours)

Based on recommendations from the State Board of Education, TCC is proposing to delete courses and replace with the state approved courses for the program. The changes are based on updated content related to workforce trends.

Add courses:

ACR0000 Introduction to HVAC/R (250)
ACR0001 HVAC/R Fundamentals (250)
ACR0012 HVAC/R Service Practices (250)
ACR0013 HVAC/R Intermediate Service Practices (250)

Delete courses:

ACR0041 A/C, Refrigeration and Heating Helper (250)
ACR0043 A/C, Refrigeration and Heating Mechanic Assistant (250)
ACR0047 A/C, Refrigeration and Heating Mechanic 1 (250)
ACR0049 A/C, Refrigeration and Heating Mechanic 2 (250)

NEW COURSE

Course ID	Course Name	Rationale for New Course
SLS1380	Principles of Entrepreneurship	This course is designed to examine the 8 fundamental concepts of an entrepreneurial mindset. This course will use the ICE House Curriculum and be offered in the high schools. Students will be exposed to complex problem-solving, strategic communications techniques that draws upon the experiences of successful people, specifically entrepreneurs.

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
CGS1520	Introduction to Multimedia Programming	Course title	Introduction to Multimedia Programming	Introduction to Multimedia Design	The proposed name is in line with the course title for this course at other Florida state colleges.
GRA2103C	Computer Based Design I	Pre-requisite change	Pre-requisite: PGY2801C	Pre-requisite: GRA1111C, GRA1206C	To lessen time to degree completion;

		and co-requisite change	Co-requisite: GRA2121	Co-requisite: none	current pre-requisites do not contain content that is necessary for successful course completion.
GRA2105C	Computer Based Design II	Pre-requisite change and co-requisite change	Pre-requisite: PGY2801C Co-requisite: GRA2121	Pre-requisite: None Co-requisite: none	To lessen time to degree completion; current pre-requisites do not contain content that is necessary for successful course completion.
ACR0041	A/C, Refrigeration and Heating Helper	Course ID, Title and Description	ACR0041 A/C, Refrigeration and Heating Helper Description: Provides lecture, demonstration and hands-on practice in introductory air conditioning, refrigeration and heating concepts and techniques, including major components. Students will be introduced to basic electricity and electronics. Emphasis will be on students learning craft safety. Students will complete the OSHA 1926 10-hour safety module.	ACR0000 Introduction to HVAC/R Description: The Introduction to HVAC/R course prepares students to demonstrate the knowledge, skill, and application of introductory air conditioning, refrigeration, and heating concepts and techniques, including major components using both lecture and hands-on practice. Students will be introduced to basic electricity and electronics with emphasis placed on students learning craft safety and also the importance	State mandated change.

				of employability and entrepreneurship skills. Students will be prepared to complete the OSHA 1926 10 hour safety module.	
ACR0043	A/C, Refrigeration and Heating Mechanic Assistant	Course ID, Title, prerequisite and Description	<p>ACR0043</p> <p>A/C, Refrigeration and Heating Mechanic Assistant</p> <p>Prerequisite: ACR0041</p> <p>Description: This course provides instruction in reading construction documents; history of HVAC; the properties of matter and heat; analyzing fluids, pressures, refrigerants and related codes; evaluation of HVAC system and components; selection of appropriate commercial compressors; testing, adjusting and maintaining commercial evaporative condensers; fabrication and service of HVAC piping, tubing and fittings; and the importance of employability and</p>	<p>ACR0001</p> <p>HVAC/R Fundamentals</p> <p>Prerequisite: ACR0000</p> <p>Description: The HVAC/R Fundamentals course prepares students to demonstrate the knowledge, skill, and application to read construction documents, identify properties of matter and heat; analyze fluids, pressures, refrigerants and related codes; evaluate HVAC/R systems and components; select appropriate commercial compressors; test, adjust, and maintain commercial evaporative condensers; fabrication and service of HVAC tubing and</p>	State mandated change.

			entrepreneurship skills.	fittings. Students are provided instruction in the history of HVAC/R, and will test and trouble shoot electrical motors and their components.	
ACR0047	A/C, Refrigeration and Heating Mechanic I	Course ID, Title, pre-requisite and Description	<p>ACR0047</p> <p>A/C, Refrigeration and Heating Mechanic I</p> <p>Prerequisite: ACR0041, ACR0043</p> <p>Description: This course provides basic principles of piping size, use and servicing of testing equipment, residential start-up procedures, check-out procedures, working knowledge of refrigerants and oils, interpretation and modification of construction drawings, conduct system startup and shutdown, and the design of HVAC systems.</p>	<p>ACR0012</p> <p>HVAC/R Service Practices</p> <p>Prerequisite: ACR0000, ACR0001</p> <p>Description: The HVAC/R Service Practices course prepares students to assist with the installation of residential HVAC systems and determine start-up procedures and check-out procedures. Students will utilize mechanical components and operate solid state electronics as used in HVAC/R systems. Students will gain a working knowledge of refrigerants and oils and the interpretation and modification of construction drawings, and</p>	State mandated change.

				conduct system startup and shutdowns. Students will troubleshoot combustion gas valves and regulators as used in HVAC/R systems.	
ACR0049	A/C, Refrigeration and Heating Mechanic II	Course ID, Title, prerequisite and Description	<p>ACR0049</p> <p>A/C, Refrigeration and Heating Mechanic II</p> <p>Prerequisite: ACR0041, ACR0043, ACR0047</p> <p>Description: This course will cover the use of combustion-type heating service and testing equipment; troubleshooting combustion gas valves and regulators; maintaining, testing and adjusting commercial HVAC accessories; maintaining, troubleshooting and repairing commercial heating systems; installation, maintenance and repair of HVAC and refrigeration systems; retail refrigeration; commercial and</p>	<p>ACR0013</p> <p>HVAC/R Intermediate Service Practices</p> <p>Prerequisite: ACR0000, ACR0001, ACR0012</p> <p>Description: The HVAC/R Intermediate Service Practices course prepares students to select appropriate commercial compressors. Students will test and adjust commercial evaporative condensers, and maintain, troubleshoot, and repair commercial evaporators, and identify basic principles of HVAC/R piping sizing. Students will gain working knowledge to interpret, use, and modify</p>	State mandated change.

			industrial refrigeration systems; and introduction to hydronic and steam systems.	construction drawings and specifications and troubleshoot and repair commercial HVAC/R systems.	
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June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive 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

Beginning Fall 2019, TCC had 179 full time faculty employed. Of those, 126 were on continuing contract and 53 were on annual contract.

Of the 126 faculty on continuing contract, 33 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 33 on post-award review, 1 passed away and 6 retired. The remaining 26 faculty successfully completed the post-award review.

There are currently 8 faculty on annual contract working toward continuing contract. Seven are being recommended for continuing contract based on at least five years of review and satisfactory growth. One is being recommended for an additional year of annual contract.

The remaining 45 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 was terminated due to the deletion of a program. A total of 43 faculty, including one being recommended for an additional year of annual contract, are being recommended for an annual contract for the 2020-2021 academic year.

One temporary non-continuing faculty's contract is ending. This person was hired for Spring 2020 to temporarily fill an unexpected vacancy.

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 15, 2020

Recommended for Annual Contract:

Sarah Ainsworth	Behavioral, Social Sciences and Education
Leticia Henderson Baker	Behavioral, Social Sciences and Education
Sara Marchessault	Behavioral, Social Sciences and Education
Gina O'Neal-Moffitt	Behavioral, Social Sciences and Education
Shakonda Diggs	Behavioral, Social Sciences and Education
Michelle Peruche	Behavioral, Social Sciences and Education
Jessica Jones	Business, Industry and Technology
Charles Cadenhead	Business, Industry and Technology
Brett Cook	Business, Industry and Technology
Everett Montgomery	Business, Industry and Technology
Lisa Kellison	Business, Industry and Technology
Kelly Garland	Business, Industry and Technology
Megan Mahoney	Communications and Humanities
Ljiljana Obradovic-Edmiston	Communications and Humanities
Teresa Paliwoda	Communications and Humanities
Donya Samara	Communications and Humanities
Sara Brown	Communications and Humanities
Sarah Smitherman	Communications and Humanities
Theresa Pape	Healthcare Professions
Jill Hanks	Healthcare Professions
Meredith Burns	Healthcare Professions
Heather Redfield	Healthcare Professions
Kali Gray	Healthcare Professions
Evelyn Valentin	Healthcare Professions
John Elam	Healthcare Professions
Megan McKee	Healthcare Professions
Jules Bailey	Library Services
Sila Lott	Library Services
Kejika Washington	Sciences and Mathematics
Harlon Hawthorne	Sciences and Mathematics
Jorge Monreal	Sciences and Mathematics
David Hoover	Sciences and Mathematics
Beth Huettel	Sciences and Mathematics
Ethan Williams	Sciences and Mathematics
David McNutt	Sciences and Mathematics
Cindy Lee	Sciences and Mathematics
Johnny Petit	Sciences and Mathematics
Gregory Brown	Sciences and Mathematics
Margelet Hamilton	Sciences and Mathematics
John Bikowitz	Sciences and Mathematics
Robert Billet	Sciences and Mathematics
Angelina Kuleshova	Sciences and Mathematics
Christopher Russell	Sciences and Mathematics

Recommended for Continuing Contract:

Denise Spivey	Behavioral, Social Sciences and Education
Melissa Scalzi	Behavioral, Social Sciences and Education
Ha Hoang	Business, Industry and Technology
Kelly Thayer	Communications and Humanities
Lauren Fletcher	Communications and Humanities
Tricia Rizza	Communications and Humanities
Guy Dormeus	Sciences and Mathematics

Recommended for Continuing Contract - Post Award:

Melissa Soldani	Behavioral, Social Sciences and Education
Jarrett Phipps	Behavioral, Social Sciences and Education
Russell McGuff	Behavioral, Social Sciences and Education
Edith Strickland	Business, Industry and Technology
Byron Todd	Business, Industry and Technology
David Valladares	Communications and Humanities
Eva Nielsen	Communications and Humanities
Elise Ray	Communications and Humanities
Bryan McLawhorn	Communications and Humanities
Lu Vickers	Communications and Humanities
David Valladares	Communications and Humanities
Julie Baroody	Communications and Humanities
Frederick Owens	Communications and Humanities
Melissa Olson	Healthcare Professions
Ginny Marsters	Healthcare Professions
Suzanne Ferrell-Locke	Sciences and Mathematics
Martin Balinsky	Sciences and Mathematics
Santiago Molina	Sciences and Mathematics
Bob Lutz	Sciences and Mathematics
Martin Balinsky	Sciences and Mathematics
Suzanne Ferrell-Locke	Sciences and Mathematics
Karen Kinard	Sciences and Mathematics
Stephanie Breedlove	Sciences and Mathematics
Hector Quinones Pena	Sciences and Mathematics
Jim Smart	Sciences and Mathematics
Ellenar Harper	Transitional Studies Division



June 15, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Addendum to the 2020-2021 Articulation Agreement with County School Boards, Public Charter Schools and Private Schools

Item Description

This item presents an addendum to the 2019-2020 Dual Enrollment Articulation Agreements between the College and each of the three district partners in the Tallahassee Community College service area, the charter schools in the Tallahassee Community College service area, the private schools in the Tallahassee Community College service area, and the one district outside of the Tallahassee Community College service area for approval as required by Florida law.

Overview and Background

In accordance to Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran on May 15th, 2020, the addendum to the 2019-2020 articulation agreement complies with the emergency order that suspends testing requirements for student eligibility for initial enrollment in college dual enrollment courses taken through December 31st, 2020, provided by section 1007.271(2).

The State of Florida Department of Education has authorized the colleges to draft a set of alternative requirements for participation in the dual enrollment program. Tallahassee Community College is utilizing a multiple measures approach to best place students on the appropriate guided pathway. The addendum reflects the emergency order and the College's plan to execute the order.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour of \$71.98, for students taking courses on TCC's campus. This also includes online courses. Moreover, the school districts pay for the cost of the instructor if the course is taught at the high school site by a TCC instructor. The school districts, charter or private schools are not charged tuition for summer enrollments.

Past Actions by the Board
None

Recommended Action
Information Item Only

Addendum to the 2019-2020 Articulation Agreement

Tallahassee Community College
And
High Schools Participating in Dual Enrollment

In accordance to Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran, on May 15th, 2020, the addendum to the 2019-2020 articulation agreement complies with the emergency order that suspends testing requirements for student eligibility for initial enrollment in college dual enrollment courses taken through December 31st, 2020, provided by section 1007.271(2). In compliance with the emergency order, Tallahassee Community College has created the JumpStart program for initial dual enrollment students.

The JumpStart program, a program for juniors and seniors, requires a 3.0 GPA and the completion of the SuperStrong, an assessment that helps students discover how their interests translate into academic and professional success. Moreover, JumpStart participants must secure permission from the high school before enrolling in the program. This approach allows the College to utilize multiple measures to best place students on the appropriate guided pathway.

The JumpStart program will have a limited course availability. The list below reflects the courses available to JumpStart students:

- A. National Government (POS1041)
- B. History of the United States (AMH2020)
- C. College Success (SLS1510)
- D. Introduction to Business (GEB1011)
- E. Composition I (ENC1101)
- F. Intermediate Algebra (MAT1033)*

*Note: Students who elect to take Intermediate Algebra (MAT1033) will have to meet additional requirements including 1) earned a "B" or better in Algebra I; 2) earned a "B" or better in Algebra II; and 3) earned a passing score on the Algebra I EOC, if the exam is offered at the school.

Each of these courses will be taught in a TCC LIVE format that allows for the students and professor to log in at the same time and interact together with their peers to discuss course content and requirements.

The term of this addendum shall commence upon signing and shall end July 31, 2021.

This agreement is set forth for the following districts during the 2019-2020 academic year:

- A. Leon County Public Schools
- B. Gadsden County Public Schools
- C. Wakulla County Public Schools
- D. Liberty County Public Schools (Liberty High School)

- E. Community Christian School
- F. Crossroad Academy
- G. Florida State University School
- H. John Paul II Catholic School
- I. Community Leadership Academy
- J. North Florida Christian School
- K. Robert F. Munroe Day School
- L. Wakulla Christian School
- M. Classical Christ Academy
- N. Tree of Life
- O. Savary Academy

IN WITNESS WHEREOF, this Addendum is to become effective immediately.

Jim Murdaugh, Ph.D.
President, Tallahassee Community College

Date

Rocky Hanna
Superintendent, Leon County Schools

Date



June 15, 2020

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

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 fund-raising efforts for TCC's Foundation. These fund-raising efforts are monitored and updates are provided at the monthly Board meeting. The following represents the amount of College resources utilized for Foundation DSO activities the current fiscal year, although with some of the highlighted support received by their efforts which totaled **\$1,293,891.62** this fiscal year. A **complete list of program support** received by the College can be provided by Institutional Advancement staff.

College Resource	Resources Utilized for DSO Activities	DSO Support Received by the College	DSO Student Scholarships Provided
Personal Services	\$54,508.09		
Facilities	\$20,463.89		
Property	\$0.00		
Facilities & Room Renovations		\$332,305.00	
College Innovation Grants		\$320,455.78	
Student Scholarships			\$641,130.84
Total	\$74,971.98	\$652,760.78	\$641,130.84

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 shall 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 20-21 are projected to be \$90,737, or 13.6% of the Office for Institutional Advancement's total budget. The amount of resources utilized for Foundation DSO related activities totaled \$74,971.98 this fiscal year, or 10.3% of the Office for Institutional Advancement's total budget as certified by the College's review of the Office for Institutional Advancement's expenses.

College Resource	Office for Institutional Advancement Projected FY 20-21 Budget	Projected Foundation DSO Related Resources
Personnel Services	\$532,785.00	\$72,656.00
Other Services & Expenses	\$132,585.00	\$9,819.00
Facilities		\$8,262.00
Property		\$0.00
Total	\$665,370.00	\$90,737.00

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 2020-21 College Operating Budget as part of the Office for Institutional Advancement's budget.

Past Actions by the Board

The Board had previously approved a Memorandum of Understanding with the Foundation in October 2013

Recommended Action

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



June 15, 2020

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 Service Contract

Item Description

This item requests approval by the District Board of Trustees (Board) for the renewal of the current Follett higher Education Group, Inc. (Follett) contract for bookstore services.

Overview and Background

In July 2011, the Board approved a five (5) year contract with Follett to provide bookstore services to the College with options for successive one-year renewals. This will be the fifth one-year renewal of the original contract.

Funding/ Financial Implications

The Board approved the last renewal of the original contract at the June 17, 2019 meeting.

Past Actions by the Board

There are no funding implications for these services. The College is projecting an annual commission of over \$400,000 from these services.

Recommended Action

Approve a one-year renewal of the Follett contract for bookstore services.

TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
And
FOLLETT HIGHER EDUCATION GROUP, INC.

This Agreement to exercise the renewal option is made and entered into by and between The District Board of Trustees of Tallahassee Community College ("TCC") and Follett Higher Education Group, Inc. ("Follett").

WHEREAS, TCC and Follett entered into a services agreement on July 2011, with amendments on May 27, 2017, July 1, 2017, and August 20, 2018 to provide bookstore services for the College, with renewal options for one-year renewals; and

WHEREAS, Follett desires and TCC agrees to allow Follett to continue providing bookstore services to the College; and

WHEREAS, terms and conditions of the original Agreement shall remain in effect, except as modified below:

As per Article 2 of the original Agreement, the Agreement shall be renewed for one (1) additional year, until June 30, 2021.

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

FOLLETT HIGHER EDUCATION
GROUP, INC.

THE DISTRICT BOARD OF TRUSTEES OF
TALLAHASSEE COMMUNITY COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



June 15, 2020

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

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, 2020 - 2021.

- Page 4: Added language regarding Pay Dates and the ability of the College to utilize a third-party collection agency to collect funds from former employees.
- Page 6: Added language regarding federal guidelines and exempt employees.
- Page 17: Revised, language regarding Assistant Coach contracts.
- Pages 21 – 22: Added and deleted Managerial/Professional positions added or reclassified.
- Pages 23 – 34: Added and deleted classified staff positions and paygrades. Pay grades were adjusted to accommodate the College's living wage increase and changes to the federal Fair Labor Standards Act exemptions. Duplicate positions and positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table.

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective October 14, 2020.

Funding/ Financial Implications

This item is funded by the 2020 -2021 Operating Budget.

Recommended Action

Approve updates to the 2020 – 2021 Salary Schedule as presented.



TALLAHASSEE COMMUNITY COLLEGE

ANNUAL SALARY SCHEDULE

201920 - 20201

Prepared by the Office of Human Resources

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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 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

~~October 14, 2019~~ July 1, 2020

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 Planning and Sponsored Programs, 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), Executive Vice 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.

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.

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.

- ~~Faculty Librarians~~

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

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 an Executive Position of Vice President, Executive Vice President & Provost, 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 Executive Vice President & Provost or 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 Executive Vice President and Provost or 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 Executive Vice President & Provost, 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 Executive Vice President & Provost, 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.

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.

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.

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 Contract Hours: Adjuncts teaching on a credit/contact hour basis as defined in the 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 Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$769
Masters	\$714
Bachelors	\$648
Less than Bachelors with program specific credentials and Associate degree	\$571

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

Academic Credentials	Class Hour Rates
Doctorate	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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.

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	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

Academic Credentials	Clock Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$28
Masters	\$26
Bachelors	\$23

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	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

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 that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$.50 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 Workers shall receive a one (1) pay grade increase and be retitled Senior Custodian 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, ~~Assistant Coaches~~ 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 C.
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 the TCC Policy Manual. If this payment is less than the maximum, the balance of the employee's unused annual leave shall be paid at termination of employment, not to exceed the maximum payout for annual leave in the TCC Policy Manual.

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.

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 sick leave payout policy as stated in the 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 and shall have completed seven (7) years of service at the College.

Retirees and prospective retirees shall apply to the appropriate cost center administrator ninety (90) days prior to the term for which they wish to be considered for hire back. A contract shall be for no more than nine (9) credit hours per term for adjunct faculty. An Other Personal Services (OPS) authorization may be for up to forty (40) hours per week. The need to employ a senior adjunct faculty member in any given term is based on the College's need to add course sections beyond those that can be taught by the full-time faculty members. The need to employ a senior OPS staff member is based on the College's need to have work performed beyond that which can be performed by full-time staff.

The retiree shall confirm his/her availability with the appropriate cost center administrator in accordance with the cost center guidelines for such notification by the retiree.

No benefits of a full-time position shall accrue to the senior adjunct faculty or senior OPS employee except those provided in Statute or State Rule. The senior retiree shall perform only those duties normally performed by adjunct faculty or OPS employees.

For senior retirees, the salary shall be established at one point one (1.1) of the rate regular adjunct faculty earn for the degree the individual holds or one point one (1.1) of the appropriate OPS hourly rate.

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 Students is the same as the reporting period for non-exempt staff as outlined by Appendix C.
2. **Timesheet Submission:** OPS and Work-study Student employees 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.

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 Executive Vice President & Provost, appropriate Vice President or Executive Director and Human Resources.

Position Title
Assistant Director of Facilities and Energy
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief of Staff
<u>Chief Financial Officer, TCC Foundation</u>
Controller
Dean, Enrollment Services/ College Registrar
Dean, Student Services
Dean, Student Success
Director of Advising and New Student Orientation
Director of Athletics
Director of Budget and Cost Analysis
Director of Business & Office (FPSI)
Director of Business and Workforce Development <u>Industry Service Center</u>
Director of Business Process Improvement
Director of Call Center
Director of Career Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
Director of Development, <u>TCC Foundation</u>
Director of Educational Research
Director of Enterprise Systems
Director of Facilities, Planning and Construction
Director of Finance

Director of Financial Aid
Director of Financial Planning & Sponsored Programs
Director of Food Service (FPSI)
<u>Director of Grants and Special Projects</u>
Director of Human Resources
Director of Information Technology Infrastructure
Director of Institutional Research and <u>Analytics Planning</u>
Director of Integrated Marketing
Director of Instructional Programs (FPSI)
Director of Learning Commons
Director of Library Services
<u>Director of Major Gifts</u>
Director of Nursing Programs
Director of Public Safety Continuing Education (FPSI)
Director of Purchasing & General Services
<u>Director of Recruiting and Admissions</u>
Director of Strategic Communications and Change Management
Director of Strategic Engagement
Director of STEM Programs
Director of Student Life
<u>Director of Student Records</u>
Director of Student Services
Director of TCC Online
Director of Telecommunications and Network Systems
Director of User Services
Workday Operations Officer

APPENDIX B

Classified Staff Positions & Paygrades

(matrix does not include FLSA adjustments)

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$34,469.35 848	\$41,018.4 2,659	\$55,361.76 57,577.00
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Accounting Specialist II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director of the Learning Commons	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	224 221	E	\$37,281 33,143	\$44,365 39,440	\$59,880.08 53,233.28
Assistant to the Director	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Assistant to the Vice President	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
<u>Budget 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>
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lead Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Center for Innovation Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Career Pathways Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Career Placement Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Services Counseling Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Cashier	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Cashiering Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Center for Innovation Coordinator	CS Professional	222	NE	\$34,469	\$41,018	\$55,361.76
Center Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Circulation Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
CIT Support Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Classroom Technologies Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Client Support Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Clinic Assistant, Dental Programs	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Communications and Marketing Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Communications Editor	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Skills Specialist	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Community Contract Consultant	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Computer Lab Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Operations Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Computer Programmer/Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Support Technician	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Technician Lab Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Conference and Events Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	107 114	NE	\$19,193 24,960	\$22,776 29,702	\$30,740 40,452.80
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	114 116	NE	\$24,960 27,241	\$29,702 32,417	\$40,452 43,753.16
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Digital Communications Specialist	CS Professional	218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Director, Wakulla Center	CS Professional	234	E	\$49,060	\$58,384	\$78,797.47
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Emergency Management Accreditation and Safety Manager	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant	Classified Staff	223	E	\$35,848	\$42,659	\$57,577.00
Executive Coordinator	Classified Staff	225	E	\$38,773	\$46,140	\$62,275.28
Facilities Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	NE	\$34,469	\$41,018	\$55,361.76
Facilities Supervisor	Classified Staff	118	E	\$29,464	\$35,062	\$47,323.47
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Financial Aid Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Food Service Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Foundation Development and	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Communications Associate						
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Projects Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Scholarship Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Gadsden Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Gear Up Administrative Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Health Care Education Manager	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
High Liability Training Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Housing Service Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Human Resources Aide	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Human Resources Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
Human Resources Specialist III	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Human Resources Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
HVAC/Building Automation Specialist	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Information Specialist	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Information Technology Project Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Information Technology Support Specialist I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Information Technology Support Specialist II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Information Technology Trainer	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Instructional Designer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Network Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Technologist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Technology Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
International Student Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
International Student Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Learning Commons Success Coach Specialist	CS Professional	221 223	E	\$33,143 35,848	\$39,440 42,659	\$53,233 57,577.00
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Technical Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	110 114	NE	\$21,529 24,960	\$25,620 29,702	\$34,579 44,452.80
Maintenance Computer Operations Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Gadsden Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Wakulla Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01
Manager, Technology and Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Web Developer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Media Production Specialist-I	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Media Production Specialist-#Coordinator	CS Professional	224 ⁺	E	\$35,848 37,281	\$42,659 44,365	\$57,577.00 59,880.08
Media Relations Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Mental Health Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Professional Counselor	CS Professional	225	E	\$38,733	\$46,140	\$62,275.28
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Publications Coordinator	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Purchasing Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Purchasing Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Purchasing Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Receiving Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Recruitment Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Registration Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Research Analyst	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Scholarship Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Science Lab Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Senior Accountant	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Cashier	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Contracts and Grants Accountant	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Senior Custodian	Classified Staff	14415	NE	\$24,960 26,193	\$29,702 31,170	\$42,070.31 40,452.80
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Enrollment Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Financial Aid Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Program Development Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Senior Science Lab Assistant	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Senior Systems Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
SEP Disability Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Service Learning and Civic Engagement Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Social Media & Digital Content Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Staff Assistant II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Stores Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
Student Life, Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
System Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Systems Programmer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC Online Support Staff	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Technology Outreach Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Technology Project Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Technology Services Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Telecommunications and Network Systems Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Telecommunications Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Testing and Retention Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Testing Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Transfer and Graduation Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Transfer Program Assistant	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Virtual Learning Commons Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Volunteer and Peer Support Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Wakulla Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Web Collaboration and Special Projects Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Administrator and Application Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
June 14, 2020	July 11, 2020	July 17, 2020	Friday, July 31, 2020
<u>July, 12, 2020</u>	<u>August 8, 2020</u>	<u>August 17, 2020</u>	<u>Monday, August 31, 2020</u>
<u>August 9, 2020</u>	<u>September 5, 2020</u>	<u>September 17, 2020</u>	<u>Wednesday, September 30, 2020</u>
<u>September 6, 2020</u>	<u>October 3, 2020</u>	<u>October 16, 2020</u>	<u>Friday, October 30, 2020</u>
<u>October 4, 2020</u>	<u>November 7, 2020</u>	<u>November 16, 2020</u>	<u>Monday, November 30, 2020</u>
<u>November 8, 2020</u>	<u>December 5, 2020</u>	<u>December 7, 2020</u>	<u>Friday, December 11, 2020</u>
<u>December 6, 2020</u>	<u>January 9, 2021</u>	<u>January 15, 2021</u>	<u>Friday, January 29, 2021</u>
<u>January 10, 2021</u>	<u>February 6, 2021</u>	<u>February 12, 2021</u>	<u>Friday, February 26, 2021</u>
<u>February 7, 2021</u>	<u>March 13, 2021</u>	<u>March 12, 2021</u>	<u>Wednesday, March 31, 2021</u>
<u>March 14, 2021</u>	<u>April 10, 2021</u>	<u>April 16, 2021</u>	<u>Friday, April 30, 2021</u>
<u>April 11, 2021</u>	<u>May 8, 2021</u>	<u>May 14, 2021</u>	<u>Friday, May 28, 2021</u>
<u>May 9, 2021</u>	<u>June 12, 2021</u>	<u>June 17, 2021</u>	<u>Wednesday, June 30, 2021</u>

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TALLAHASSEE COMMUNITY COLLEGE

ANNUAL SALARY SCHEDULE

2020 - 2021

Prepared by the Office of Human Resources

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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 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, 2020

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 Planning and Sponsored Programs, 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), Executive Vice 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.

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.

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.

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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

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 an Executive Position of Vice President, Executive Vice President & Provost, 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 Executive Vice President & Provost or 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 Executive Vice President and Provost or 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 Executive Vice President & Provost, 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 Executive Vice President & Provost, 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.

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.

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.

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 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 Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$769
Masters	\$714
Bachelors	\$648
Less than Bachelors with program specific credentials and Associate degree	\$571

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

Academic Credentials	Class Hour Rates
Doctorate	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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	\$27
Masters	\$25
Bachelors	\$23
Less than Bachelors with program specific credentials and Associate degree	\$21

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.

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	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

Academic Credentials	Clock Hour Rates
Doctorate	\$40
Masters	\$36
Bachelors	\$28
Less than Bachelors with program specific credentials and Associate degree	\$25

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	\$28
Masters	\$26
Bachelors	\$23

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	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

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 that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$.50 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 Workers shall receive a one (1) pay grade increase and be retitled Senior Custodian 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 C.
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 the TCC Policy Manual. If this payment is less than the maximum, the balance of the employee's unused annual leave shall be paid at termination of employment, not to exceed the maximum payout for annual leave in the TCC Policy Manual.

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.

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 sick leave payout policy as stated in the 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 and shall have completed seven (7) years of service at the College.

Retirees and prospective retirees shall apply to the appropriate cost center administrator ninety (90) days prior to the term for which they wish to be considered for hire back. A contract shall be for no more than nine (9) credit hours per term for adjunct faculty. An Other Personal Services (OPS) authorization may be for up to forty (40) hours per week. The need to employ a senior adjunct faculty member in any given term is based on the College's need to add course sections beyond those that can be taught by the full-time faculty members. The need to employ a senior OPS staff member is based on the College's need to have work performed beyond that which can be performed by full-time staff.

The retiree shall confirm his/her availability with the appropriate cost center administrator in accordance with the cost center guidelines for such notification by the retiree.

No benefits of a full-time position shall accrue to the senior adjunct faculty or senior OPS employee except those provided in Statute or State Rule. The senior retiree shall perform only those duties normally performed by adjunct faculty or OPS employees.

For senior retirees, the salary shall be established at one point one (1.1) of the rate regular adjunct faculty earn for the degree the individual holds or one point one (1.1) of the appropriate OPS hourly rate.

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 Students is the same as the reporting period for non-exempt staff as outlined by Appendix C.
2. **Timesheet Submission:** OPS and Work-study Student employees 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.

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 Executive Vice President & Provost, appropriate Vice President or Executive Director and Human Resources.

Position Title
Assistant Director of Facilities and Energy
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief of Staff
Chief Financial Officer, TCC Foundation
Controller
Dean, Enrollment Services
Dean, Student Services
Dean, Student Success
Director of Advising and New Student Orientation
Director of Athletics
Director of Business & Office (FPSI)
Director of Business and Industry Service Center
Director of Business Process Improvement
Director of Call Center
Director of Career Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
Director of Development, TCC Foundation
Director of Educational Research
Director of Enterprise Systems
Director of Facilities, Planning and Construction
Director of Financial Aid
Director of Financial Planning & Sponsored Programs

Director of Food Service (FPSI)
Director of Grants and Special Projects
Director of Human Resources
Director of Information Technology Infrastructure
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Instructional Programs (FPSI)
Director of Learning Commons
Director of Library Services
Director of Major Gifts
Director of Nursing Programs
Director of Public Safety Continuing Education (FPSI)
Director of Purchasing & General Services
Director of Recruiting and Admissions
Director of Strategic Communications and Change Management
Director of Strategic Engagement
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Services
Director of TCC Online
Director of Telecommunications and Network Systems
Director of User Services
Workday Operations Officer

APPENDIX B

Classified Staff Positions & Paygrades

(matrix does not include FLSA adjustments)

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$35,848	\$42,659	\$57,577.00
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director of the Learning Commons	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Budget Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lead Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Career Pathways Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Career Placement Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Career Services Counseling Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Cashier	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Cashiering Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Center for Innovation Coordinator	CS Professional	222	NE	\$34,469	\$41,018	\$55,361.76
Center Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Circulation Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
CIT Support Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Classroom Technologies Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Client Support Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Clinic Assistant, Dental Programs	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Communications and Marketing Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Communications Editor	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Skills Specialist	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Community Contract Consultant	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Computer Lab Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Operations Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Computer Programmer/Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Support Technician	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Technician Lab Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Digital Communications Specialist	CS Professional	218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Emergency Management Accreditation and Safety Manager	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant	Classified Staff	223	E	\$35,848	\$42,659	\$57,577.00
Executive Coordinator	Classified Staff	225	E	\$38,773	\$46,140	\$62,275.28
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	NE	\$34,469	\$41,018	\$55,361.76
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Financial Aid Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Food Service Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Foundation Development and Communications Associate	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Projects Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Scholarship Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Gear Up Administrative Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Health Care Education Manager	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
High Liability Training Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Housing Service Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Human Resources Aide	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Human Resources Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
Human Resources Specialist III	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Human Resources Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
HVAC/Building Automation Specialist	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Information Specialist	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Information Technology Project Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Information Technology Support Specialist I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Information Technology Support Specialist II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Information Technology Trainer	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Designer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Network Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Technologist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Technology Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Learning Commons Success Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Technical Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Maintenance Computer Operations Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Gadsden Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Wakulla Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01
Manager, Technology and Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Web Developer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Media Production Coordinator	CS Professional	224	E	\$37,281	\$444,365	\$59,880.08
Media Relations Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Mental Health Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Professional Counselor	CS Professional	225	E	\$38,733	\$46,140	\$62,275.28
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Publications Coordinator	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Purchasing Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Purchasing Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Purchasing Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Receiving Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Recruitment Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Registration Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Research Analyst	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Scholarship Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Science Lab Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Senior Accountant	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Cashier	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Contracts and Grants Accountant	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Senior Custodian	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Enrollment Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Financial Aid Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Senior Program Development Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Senior Science Lab Assistant	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Senior Systems Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
SEP Disability Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Service Learning and Civic Engagement Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Social Media & Digital Content Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Staff Assistant II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Stores Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
Student Life, Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
System Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Systems Programmer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC Online Support Staff	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Technology Outreach Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Technology Project Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Technology Services Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Telecommunications and Network Systems Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Telecommunications Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Testing and Retention Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Testing Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Transfer and Graduation Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Transfer Program Assistant	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Virtual Learning Commons Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Volunteer and Peer Support Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Wakulla Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Web Collaboration and Special Projects Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Administrator and Application Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
June 14, 2020	July 11, 2020	July 17, 2020	Friday, July 31, 2020
July, 12, 2020	August 8, 2020	August 17, 2020	Monday, August 31, 2020
August 9, 2020	September 5, 2020	September 17, 2020	Wednesday, September 30, 2020
September 6, 2020	October 3, 2020	October 16, 2020	Friday, October 30, 2020
October 4, 2020	November 7, 2020	November 16, 2020	Monday, November 30, 2020
November 8, 2020	December 5, 2020	December 7, 2020	Friday, December 11, 2020
December 6, 2020	January 9, 2021	January 15, 2021	Friday, January 29, 2021
January 10, 2021	February 6, 2021	February 12, 2021	Friday, February 26, 2021
February 7, 2021	March 13, 2021	March 12, 2021	Wednesday, March 31, 2021
March 14, 2021	April 10, 2021	April 16, 2021	Friday, April 30, 2021
April 11, 2021	May 8, 2021	May 14, 2021	Friday, May 28, 2021
May 9, 2021	June 12, 2021	June 17, 2021	Wednesday, June 30, 2021

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June 15, 2020

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

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 April 30, 2018. In each instance, the receivable is at least two years old.

If the debtor is a student and the cumulative amounts due are more than \$249.99, the debt has been assigned to the collection agency for additional collection efforts.

The amount requested to be written off is 0.27% of total audited revenues for the fiscal year ended June 30, 2018.

Funding/ Financial Implications

Accounts to be written off, totaling \$281,056.27, are as summarized below:

RECEIVABLE TYPE	2017-2018 WRITE-OFF AMOUNTS	2018-2019 WRITE-OFF AMOUNTS	2019-2020 WRITE-OFF AMOUNTS
Student Debt	\$ 2,514.53	\$ 4,679.66	\$ 12,027.90
Veteran's Deferment	\$ 29,767.68	\$ 21,594.92	\$ 33,025.20
Returned Checks	\$ 708.98	\$ -	\$ 644.98
Financial Aid	\$ 361,070.11	\$ 181,591.88	\$ 172,196.24
Contracts and Third-Party Debt	\$ 99,756.87	\$ 39,191.31	\$ 63,161.95
TOTAL WRITE-OFF	\$ 493,818.17	\$ 247,057.77	\$ 281,056.27

Past Actions by the Board

Board action in May 2019 approved write-off totaling \$247,057.77.

Recommended Action

Authorize write-off of accounts receivables.



June 15, 2020

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 2020

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation - SM 116	100%	TBD	Complete
Foundation Classroom Renovation – TPP 130	100%	TBD	Complete
Foundation Classroom Renovation – TPP 205	100%	TBD	Complete
Foundation Classroom Renovation – HSS 118	65%	TBD	Underway
AMTC Welding Lab	10%	TBD	Plans review complete. EDA Site Certificate approved. CM RFP with EDA specifics drafted and pending EDA approval.
Conversion of TESA Locks to C-Cure (Main Campus)	98%	June 2020	Underway
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 955 Trip Hazards and Replaced 25 sections of Sidewalk
Hurst Museum Renovations	15%	TBD	Underway
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 146,459 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

GADSDEN CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
Elevator Upgrade	95%	June 2020	Underway

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

WAKULLA ENVIRNOMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
DH 205 - Classroom Renovations	\$ 44,746.24
EN 116 - Classroom Renovations	\$ 58,008.03
CH 137 - Classroom Renovations	\$ 96,381.51
CT 257 - Classroom Renovations	\$ 90,756.01
CH 245, 246, 247 & 248 - Classroom Renovations	\$ 72,824.51
CH 254, 255 & 256 - Classroom Renovations	\$ 61,135.20
CH 259, 258 & 257 - Classroom Renovations	\$ 62,955.39
CH 260, 261 & 262 - Classroom Renovations	\$ 70,614.19
HSS 111 - Classroom Renovations	\$ 44,679.45
SM 116 - Classroom Renovations	\$ 69,028.36
SM 129 - Classroom Renovations	\$ 24,087.31
TPP 130 - Classroom Renovations	\$ 62,969.29
TPP 205 - Classroom Renovations	\$ 66,282.17



June 15, 2020

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) 2021-22 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 31, 2020. 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; Spot Survey 2.2 approved June 2018 and additional Spot Survey (2.3).

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. The available funds are expected to remain very limited, if any, for the next several years.

Past Actions by the Board

The District Board of Trustees approved the 2020-21 through 2024-25 CIP on June 17, 2019.

Recommended Action

Approve the 2021-22 through 2025-26 CIP, as summarized on the CIP-2 form.

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26**

COLLEGE: Tallahassee Community College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2010	Maint/Repair	Renovate Central Utility Plant & Assoc. Infra.	1	10	\$9,913,099					\$9,913,099	\$1,000,000		\$10,913,099	YES
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TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS						\$9,913,099	\$0	\$0	\$0	\$0	\$9,913,099				

*Total Project Cost includes funding from all sources

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2006	Remodel	Remodel BIT Bldg. 11 Classrooms into STEM Labs	1	4	\$11,035,743					\$11,035,743			\$11,035,743	YES
3	2016	Remodel	Remodel SM Bldg. 18 Classrooms into STEM Labs	1	15	8,726,102					8,726,102			8,726,102	YES
4	2016	Remodel	Remodel Building 17 into STEM Labs	1	21	3,066,910					3,066,910			3,066,910	YES
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TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS						\$22,828,755	\$0	\$0	\$0	\$0	\$22,828,755				

*Total Project Cost includes funding from all sources

GRAND TOTAL OF ALL PROJECTS \$32,741,854 \$0 \$0 \$0 \$0 \$32,741,854



June 15, 2020

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: Disposition of Surplus Property Assets

Item Description

This item requests Board approval to dispose of property assets designated as surplus.

Overview and Background

The College has the responsibility to periodically dispose of accumulated surplus property assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

Funding/ Financial Implications

No funding is required.

Past Actions by the Board

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

Recommended Action

Authorize the College to dispose of the items listed.

Asset Tag	Description	Acquired Date	Purchase Amount	Depreciated Value
1401	MicroFilm Reader/Priner	Jan 1969	\$6,675.00	\$0.00
7822	NCS OpScan Scanner	July 1980	\$7,257.00	\$0.00
14511	Multi-Image Processor	Jan 2007	\$5,292.00	\$0.00
14676	Dell PowerEdge Server	April 2007	\$7,284.20	\$0.00
16267	Audiocodes Mediant Multiplexer	May 2013	\$8,574.31	\$0.00
16282	CISCO 5445-X Frirewall	May 2014	\$25,463.43	\$0.00
16283	CISCO 5445-X Frirewall	May 2014	\$25,463.43	\$0.00
16324	CISCO UCS Server B200M4	June 2016	\$10,508.33	\$0.00
16326	CISCO UCS Server B200M4	June 2016	\$10,508.33	\$0.00
16327	CISCO UCS Server B200M4	June 2016	\$10,508.33	\$0.00
16328	CISCO UCS Server B200M4	June 2016	\$10,508.33	\$0.00



June 15, 2020

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 5/26/2020.

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 27, 2020**

REVENUE	Budgeted	Received Year to Date	May Revenues	% of YTD Budget
Student Fees	\$ 25,141,465	24,123,750	\$ 541,237	96%
State Support	34,179,013	29,916,738	\$ 2,484,057	88%
Federal Support	375,000	408,355	\$ 23,706	109%
*Other Revenue	580,000	1,762,525	\$ 200,977	304%
Non-Revenue Sources	1,567,691	-	\$ -	0%
TOTAL REVENUE	\$ 61,843,169	\$ 56,211,368	\$ 3,249,977	91%
EXPENSES	Budgeted	Expended Year to Date	May Expenses	% of YTD Expenses
<u>PERSONNEL COSTS</u>				
Administrative	\$ 3,500,735	\$ 3,223,392	\$ 283,633	92%
Instructional	12,178,112	11,346,066	\$ 1,330,453	93%
Non-Instructional	16,204,691	14,657,464	\$ 1,322,355	90%
OPS	5,557,476	4,896,426	\$ 246,760	88%
Personnel Benefits	10,702,155	8,999,118	\$ 863,585	84%
TOTAL PERSONNEL COSTS	\$ 48,143,169	\$ 43,122,466	\$ 4,046,786	90%
<u>CURRENT EXPENSES</u>				
Services	\$ 4,843,864	\$ 3,138,776	\$ 203,143	65%
Material & Supplies	3,329,612	1,926,031	\$ 114,622	58%
Other Current Charges	5,276,525	4,389,922	\$ 584,661	83%
TOTAL CURRENT EXPENSES	\$ 13,450,000	\$ 9,454,728	\$ 902,425	70%
CAPITAL OUTLAY	\$ 250,000	\$ 63,788	\$ 49,136	26%
TOTAL EXPENSES	\$ 61,843,169	\$ 52,640,982	\$ 4,998,348	85%

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

Issued in May 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-012067	5/20/2020	Broward College	161,509.00	Software AG Assessment	FAC6A14.0734(2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.



June 15, 2020

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 2020-21

Item Description

This item is presented for approval of the College's FY 2020-21 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 2020-21 Operating Budget.

**THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2020-21**

COLLEGE: Tallahassee Community College

**FUNDS -
UNRESTRICTED**

BEGINNING FUND BALANCE - JULY 1, 2020:

ESTIMATED AFR FUND BALANCE - JUNE 30, 2020 (IF DEBIT BALANCE USE "MINUS SIGN") \$6,966,014

ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN) 0

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2020 \$6,966,014

ADD: REVENUES \$61,979,620

TRANSFERS IN \$1,383,431

TOTAL RECEIPTS \$63,363,051

TOTAL ESTIMATED AVAILABLE **\$70,329,065**

DEDUCT: EXPENDITURES \$63,363,051

TRANSFERS OUT \$0

TOTAL DISBURSEMENTS **\$63,363,051**

ESTIMATED FUND BALANCE - JUNE 30, 2021:

TOTAL AVAILABLE LESS DISBURSEMENTS \$6,966,014

ADD ACCRUED LEAVE EXPENSE (GLC 59300) \$0

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2021 \$6,966,014

LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS - JUNE 30, 2021 \$0

TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2021 **\$6,966,014**

ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2021 \$5,466,014

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

PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE

AS OF JUNE 30 2021, TO ESTIMATED FUNDS AVAILABLE **7.77%**

CERTIFY BOARD OF TRUSTEES APPROVAL:

COLLEGE PRESIDENT

DATE

**THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
FALL 2020-21 STUDENT TUITION AND FEE RATES AND BLOCK TUITION
(UPPER AND LOWER LEVELS)**

COLLEGE: Tallahassee Community College

**RESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR**

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

**NONRESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR**

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

(1) These Fees Are Not Required

Note: The 2020-21 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.

**Tallahassee Community College
District Board of Trustees
2020-2021 Schedule of Business Meetings and Workshops**

August 17, 2020	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
September 21, 2020	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
FOURTH MONDAY October 26, 2020	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
November 16, 2020	2:30 pm Business Meeting and Workshop	Center for Innovation
December – no meeting		
TUESDAY January 19, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
February 15, 2021	2:30 pm Business Meeting and Workshop	Ghazvini Center for Healthcare Education
FOURTH MONDAY March 22, 2021	2:30 pm Business Meeting and Workshop	Florida Public Safety Institute
April 19, 2021	2:30 pm Business Meeting and Workshop	Wakulla Environmental Institute
May 17, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
June 21, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
July – no meeting		