



November 27, 2023

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 are provided for your use at the Monday, November 27, 2023 Board Meeting.

The meeting will be held at 2:30 p.m. at the Center for Innovation, 300 West Pensacola Street, Tallahassee, FL. 32301

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Murdaugh', is written over a light blue circular watermark that contains the college's logo.

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**300 West Pensacola St.**  
**Tallahassee, FL 32301**  
**Monday, November 27, 2023**  
**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. October 2023 Minutes  
Approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

The consent agenda format is an organization process for meetings that allows 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 the 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.

2. Attorney Invoices – Bryant Miller Olive (September 2023 and October 2023)  
Authorize payment of invoices as presented.
3. Human Resource Report  
Approve the report as presented.
4. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.

### ***TCC Foundation***

6. TCC Foundation Update  
Presented as an information item only.

### ***Academic Affairs***

7. Academic Curriculum Changes  
Approve the proposed curriculum changes.

### ***Administrative Services***

8. Fund Analysis - October  
Presented as an information item only.
9. Policy Manual Changes  
Approve revision of College policies as presented.

10.   Guaranteed Maximum Price – TCC Dental Hygiene Simulation Lab Project

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Allstate Construction, Inc., for the TCC Dental Hygiene Simulation Lab Project.
  
11.   Gorman (GOR) Building No. 46 Roofing

Approve the attached proposal no. 25-FL-230981 from Garland/DBS, Inc. as presented.
  
12.   RFQ 2023-10 Award Recommendation

Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC English Building Restroom Renovations project.
  
13.   Construction Status Report

Presented as an information item only.
  
14.   Architect Invoices

Authorize payment of architectural invoices as presented.
  
15.   Changes to Salary Schedule

Approve updates to the 2023 – 2024 Salary Schedule as presented.

**BOARD OF TRUSTEES**

**PUBLIC COMMENT**

**WORKSHOP**

## **PRESIDENT'S REPORT**

## **NEXT MEETING DATE**

January 16, 2024

Location: **Main Campus, Hinson Administration Building**

## **ADJOURNMENT**

**Minutes  
District Board of Trustees  
Tallahassee Community College  
Hinson Administration Building  
444 Appleyard Drive  
Tallahassee, FL 32304  
Monday, October 16, 2023  
Business Meeting and Workshop – 2:30 PM**

On October 16, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Jonathan Kilpatrick at 2:28 p.m.

**Members Present:** Chair Jonathan Kilpatrick, Vice Chair Karen Moore, Trustees Eugene Lamb, Frank Messersmith.

**Joined by Phone:** Trustee Charlie Ward

**Absent:** Trustee Monte Stevens

**Others Present:** President Jim Murdaugh, Candice Grause, Bobby Jones, Rob Hall, Christen Givens, Trevoris McDaniel, Bob Ballard, Mike Robeck, Craig Knox, Calandra Stringer, Lei Wang, Wesley S. Hardin, Brendie Hawkins, Nyla Davis, Janet Hartman, Suzi Baugh, Chuck Moore, Kalynda Holton, Donmetrie Clark, Moseline Augustin, Shelly Bell, Bill Spiers, Jennifer Carr, Amanda Clements, Sila Lott, Heather Mitchell, Dustin Frost, and Sheri Rowland.

**CALL TO ORDER**

Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance.

**COMMENTS**

- i. Chair Kilpatrick mentioned he attended the Tallahassee Science Festival and thanked everyone involved. It was a major event, and very well attended. He thanked Angela Long for her work preparing the trustees for the Association of Community College Trustees Conference, and to those who spoke on a panel, Dr. Murdaugh, Trustees Lamb, and Messersmith, and Al Wynn, Associate Director of the Wakulla Environmental Institute.
- ii. Board Members: Trustee Lamb mentioned he attended the TCC Hall of Fame Induction dinner and thanked Angela Long for coordinating the ACCT trip. Trustee Moore said the Hall of Fame Induction dinner was extraordinary. She mentioned the many incredible people we got the chance to honor through the event, and she thanked everyone. Trustee Messersmith attended the Hall of Fame Induction dinner, enjoyed the Science Festival, and congratulated TCC for being nationally recognized as the Best and Brightest Company to Work For. He thanked everyone for

their part in the ACCT conference. Trustee Ward apologized for not being present and appreciated being able to attend by phone.

- iii. President Murdaugh mentioned that the Hall of Fame Induction dinner was truly remarkable. He thanked Anthony Jones for his leadership with the Science Festival and shared that this was the twelfth year TCC hosted the Science Festival, and every year it gets bigger and better. He thanked Trustee Messersmith and Trustee Lamb for being able to join them on the panels. He thanked Angela for organizing trips and coordinating presentations for trustees and other employees to present on panels. He congratulated Vice Chair Moore for being recognized by the news organization City and State Florida for the Above and Beyond award. He announced that Trustee Lamb was awarded the ACCT Regional Trustee of the Year for the Southern Region.

Chair Kilpatrick asked for a motion for Trustee Ward to vote remotely by phone.

Approve Trustee Ward to vote remotely by phone.

**MOTION:** Trustee Lamb  
Motion passed unanimously.

**SECOND:** Trustee Moore

## **APPROVAL OF MINUTES**

1. September 2023 Minutes  
Approve minutes as presented.

**MOTION:** Vice Chair Moore  
Motion passed unanimously.

**SECOND:** Trustee Lamb

## **INFORMATION AND NEWS ITEMS**

Amanda Clements, Director of Strategic Communications, shared recent media coverage this month. Chair Kilpatrick was in both Capital Outlook and Tallahassee Report. Capital Outlook also covered our Hall of Fame Induction dinner event. Amazon has been in the news about their recent opening, and they continue to mention that TCC is a Career Choice Partner. Coverage of the rebrand included the Wakulla News, Tallahassee Democrat, and WTXL. We have broadcast clips that include the Science Festival, Second Harvest cooking classes for Talon's Market, the Town Hall Rebrand meeting held at the Florida Public Safety Institute in Gadsden County, and the TCC Advance Manufacturing Training Center. For upcoming events, on Thursday, October 19, TCC Fine Art Gallery will

have an art show that will be opening “The Surreal Imagining” by Carrie Ann Baade. Our last weekend, October 20-21, for *Something Wicked This Way Comes* with Theatre TCC. And Women’s History Month committee has opened its nominations. Celebrating Women Building Community is their theme, and the deadline is November 20. The update on the rebranding, we have completed our Town Hall meetings, focus groups, and surveys, and Pace is on track to give their recommendation to the DBOT in a special meeting on November 14.

## **UNFINISHED BUSINESS**

None

## **PRESENTATIONS**

VP Shelly Bell presented information on the Worlds of Work, (WOW). This Thursday and Friday, October 19 – 20, our TCC community along with the Greater Tallahassee Chamber of Commerce, Office of Economic Vitality, Lively Technical College, and Career Source Capital Region will bring this event to the community. Over one hundred local businesses, three thousand ninth graders, ten worlds, and ten industries. We are targeting ninth-grade students from Leon, Wakulla, Gadsden, Franklin, and Jefferson counties schools to participate. This will be an immersive experience for the students, to help them look forward to what their pathways might be after high school. This is the first time in presenting this type of experience and we are hoping to make it an annual event.

## **NEW BUSINESS**

### ***Approval of Consent Agenda***

The consent agenda format is an organization process for meetings that allows 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 the 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.



2. Attorney Invoice – Bryant Miller Olive (August 2023)  
Authorize payment of invoices as presented.
3. Human Resource Report  
Approve the report as presented.

Motion to Approve Consent Agenda.

**MOTION:** Trustee Lamb                      **SECOND:** Vice Chair Moore  
Motion passed unanimously.

### ***TCC Foundation***

4. TCC Foundation Update  
Presented as an information item only.

### ***Administrative Services***

5. Fund Analysis – September  
Presented as an information item only.
6. Construction Status Report  
Presented as an information item only.
7. Architect Invoices  
Authorize payment of architectural invoices as presented.

**MOTION:** Vice Chair Moore                      **SECOND:** Trustee Lamb  
Motion passed unanimously.

8. Direct Support Organization Audit Reports  
Presented as an information item only.
9. Policy Manual Changes  
Approve revision of College policies as presented.

**MOTION:** Vice Chair Moore                      **SECOND:** Trustee Lamb  
Motion passed unanimously.

10. Renewal of Professional Services Contract – Legal Services  
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox, and Longfellow, LLP for one (1) year.

**MOTION:** Trustee Messersmith                      **SECOND:** Vice Chair Moore  
Motion passed unanimously.

11. Guaranteed Maximum Price – TCC Control Room and Restroom Additions Project  
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, for the TCC Control Room and Restroom Additions Project

**MOTION:** Trustee Lamb                      **SECOND:** Vice Chair Moore  
Motion passed unanimously.

12. Final Payment / Retention Release – TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765  
Approve the attached Retention Invoice#5331026485 and approved Inspection reports, authorizing final payment to vendor, Siemens Industry, Inc., for the TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765.

**MOTION:** Vice Chair Moore                      **SECOND:** Trustee Lamb  
Motion passed unanimously.

## **BOARD OF TRUSTEES**

Discussion by the DBOT if construction on the lobby in the Administration Building would hinder entrance into the building for the rebrand special meeting, scheduled for November 14. The DBOT agreed to meet at the Main Campus, Hinson Administration Building.

## **PUBLIC COMMENT**

None

## **WORKSHOP**

None

## **PRESIDENT'S REPORT**

- Construction begins Tuesday, October 17, in the lobby of the Hinson Administration building. Parking and entrance will be changed.
- TCC will host a site visit for an Accreditation Review for its association and bachelor's degree nursing programs by the Accreditation Commission of Education in Nursing on October 25.
- Tallahassee Collegiate Academy and TCC will host the Cybersecurity Symposium 2023 on October 30, from 2:30 to 4:00 p.m. Chair Kilpatrick will be a presenter at one of the booths. Contact Anthony Jones for more information.
- November 4, TCC Athletic Hall of Fame Induction dinner.
- November 14, rebrand Special Meeting, Hinson Administration Building.
- November 23-24, TCC campus will be closed for the Thanksgiving holiday.
- December 6, Health Care Professionals Fall 2023 Pinning Ceremony in the Lifetime Sports Complex, 6 p.m.
- December 7, Veterans Cording Ceremony, 10:00 a.m.
- December 7, Holiday Open House, Administration Building, 1-3 p.m.

## **NEXT MEETING DATE**

**Rebrand Special Meeting, November 14, 2023** Location: **Main Campus, Hinson Administration Building**

**Next regular Board Meeting, November 27, 2023** Location: **Center for Innovation, 300 W. Pensacola Street.**

## **ADJOURNMENT**

Chair Kilpatrick called for adjournment at 3:02 p.m.

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**Jonathan Kilpatrick**  
Chair

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



November 27, 2023

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

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

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

**SUBJECT:** Attorney Invoices – Bryant Miller Olive (September 2023 and October 2023)

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$1,360.00 for September 2023 and October 2023.

**Recommended Action**

Authorize payment of invoices as presented.



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

Invoice Date: October 11, 2023  
 Invoice No. 81893  
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

			Hours	
09/27/2023	DMH	Review and reply to email	0.10	
09/28/2023	DMH	Review and revise proposal	0.30	
09/28/2023	DMH	Draft email to client and review reply	0.10	
09/28/2023	DMH	Prepare for and attend pre-meeting and bargaining	2.70	
09/28/2023	DMH	Draft email to Union about dates	0.10	
<b>Current Services</b>			3.30	\$825.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	3.30	\$250.00	\$825.00

Payments

09/22/2023	Payment	ACH rec'd 9/22/23 Invoice 81389	425.00
			425.00

Total Current Work	\$825.00
Previous Balance Due	\$1,172.50
Balance Due	\$1,997.50

Tallahassee Community College

Invoice Date: October 11, 2023  
Invoice No. 81893  
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

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

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



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

Invoice Date: November 7, 2023  
 Invoice No. 82020  
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
10/17/2023	DMH	Draft email to client	0.10
10/18/2023	DMH	Draft emails to client and review replies	0.10
10/18/2023	DMH	Review email from Union and draft reply	0.10
10/19/2023	DMH	Draft email to client and review replies	0.10
10/19/2023	DMH	Draft email to Union	0.10
10/30/2023	BRR	Revise charts in bargaining proposals	0.20
10/30/2023	DMH	Review and revise wage proposal	0.70
10/30/2023	DMH	Review and reply to emails	0.30
10/30/2023	DMH	Review and revise Article 25	0.30
10/31/2023	DMH	Draft response to client	0.20
<b>Current Services</b>			2.20
			\$535.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	2.00	\$250.00	\$500.00
Beatriz R. Ramirez	0.20	\$175.00	\$35.00

Payments

10/24/2023	Payment	ACH rec'd 10/24/23 Invoice 81523	1,172.50
			1,172.50

Tallahassee Community College

Invoice Date: November 07, 2023  
Invoice No. 82020  
Client No. 25480.006

Total Current Work	\$535.00
Previous Balance Due	\$825.00
Balance Due	\$1,360.00

Please Reference Client Number On Checks And Wire Transfers

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

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





November 27, 2023

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

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

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

**SUBJECT:** Human Resource Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

This item is funded by the 2023-2024 Operating Budget.

**Recommended Action**

Approve the report as presented.

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

Name	Position	Department	Effective Date
NinaFe Awong	Director of Special Projects and Innovation	Workforce Development	November 1, 2023

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Kali Taylor	Call Center Representative	Call Center	October 3, 2023
Kirby Patterson	Career and Academic Advisor	Career Center	October 9, 2023
Terrance Roulhac	Career and Academic Advisor	Career Center	October 16, 2023
Maria Veliz	Mental Health Counselor	Counseling Center	October 23, 2023
Lovely Dorleans	Career Services and Internship Coordinator	Career Center	November 1, 2023
David Gardner	Production Coordinator	Communications and Humanities	November 9, 2023

**Original Appointments - Faculty**

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

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Wenyi Li	Psychometrician	DOE - Test Development	October 2, 2023
Cara Sneider	Career Development Specialist	Compass 180 DOC - Hardee CI	October 2, 2023
Socorey Denson	Career Development Specialist	Compass 180 DOC - Suwanee CI	October 2, 2023
Meghan Ogle	Senior Business Intelligence Analyst	DJJ - Contracted Research	October 2, 2023
Alicia Borders	Regional Coordinator	DJJ - Delinquency Prevention	October 2, 2023
Ariel Roland-Napier	Traffic Safety Fiscal Assistant	Traffic Safety Program	October 4, 2023
Kevin Harrison	Employee Navigator	Compass 180 DOC - Florida Women's Reception Center	October 6, 2023
Faraday Diaz	Staff Assistant – Rebuild Florida	Workforce Development - Florida Rebuild	October 16, 2023
Zachary Sheffield	Program Manager	Traffic Safety Program	October 23, 2023
Emily MacMichael	Human Resources Specialist II	Human Resources	November 1, 2023
Deja Lucas	Learning Consultant	DJJ - Academies	November 1, 2023
Yvonne Luster-Harvey	Project Director	DJJ - Project Anchor	November 1, 2023
Robert Blacklidge	Nonprofit Resources Center Coordinator	Workforce Development - INIE	November 6, 2023
Anessa Canidate	Program Specialist	DEO - Rebuild Florida	November 6, 2023
Katelyn Rodd	Regional Civics Coach	Civics Literacy Program - Regions 2	November 6, 2023
John Gendron	Regional Civics Coach	Civics Literacy Program - Regions 2	November 6, 2023

**Re-Appointments (All Employees)**

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

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
Elaine Sweet	Staff Assistant	Workforce Development	November 1, 2023	October 31, 2031
Susan Crutchfield	Library Technical Assistant	Library Services	November 1, 2023	October 31, 2031

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Ashley Watford	Testing Specialist	Testing Services	September 29, 2023	Resigned
Brett Rutherford	Staff Assistant	Athletics	September 29, 2023	Resigned
Frank Fuller	Project Manager	DOE - CTE Outreach and Recruitment	September 30, 2023	Contract Not Renewed
Horace Wright	Human Resources Specialist II	Human Resources	September 30, 2023	Retired

Joyce Thomas	Career and Academic Advisor	Advising	September 30, 2023	Retired
Kendrah Richards	Donor Stewardship Officer	TCC Foundation	October 5, 2023	Resigned
Laura Skillman	Senior Assessment Coordinator	DOE - Postsecondary Assessment	October 6, 2023	Resigned
Jacob Inman	Assistant Production Coordinator	Theatre	October 10, 2023	Resigned
Robert McRae	Career Development Specialist	Compass 180 DOC - Cross City CI	October 12, 2023	Resigned
Shradha Sawant	Manager of Accounting	Financial Services	October 12, 2023	Resigned
Karla Hernandez Ramirez	Program Specialist I	DOE – Charter Schools II	October 13, 2023	Resigned
Meghan Ogle	Senior Business Intelligence Analyst	DJJ - Contracted Research	October 24, 2023	Resigned
Elizabeth Harvin	Career Development Specialist	Compass 180 DOC - Okaloosa CI	October 26, 2023	Resigned
Daniel Martin	Contracts and Grants Coordinator	Sponsored Programs	October 27, 2023	Resigned
Laura Johnson	Production Manager/Lead Editor	DOE - Test Development Center (TDC)	October 31, 2023	Retired
Chris Chesnut	Network Technician	Information Technology	November 1, 2023	Retired
Taylor Boser	Strategic Communications Specialist	Communications	November 3, 2023	Resigned
William Roth	Commercial Vehicle Driving Lead Instructor	Workforce Development/CDL Program	November 6, 2023	Resigned
Wayne Rabon	Campus Police Lieutenant	Campus Police	November 10, 2023	Retired

#### Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Mary Rearer	Elementary Mathematics Content Specialist	DOE - Test Development Center	Florida Center for Reading Research	Remote - Researcher
Brittany Clark	Dental Clinic Office Coordinator	Health Care Programs	City of Tallahassee	Score Keeper
Krishna Patel	Chemistry Faculty	Science and Math	City of Tallahassee	Pottery Teacher
Heather Marie Mitchell	Training and Development Manager	Human Resources	Self	Training Consultant
Kelly Thayer	Director, Teaching, Learning, and Engagement	Academic Affairs	Expert Contractor	Educational Consulting

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

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

#### Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Wayne Almy	Event Audiovisual Specialist	Conference and Events	October 2, 2023	OPS
Camille Turner-Bragdon	Mental Health Counselor	Counseling Center	October 9, 2023	Academic Advisor
Ty Harrell	Staff Assistant	Human Resources	October 9, 2023	OPS
Fabian Jones	Student Accounts Specialist	Student Financials	October 12, 2023	OPS
Sarah Alonzo	Admissions Navigator	Admissions and Records	October 12, 2023	Student Support Specialist
Kendrick Scott	Coordinator, Student Life and Leadership	Student Life	October 23, 2023	OPS
Tony Bennett	Maintenance Support Worker	Facilities	November 1, 2023	OPS



November 27, 2023

## MEMORANDUM

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

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

**SUBJECT:** Sponsored Programs – Fiscal Agent

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### Item Description

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

### Overview and Background

The following are recommended for approval.

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

##### Florida Department of Transportation – Impaired Driving Sports Media Campaign

This award provides the oversight of contractual services to purchase paid media spots through cable television networks during professional televised sporting events to educate and encourage sobriety and responsible driving. The amount of this award is \$216,000, with an indirect cost rate of 8%. The funding period is from 10/01/23 through 9/30/24.

##### Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This award provides the oversight of contractual services to purchase paid media spots during sporting events of major colleges and universities to educate and encourage sobriety and responsible driving. The amount of this award is \$459,000, with an indirect cost rate of 8%. The funding period is from 10/01/23 through 9/30/24.

##### Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This award provides the oversight of contractual services to acquire paid media spots during professional sporting events to educate and encourage sobriety and responsible driving. In addition, evaluation services are required to analyze the activated elements within each professional sporting venue. The amount of this award is \$2,000,000.00 with an indirect cost rate of 8%. The funding period is from 10/01/23 through 9/30/24.

##### Florida Department of Transportation – Traffic Records Coordinating Committee Support

This award provides a part-time technical advisor to provide support to the TRCC Executive Board and its committees, as well as provide contractual services for the completion of the

survey for the 2023-24 Annual report. The amount of this award is \$95,000 with an indirect cost rate of 8%. The funding period is from 10/1/23 through 9/30/24.

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

None at this time

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

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This is an annual renewal.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This is an annual renewal.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This is an annual renewal.

Florida Department of Transportation – Traffic Records Coordinating Committee Support

This is an annual renewal.

### **Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$205,185.

### **Recommended Action**

Authorize funding for the awards and contracts as presented.



November 27, 2023

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

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

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

**SUBJECT:** Sponsored Programs – Provider

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**Item Description**

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

**Overview and Background**

The following are recommended for approval.

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

Florida Department of Juvenile Justice - Staffing 23 - 26 - Amendment 1

This amendment updates a contract amount error; updates the Scrutinized Companies List language; updates the website link to Products Available from Blind or Other Severely Handicapped Non-Profit Agency (RESPECT); updates the Attachments and Exhibits to be included as Part of This Contract Language; and updates position numbers in the Attachment II - Budget. The award amount remains the same.

Florida Department of Education – Support for Implementation and Maintenance of The Charter Schools Federal Grant - Administration - Amendment 6

This amendment extends the award period to 9/30/2024. The award amount remains the same.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 7

This amendment extends the award period to 9/30/2024. The award amount remains the same.

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation - Amendment 3

This amendment extends the award date to 9/30/2024 and increases the award by \$21,000. New award amount is \$84,000 with an indirect cost rate of 0%.

Florida Department of Juvenile Justice - Project Anchor FY 22 - 25 - Amendment 3

This amendment is to ensure all purchases made are in accordance with the Cost Reimbursement Line Item Budget; Updated Attachments I, II, III, and IV, and Exhibit 1, 4, 5, 7, and 8. Adds the Prison Rape Elimination Act (PREA) requirement language; updates the Staff Training Costs language; updates the Scrutinized Companies language for contracts more than \$1 million; updates the Link to Products Available for Blind or Other Severely Handicapped Non-Profit Agency (RESPECT); and update the pagination of Attachment and Exhibits. Reduced funding for Years 2 & 3, new award amount is \$13,619,821.40.

Florida Department of Education - Comprehensive Literacy State Development Grant Manager - Amendment 1

This amendment extends the award date to 9/01/2025 and increases the award by \$103,835.29. New award amount is \$207,036.05 with an indirect cost rate of 5%.

Florida Department of Education – Test Development Center 23/24

TCC will provide contracted staff positions for K-12 Assessment Development. These positions are essential to the continued development of state academic assessments. The project is for a three-year period from 7/1/23 through 6/30/26. The contract amount is \$2,695,028.83 for Year 1. Indirect costs are not allowed by statute.

Florida Department of State, Division of Cultural Affairs – Word of South Festival

TCC will provide fiscal support for the 2-day 2024 Word of South Festival. The amount of this award is \$83,784. Indirect costs are not allowed. The funding period is from 7/1/23 through 06/30/24.

Florida Department of Transportation - Traffic Crash Reconstruction Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$75,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/24.

Florida Department of Transportation - Advanced Traffic Homicide Investigation Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$80,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/2024.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$85,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/2024.

Florida Department of Transportation - Crash Scene Mapping with Speed Lasers Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$35,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/2024.

Florida Department of Transportation - Speed Measurement Instructor Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$35,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/2024.

Florida Department of Transportation - Speed Measurement Training 23/24

This award provides funding to cover the training cost (tuition, room, and board) for qualified law enforcement personnel. The amount of this award is \$55,000 with an indirect cost rate of 5%. The funding period is from 10/27/2023 through 9/30/2024.

Florida Department of Education - Support for Florida Military Veterans - Transition to Teacher Project 23/24

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 \$110,000.00 with an indirect cost rate of 8%. The funding period is from 8/15/23 through 6/30/24.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains 23/24

This award provides funding to increase the capacity of the Florida Department of Education to support and reinforce standards implementation, provide sustained professional learning, and contribute to projects that support Florida's priorities for Civic Literacy. The amount of this award is \$3,500,000 with an indirect cost rate of 8%. The funding period is from 10/03/2023 through 6/30/2024.

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24

This award provides coordinating activities for alcohol prevention activities at college and high school levels. The amount of this award is \$1,170,000 with an indirect cost rate of 8%. The funding period is from 10/1/23 through 9/30/24.

Florida Department of Transportation – Traffic Safety Support 23/24

This award provides Traffic Safety support staff positions to be housed at the Florida Department of Transportation State Safety Office to facilitate fiscal documentation management, invoice processing and data analysis support. The amount of this award is \$560,000, with an indirect cost rate of 8%. The funding period is from 10/1/23 through 9/30/24.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program 23/24

This award provides training for prosecutors and law enforcement officers in the legal, scientific, and tactical aspects of DUI prosecution. The amount of this award is \$650,000, with an indirect cost rate of 8%. The funding period is from 10/1/23 through 9/30/24.

Florida Department of Corrections - Perkins Comprehensive Local Needs Assessment (CLNA) 23/24

This award is to create the Perkins Comprehensive Local Needs Assessment (CLNA), course 5 of the Career Educations Teacher Alternative Certification (CETAC), maintain/support the CETAC program online presence on an on-going basis, develop Continuing Education (CE) or Professional Learning Courses and develop, design, and deploy 3 Micro-Learning Topics. The amount of this award is \$356,550.70, with an indirect cost rate of 10%. The funding period is from 9/29/23 through 6/30/2024.



Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V 23/24

This award is to provide direct student support services and job placement for disadvantage/special needs students. This project helps to develop academic, career and technical skills of students who elect to enroll in career and technical education programs. The funding period is 7/1/23 through 6/30/24. The award amount is \$458,656 with an indirect cost rate of 5%.

Florida Department of Corrections - Alternative Career and Technical (ACTE) Teacher Certification Program (TCP) 23/24

This award provides trade Career/Technical training programs to incarcerated students at the specific institutions identified in I.B.1. Compensation will cover all staff and services as outlined in this Statement of Work (SOW). The training programs are a permissive use of Department funds and align with Florida Statute 944.801 to assist in the operation of the Department's "Career/Technical Training Services" at specific Department Correctional Institutions. The funding period is from 7/1/23 through 6/30/24. The award amount is \$2,057,442.64 with an indirect cost rate of 10%.

Florida Department of Education – Support for Implementation of K – 12 Scholarships Program for ESE Students 23/24

This award is formerly known as McKay program. Provides contracted staff responsible for the implementation of the K -12 Scholarship Program for Students with Disabilities at the FDOE. The amount of this award is \$292,500 with an indirect cost rate of 8%. The funding period is from 9/1/23 through 8/31/24.

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

7 Red Hills Consulting FY23-24 – Florida Department of Corrections – Perkins Comprehensive Local Needs Assessment (CLNA) 23/24.

This contract is for \$324,137 to complete the related program objectives, and to work directly with the Florida Department of Corrections with program implementation.

**Past Actions by the Board**

Florida Department of Juvenile Justice - Staffing

Initial award was approved at the August 2023 Board of Trustees meeting.

Florida Department of Education – Support for Implementation and Maintenance of The Charter Schools Federal Grant - Administration

Amendment 5 was approved at the September 2023 Board of Trustees meeting.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant

Amendment 6 was approved at the June 2023 Board of Trustees meeting.

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation

Amendment 2 was approved at the October 2022 Board of Trustees meeting.

Florida Department of Juvenile Justice - Project Anchor FY

Amendment 2 was approved at the February 2023 Board of Trustees meeting.

Florida Department of Education - Comprehensive Literacy State Development Grant Manager

Initial award was approved at the November 2022 Board of Trustees meeting.  
Florida Department of State, Division of Cultural Affairs – Word of South Festival  
This is an annual renewal.

Florida Department of Education – Test Development Center

This is an annual renewal.

Florida Department of Transportation - Traffic Crash Reconstruction Training

This is an annual renewal.

Florida Department of Transportation - Advanced Traffic Homicide Investigation Training

This is an annual renewal.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training

This is an annual renewal.

Florida Department of Transportation - Crash Scene Mapping with Speed Lasers Training

This is an annual renewal.

Florida Department of Transportation - Speed Measurement Instructor Training

This is an annual renewal.

Florida Department of Transportation - Speed Measurement Training

This is an annual renewal.

Florida Department of Education - Support for Florida Military Veterans - Transition to Teacher Project

This is an annual renewal.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains

This is an annual renewal.

Florida Department of Transportation – Florida Teen Traffic Safety Program

This is an annual renewal.

Florida Department of Transportation – Traffic Safety Support

This is an annual renewal.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

This is an annual renewal.

Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V

This is an annual renewal.

Florida Department of Corrections - Alternative Career and Technical (ACTE) Teacher Certification Program (TCP)

This is an annual renewal.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$342,461.78.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



November 27, 2023

## **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

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### **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.

The Foundation would also like to extend an invitation to DBOT members to the following events:

- November 30 – TCC Foundation Holiday Hob Nob, 6:00 – 8:00 pm, The Vaughn's Residence

### **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**

Presented as an information item only.

# TCC Foundation - Financial Update FY 23-24

## July - November 14, 2023

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	Total Received	\$1,005,229	\$1,264,162	\$809,730
	Scholarship amount	\$338,109.41	\$419,008.10	\$297,000.76
	Program support amount	\$567,550.18	\$504,379.67	\$311,108.15
	Facility support amount	\$31,780.00	\$122,622.88	\$123,012.20
	Unrestricted support amount	\$67,788.94	\$218,151.66	\$78,609.24
	Number of Donors	695	541	392**
	Number of Gifts	2,033	1,275	1082**
	Blueprint Donation	1,000,000		
	Net assets of the TCC Foundation	\$23,234,019	\$20,428,048	\$20,474,181

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	Gift Count	2,033	1,275	1082**
	Unique Donors	695	541	392**
	Alumni	117	82	69**
	Faculty & Staff	180	162	140**
	Student	3	0	0**
	Other	395	297	183**

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	Cash	\$1,004,331	\$1,301,537	\$707,210
	Gift in Kind	\$948	\$0	\$905
	Total Raised - Pledges Received	\$388,408	\$666,690	\$80,057
	Number of Planned Gifts Confirmed	4	5	1
	Grants Received			2 grants total \$88,784
	Grants Applied For			6 grants total \$19,434,566
	Pledges Expected by 6/30/2024			\$223,416

\*Includes 2024 Cleaver and Cork Donations from Almbase

\*\*Does not include 2024 Cleaver and Cork Gift or Donor Count from Almbase



November 27, 2023

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

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

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

**SUBJECT:** Academic Curriculum Changes

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### **Item Description**

This item presents a proposed new program, program revisions, program deletions, new courses, and course revisions.

### **Overview and Background**

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curriculum. The committee works to ensure that TCC is offering high quality programs that enable students to grow, succeed and stay globally competitive.

The college is proposing a new program in Veterinary Assisting. This new program has a projected growth in employment of 23.7% and a median hourly salary of \$16.24 based on data from Florida Commerce. TCC is also proposing to revise several A.S. degrees based on changing industry standards and recommendations from advisory boards.

Additionally, the College is proposing to delete two A.S. degrees: (1) Digital Media (2) Office Administration. Through TCC's program review process, both programs were found to be low enrolled and in low demand. The review process aligns with TCC's strategic priorities of ensuring we offer high demand and high wage programs.

### **Funding/ Financial Implications**

None

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

The Board approves curriculum changes each year.

### **Recommended Action**

Approve the proposed curriculum changes.

## **NEW PROGRAM**

### Veterinary Assisting (750 clock hours)

The proposed new program has a 23.7% employment growth and median hourly salary of \$16.24 based on data from the Florida Department of Commerce. With completion of this program, students will be able to work as Veterinary Assistants and Laboratory Animal Caretakers.

Program courses:

ATE0006	Veterinary Assistants and Laboratory Animal Caretakers 1 (450)
ATE0070	Veterinary Assistants and Laboratory Animal Caretakers 2 (150)
ATE0072	Veterinary Assistant (150)

## **PROGRAM CHANGES**

### Criminal Justice Technology, A.S.

The proposed change aligns with the advisory board recommendations and industry standards to provide students with additional report writing skills.

Delete program course:

CCJ2930 Seminar on Contemporary Criminal Justice Issues (3)

Add program course:

ENC2210 Technical Communications (3)

### Building Automation Systems, A.S.

The proposed change will align with the approved title by the Florida Department of Education as well as align with job titles in the industry.

Current Program Title: Building Automation Systems

Proposed Program Title: Energy Management and Controls Technology

### Accounting Technology, A.S.

The proposed changes align with recommendations from the Florida Department of Education in preparation for Accounting Apprenticeships.

Delete program courses:

ACG2001 Principles of Accounting I (3)

ACG2011 Principles of Accounting II (3)

CGS1060 Computer and Internet Literacy (3)

Add program courses:

ECO2023 Principles of Economics: Micro (3)

ENC2210 Technical Communications (3)  
CGS2100 Microcomputer Applications for Business (3)

Applied Artificial Intelligence, A.S.

The proposed change aligns with recommendations from the advisory board to ensure students are prepared for the changing industry standards.

Delete program course:

COP2800 Introduction to Java Programming (3)

Add program course:

CTS1145 Cloud Essentials (3)

Medical Office Administration, A.S.

The proposed changes align with recommendations from the advisory board to ensure students are prepared for the changing industry standards.

Delete program courses:

APA1111C Introduction to Accounting (3)

HIM1260 Health Insurance Billing (3)

SPC2608 Public Speaking (3)

OST2949 Co Op Work Experience (3)

OST1100C Keyboarding & Document Processing (3)

Add program courses:

ACG2021 Financial Accounting (3)

OST2456C Medical Coding and Billing II (3)

MNA1161 Introduction to Customer Service (3)

ACG2450 Computer Accounting (3)

OST1611C Medical Transcription (3)

**PROGRAM DELETIONS**

The following programs are recommended for deletion due to low enrollment and declines in job demand.

Digital Media, A.S.

Office Administration, A.S.



## **NEW COURSES**

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
ATE 0006	Veterinary Assistants and Laboratory Animal Caretakers 1	Part of the new Veterinary Assisting clock hour program	\$90
ATE 0070	Veterinary Assistants and Laboratory Caretakers 2	Part of the new Veterinary Assisting clock hour program	\$90
ATE 0072	Veterinary Assistant	Part of the new Veterinary Assisting clock hour program	\$400
CTS1145	Cloud Essentials	Part of the new Applied Artificial Intelligence, A.S.	\$0
OST1611C	Medical Transcription	Part of the new Medical Office Administration, A.S.	\$0
OST2456C	Medical Billing and Coding II	Part of the new Medical Office Administration, A.S.	\$0

## **COURSE REVISIONS**

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
STS 1302	Introduction to Surgical Technology	Pre-requisite change	No pre-requisite	BSC1084C	Students need a solid foundation in anatomy before they can comprehend surgical procedures.
CHM 1045	General Chemistry I	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
CHM 1046	General Chemistry II	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
CHM 2210	Organic Chemistry I	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time

					for students to have additional time to practice new skills.
CHM 2211	Organic Chemistry II	Contact hour change	Contact hour: 3 Total hours: 45	Contact hour: 4 Total hours: 60	Providing recitation time for students to have additional time to practice new skills.
PHY 2048	General Physics I	Contact hour change	Contact hour: 4 Total hours: 60	Contact hour: 5 Total hours: 75	Providing recitation time for students to have additional time to practice new skills.
PHY 2049	General Physics II	Contact hour change	Contact hour: 4 Total hours: 60	Contact hour: 5 Total hours: 75	Providing recitation time for students to have additional time to practice new skills.
POS 2930	Special Topics in Political Science	Course title, credits, contact hours, total contact hours, and description	Course Title: Special Topics in Political Science Credits: 3 Contact Hours: 3 Total Contact Hours: 45 Description: Special topics for students who wish to further explore the field of political science through discussion, observation or research. Focus placed on topical problems, current issues, or emerging political/social trends.	Course Title: Special Topics in Civic Literacy Credits: 1 Contact Hours: 1 Total Contact Hours: 15 Description: Special topics for students who wish to further explore Civic Literacy through discussion, observation or practice. Focus placed on four competency areas of the Florida Civic Literacy Exam to include: American Democracy, U.S. Constitution, Founding Documents, and Landmark	The proposed revision will provide students with additional preparation for the Florida Civic Literacy Exam (FCLE) is a graduation requirement.

				Impact on Law and Society.	
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November 27, 2023

**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 - October

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/31/2023.

**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 October is attached to this item.

**Past Actions by the Board**

N/A.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of October 31, 2023**

<b>REVENUE</b>	<b>October Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$3,864,593	\$2,411,094	\$15,867,194	\$9,644,375	\$28,933,124	55%
State Support	2,927,961	3,642,644	12,108,596	14,570,574	43,711,723	28%
Other Revenue	168,437	-	741,297	-	-	N/A
<b>TOTAL REVENUE</b>	<b>6,960,991</b>	<b>6,053,737</b>	<b>28,717,086</b>	<b>24,214,949</b>	<b>72,644,847</b>	<b>40%</b>
<b>EXPENSES</b>	<b>October Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	539,709	363,735	1,486,099	1,454,940	4,364,820	34%
Instructional	1,082,273	1,279,552	4,607,129	5,118,207	15,354,620	30%
Non-Instructional	1,395,814	1,450,527	5,570,650	5,802,109	17,406,328	32%
OPS	834,767	551,162	2,008,639	2,204,649	6,613,948	30%
Personnel Benefits	1,050,784	1,069,178	4,187,134	4,276,710	12,830,131	33%
<b>TOTAL PERSONNEL COSTS</b>	<b>4,903,348</b>	<b>4,714,154</b>	<b>17,859,652</b>	<b>18,856,616</b>	<b>56,569,847</b>	<b>32%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	439,676	376,888	1,335,585	1,507,550	4,522,651	30%
Material & Supplies	121,461	243,322	1,061,341	973,289	2,919,866	36%
Other Current Charges	423,373	677,707	2,292,260	2,710,828	8,132,483	28%
<b>TOTAL CURRENT EXPENSES</b>	<b>984,510</b>	<b>1,297,917</b>	<b>4,689,186</b>	<b>5,191,667</b>	<b>15,575,000</b>	<b>30%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>41,667</b>	<b>13,059</b>	<b>166,667</b>	<b>500,000</b>	<b>3%</b>
<b>TOTAL EXPENSES</b>	<b>\$5,887,858</b>	<b>\$6,053,737</b>	<b>\$22,561,897</b>	<b>\$24,214,949</b>	<b>\$72,644,847</b>	<b>31%</b>

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

**Issued in October 2023**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-018853	10/16/2023	American Audio Visual, Inc.	120,000.00	Audio visual services for Florida Charter School Conference (FCSC) Event 2023.	Solicitation via FCSC's Request for Proposals (August 2023)
PO-018984	10/30/2023	Garland/DBS, Inc.	239,300.00	Roofing material and services for the Artcraft Printers Building (Main Campus - APB #53)	Solicitation via OMNIA Partner contract #PW1925.
PO-018988	10/30/2023	Garland/DBS, Inc.	310,866.00	Roofing material and services for the Central Utility Plant (Main Campus - CUP #28)	Solicitation via OMNIA Partner contract #PW1925.
PO-019004	10/30/2023	7 Red Hills Consulting	324,137.00	Develop and provide an alternative CTE teacher certification program.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.



November 27, 2023

**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:** Policy Manual Changes

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**Item Description**

This item requests Board approval of Policy Manual changes in chapters 1000 – Executive-Administrative-Managerial Professional and 3000 – Noninstructional.

**Overview and Background**

The College brings forth a request to modify the College’s Policy Manual: College Policies 1600 and 3600 – Copyrighted Works, Trademark, and Patent Ownership (Intellectual Property Rights) have been revised to provide for a written agreement to be executed and approved by all parties prior to the granting of a copyright or patent.

The policies may be reviewed at:

<https://www.tcc.fl.edu/about/college/district-board-of-trustees/public-notice/upcoming-policies/>

**Funding/ Financial Implications**

N/A

**Past Actions by the Board**

The Board approved previous revisions to the College’s Policy Manual in October 2023.

**Recommended Action**

Approve revision of College policies as presented.



November 27, 2023

## **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:** Guaranteed Maximum Price – TCC Dental Hygiene Simulation Lab Project

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### **Item Description**

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Dental Hygiene Simulation Lab Project.

### **Overview and Background**

This project includes partial interior renovations of the ground floor of the Academic Support (AP) Building #03 on the main campus, for the construction of a Dental Hygiene Simulation Lab.

The requirements for the GMP solicitation process were reviewed and completed by Allstate Construction, Inc. The bid specifications were approved by TCC and Allstate Construction, Inc and released to the public on September 14, 2023. Proposals from sub-contractors were opened on October 5, 2023 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the construction of the TCC Dental Hygiene Simulation Lab Project is \$999,510.92 with supporting documents attached.

### **Funding/ Financial Implications**

The GMP for this project is \$999,510.92. This construction contract will be funded by Federal and Local College funds.

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

The Board approved the Construction Manager at Risk (CMAR) selection for this project at the August 21, 2023 BOT meeting.

### **Recommended Action**

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Allstate Construction, Inc, for the TCC Dental Hygiene Simulation Lab Project.



# GUARANTEED MAXIMUM PRICE PROPOSAL FORM

TO: Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, Florida 32304-2815

FROM: Allstate Construction, Inc.  
5718 Tower Road  
Tallahassee, Florida 32303

Vendor ID \_\_\_\_\_

PROJECT: Tallahassee Campus – Building “DH”  
Dental Hygiene Simulation Lab Renovations

Gentlemen:

I have received the Construction Documents, consisting of the Drawings and the Project Manual entitled “ New Dental Lab – Interior ” dated May 24, 2023 as prepared by DAG Architects . I have also received the following Addendum number 1 and have included their provisions in my proposal.

I have examined all the Construction Documents and the site and submit the following GMP. \$ 999,510.92

Alternate #1 \$ N/A


By submitting this proposal I agree:

- 1 To enter into and execute a contract within ten (10) calendar days after notice of award, and to furnish performance bonds and labor and material payment bonds in accordance with the general conditions.
- 2 To accomplish the work in accordance with the Contract Documents and to commence such work on the date to be specified by the Architect in the written “Notice to Proceed” and to substantially complete the project on or before the date specified in the Contract Documents and to final completion within 30 days from substantial completion.
- 3 To pay as liquidated damages, the sum of \$ 500.00 for each consecutive day after the date for substantial completion, as specified in the Contract.
- 4 To pay the sum of ¼ of the rate previously indicated for each consecutive day beginning 30 days after the date of substantial completion until final completion.
- 5 To allow being withheld 3 times the installed market value of any item on the punch list, as determined by the Architect, that has not been completed at the time of final completion.

*I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, TALLAHASSEE COMMUNITY COLLEGE and their agents, against any cost, damage or expense which it may incur or be caused by an error in my (our) preparation of same.*

*In witness whereof, the Bidder has hereunto set his signature and affixed his seal this 1 day of Nov, A.D., 2023.*

\_\_\_\_\_  
(SEAL)

  
\_\_\_\_\_  
Authorizing Signature

11.1.23  
\_\_\_\_\_  
Date

Allstate Construction, Inc.



November 27, 2023

## **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:** Gorman (GOR) Building No. 46 Roofing

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### **Item Description**

This item requests approval of the attached roofing material and services proposal No. 25-FL-230981 for the Gorman (GOR) Building No. 46 Roof Hugger Framing System.

### **Overview and Background**

The roof of Building #46 on the main campus, the Gorman Building, is in need of structural improvements and requires repairs.

Garland/DBS, Inc. (Florida General Contractor License#CGC1517248) administered a competitive process on behalf of the College to receive quotes for the project and the following local companies provided responses:

- ACME Roofing & Sheet Metal Co., Inc.
- Burnette Roofing & Construction
- Crawford Roofing, Inc.
- Ferrara Consultants & Space Age Roof

Ferrara Consultants & Space Age Roof of Tallahassee was selected to perform the work.

The attached proposal no. 25-FL-230981 in the amount of \$735,900.00 received from Garland/DBS, Inc. is recommended for all roofing materials and labor required for the roof repairs. This proposal is provided under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges.

### **Funding/ Financial Implications**

Funds for this project are provided from the College's local funds.

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

None

**Recommended Action**

Approve the attached proposal no. 25-FL-230981 from Garland/DBS, Inc. as presented.



**Garland/DBS, Inc.**  
**3800 East 91<sup>st</sup> Street**  
**Cleveland, OH 44105**  
**Phone: (800) 762-8225**  
**Fax: (216) 883-2055**



## **ROOFING MATERIAL AND SERVICES PROPOSAL**

**Tallahassee Community College**  
**GOR Building**  
**109 Century Park Dr.**  
**Tallahassee, FL 32304**

**Date Submitted: 10/17/2023**  
**Proposal #: 25-FL-230981**  
**MICPA # PW1925**  
**Florida General Contractor License #: CGC1533467**

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

### **Scope of Work:**

#### Roof Hugger Framing System

1. Install Flat Stock 22 gauge metal over existing skylight prior to installing any materials
2. Mark the purlins on the top side of the roof
  - a. Spacing must not exceed Garland Engineering Wind Uplift Spacing
3. Do not remove any existing panels or clips
4. Install roof hugger system by aligning above roof framing with the existing purlin system
5. Press the roof hugger system down firmly and align with previously marked purlins
6. Fasten down hugger system using TFC ¼-14 DP3 fastener or approved equal
7. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
8. Fasteners should be place in pre-punched holes
9. Cross webbing maybe required in zone 2 and zone 3 per engineer drawing (provided by Roof Hugger).

R-Mer Span Panel Installation (Gutter Box should be installed prior to panels)

**\*\*Shop Drawing must be ordered prior to the start of work\*\***

1. Identify the center line for the area of work
    - a. Work may proceed in two directions from the centerline
  2. Remove all film from the panel daily
  3. Install eave trim cleat
    - a. Fasten every 12" o.c.
  4. Install eave trim
    - a. Fasten every 12" o.c.
    - b. Minimum 3" away from roof edge
    - c. Eave foam installed over fasteners
  5. Prior to installing panel the top end must be folded using the "pan end tool"
  6. Clips on eave and ridge will be inset 8"
  7. Follow clip spacing per Garland Uplift (maximum)
    - a. Zone One- 5' o.c
    - b. Zone Two(e)- 5' o.c
    - c. Zone Three (e)- 5' o.c
  8. Install clip using 2 fasteners per clip
    - a. Fasteners must be TFC 1/4-14 DP3
    - b. Fasteners must be attached to roof hugger
    - c. Drill bit extenders must be used to ensure fasteners are "not" driven at an angle
  9. Use 6" step over clamps to hold clips in place while fastening
    - a. Use caution not to damage panel finish with clamp
  10. Before securing panel install two rows of butyl sealant over foam
  11. Panel must overhang eave edge by 1.5" to allow for thermal expansion and contraction
  12. Install two rows of butyl sealant on inside of rib before installing the subsequent panel
  13. Anchor centerline panel using a #30 drillbit and #44 1/8' pop rivets
  14. Install subsequent panels a.
- Panel alignment should be checked every 3 to 4 panels

- 15. Install gable clips 1" from roofs edge
  - 16. Trimming the panel will likely be required to fit
  - 17. Seam Cap will be installed
    - a. Factory applied butyl has already been installed
    - b. Ensure proper positioning before allowing solid contact
    - c. 3/4" overhang is require on eave edge
    - d. Hand crimp the top, bottom, and all clip locations of seam cap
  - 18. Install edge stiffener
    - a. Hold in place using small step over clamps
    - b. Rivet into place using Garland color match rivets
  - 19. Ridge cap should be test fit and proper location marked on the panel rib
  - 20. Install factory provided head closure
    - a. These detail cannot be field fabricated
    - b. Fasten into place with 1/8" pop rivets
    - c. Caulk the backside of head closure
  - 21. Installing ridge cap
    - a. Install butyl tape over the head closure
    - b. Install ridge cleat fastening to head closure every 6" o.c.
  - 22. Gable end rake edge install
    - a. Dry fit rake edge to mark location for rake edge cleat
    - b. Field modify rake edge to ensure proper fit
    - c. Instruction will be located in the FT Section of the Shop Drawings
  - 23. Mechanically seam clip
    - a. Fold down 3/4" over hang with duck bill vice grip
    - b. Tap flush with rubber mallet
- Install new gutter and downspouts
- 1. Install new gutters box
  - 2. Install new downspouts
    - a. Tie into ground level plumbing where existing
- \*If clip spacing and Roof Hugger discrepancies occur the most aggressive spacing will prevail\*

**Proposal Price Based Upon Market Experience: \$ 735,900.00**

**Garland/DBS Price Based Upon Local Market Competition:**

<b>Ferrara Consultant / Space Age Roofing</b>	<b>\$ 735,900.00</b>
Burnette Roofing	\$ 740,855.82
ACME Roofing & Sheet Metal	\$ 867,874.07
Crawford Roofing, Inc.	\$ 1,162,024.68

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

**Clarifications/Exclusions:**

1. Sales and use taxes are excluded.
2. Permits are excluded. If permits are required this will be addressed via change order.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is included to which it obtains to the scope of work.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Hurricane Demobilization is excluded.
9. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

*Joshua Perry*

Joshua Perry  
Garland/DBS, Inc.  
(216) 430-3635



November 27, 2023

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

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

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

**SUBJECT:** RFQ 2023-10 Award Recommendation

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### **Item Description**

This item requests approval to award Southern Standard Construction LLC, Construction Manager at Risk services for the TCC English Building Restroom Renovations project.

### **Overview and Background**

TCC recently discontinued the annual Pre-Qualification process of Construction Managers which now requires that a separate solicitation be conducted for construction manager at risk services for each new project that arises. This specific RFQ requests Construction Manager at Risk (CMAR) Services for the English (EN) Building Restroom Renovations project, located in Building #01 on TCC's Site 1 Main Campus.

RFQ 2023-10 was released to the public on September 18, 2023 via the TCC Purchasing Website and the State of Florida Vendor Bid System. The College received complete and acceptable submittal(s) from the below vendor on October 30, 2023, as a result of this Request for Qualifications (RFQ).

Southern Standard Construction LLC

The submittals were evaluated based on the criteria outlined in the RFQ, and presentations. The Committee heard presentations from contractor(s) carefully considering such factor as:

- Experience and Performance of Individuals
- Experience, Performance and Capacity of Company
- Overall Presentation and Fit for Project

Based upon the qualifications submitted and the results of the evaluation process, Southern Standard Construction LLC is recommended for the award.



**Funding/ Financial Implications**

This construction contract will be funded by Local funds.

**Past Actions by the Board**

None

**Recommended Action**

Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC English Building Restroom Renovations project.



November 27, 2023

**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

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**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 NOVEMBER 2023

## MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	75%	June 2024	New Survey 3.1 Underway
N/A	Master Plan – Main Campus	95%	June 2024	Underway – DAG Architects
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	TBD	GMP Pending November BOT
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to New Classroom	50%	TBD	Construction in progress Waiting on AV Proposals
PJ-0357	SM 114 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0165	SM 118 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0260	SM 129 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0360	SM 211 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0355	CH 233 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0356	CH 234 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0449	Administration Bldg#27 Lobby	20%	TBD	Demolition underway
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	30%	12/31/2023	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC, Bldg. 06 DH, Bldg. 27 AD, Bldg. 39 HSS See other individual building updates below
PJ-0422	Elevator Upgrades at TPP-N Bldg#11	5%	TBD	Materials Ordered
PJ-0422	Elevator Upgrades at TPP-S Bldg#11	5%	TBD	Materials Ordered
PJ-0342	Athletics – LS Interior Renovation	15%	TBD	Construction underway
PJ-0447	LSC – Metal Coping/Roofing	5%	TBD	Construction underway
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP Pending
PJ-0408	Athlete Weight Room	100%	September 2023	Pending final payment
PJ-0428	CUP Renovation and Infrastructure/Roof	50%	TBD	PO issued

PJ-0365	CUP Control Room and ADA Restrooms	15%	TBD	GMP approved Mobilization in progress
PJ-0437	Domestic Water Loop Additional Backflow/Meter/Underground Piping	100%	November 2024	Complete
PJ-0421	State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	100%	October 2023	Complete
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	TBD	PO Issued, Submittal Review in Progress – Equipment ordered and expected by Fall 2024
N/A	Truck Driving Testing Course Striping	10%	TBD	Course being updated per FDOT requirements
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TCC BOT approval
PJ-0414	Parking Garage Bldg#37 Inspection (100%) / Survey/Repairs	20%	December 2023	Elevation Survey Underway Structural inspection required Identify repairs to be scheduled
N/A	Dale Mabry Museum	5%	TBD	Survey in Progress, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0427	AC Bldg#08 Soffit Repairs	5%	TBD	Temporary repair complete Awaiting permanent materials
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	February 2024	Updating, Commencing October
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	February 2024	On order, Commencing October
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	5%	Fall 2024	Design underway by BKJ
PJ-0436	Solar Powered Covered Walkways	15%	TBD	100% CD's expected September 2023
PJ-0445	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	15%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	5%	TBD	CMAR Award Pending November BOT Approval
PJ-0390	Light Pole Repairs/Replacement	90%	TBD	Underway
PJ-0387	HVAC OAD Installation	100%	October 2023	Complete
PJ-0378	C-Cure Locks / NIST 800-171	5%	TBD	Underway
PJ-0446	Transformer Pat Thomas Lights	100%	October 2023	Complete

TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 571,377 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 2,122,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 28,569 lbs. of CO2 from being released into the atmosphere

### GADSDEN SERVICE CENTER (SITE 2)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects

### FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	5%	January 2024	PO Issued; Materials on order
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	15%	January 2024	PO Issued
PJ-0413	Range Building Erosion Control	95%	TBD	Gravel backfill TBD
PJ-0438	Cardio Room Improvement	100%	October 2023	Complete
PJ-0439	Conference Center Chiller Repairs and Upgrades	80%	TBD	Parts on order
PJ-0448	Dining Facility HVAC Renovations	90%	TBD	Outside Air Units – Repairs in Progress
PJ-0448	Dorms HVAC Renovations	80%	TBD	Outside Air Units – Repairs in Progress
PJ-0448	Dining Facility Renovations	10%	TBD	Carpet Replacement – Flooring on order
PJ-0448	Dining Facility Renovations	10%	TBD	Roof Access, Awaiting Drawings
PJ-0478	Defensive Tactics HVAC Renovations	25%	TBD	HVAC/Infrastructure Upgrades
N/A	Defensive Tactics Mezzanine Access	10%	TBD	New ladder installation
PJ-0478	Defensive Tactics Plumbing Modifications	90%	TBD	Piping repairs and cleaning, Plumbing fixture upgrades
PJ-0480	FPSI Dorm Elevator Modernization	5%	December 2023	PO Issued, Materials on order

PJ-0481	FPSI HVAC Renovations Dorm Annex Building#09	100%	October 2023	Complete
PJ-0483	FPSI Dorm Annex Windows	5%	TBD	Obtaining quotes
PJ-0489	FPSI Dorm Wing South Bldg#10	5%	TBD	Obtaining quotes
PJ-0482	FPSI Dorm Wing North Bldg#11	5%	TBD	Obtaining quotes
PJ-0484	FPSI Bridge and Sidewalks	10%	TBD	Obtaining quotes
PJ-0486	FPSI Stormwater Drainage	10%	TBD	Obtaining quotes
PJ-0487	FPSI Firing Range Improvements	10%	TBD	Obtaining quotes

#### CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	GMP to January BOT
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	GMP to January BOT
PJ-0431	CFI Smoke Exhaust Removal	10%	TBD	In progress
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
N/A	CFI – 3 <sup>rd</sup> Floor Renovation	5%	TBD	Awaiting Design
PJ-0488	CFI Roof	5%	TBD	Awaiting bids

#### GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH

#### WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress

## FOUNDATION CLASSROOM RENOVATION SUMMARY

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TCC PROJECT#	RENOVATED CLASSROOM	COST TO DATE
PJ-0357	<b>SM 114</b> - Classroom Renovations	\$ 21,744.29
PJ-0165	<b>SM 118</b> - Classroom Renovations	\$ 42,419.96
PJ-0360	<b>SM 211</b> - Classroom Renovations	\$ 27,774.36
PJ-0355	<b>CH 233</b> - Classroom Renovations	\$ 19,166.32
PJ-0356	<b>CH 234</b> - Classroom Renovations	\$ 19,151.32



November 27, 2023

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

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

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month of October 2023.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$0.00  
BKJ, Inc. Architecture - \$21,712.15  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$14,283.25  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the October 16, 2023 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoices as presented.



INVOICE NO. 4



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-016394

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

Project Name:  
**Administration Building Lobby/Professional Services**  
 Date: 11/2/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>ADDITIONAL SERVICES</b>					
Existing Conditions	\$1,455.00	100%	\$1,455.00	\$1,455.00	\$0.00
<b>BASIC SERVICES</b>					
Preliminary Schematic Design	\$5,465.00	100%	\$5,465.00	\$5,465.00	\$0.00
Lobby Improvements					
Design Development	\$6,615.00	100%	\$6,615.00	\$6,615.00	\$0.00
100% Construction Documents	\$8,605.00	100%	\$8,605.00	\$8,605.00	\$0.00
Permitting/Bid	\$2,570.00	100%	\$2,570.00	\$2,570.00	\$0.00
Construction Administration	\$9,345.00	15%	\$1,401.75	\$0.00	\$1,401.75
ADA Restroom Improvements					
Design Development	\$7,753.50	100%	\$7,753.50	\$7,753.50	\$0.00
100% Construction Documents	\$7,638.50	100%	\$7,638.50	\$7,638.50	\$0.00
Permitting/Bid	\$1,857.00	100%	\$1,857.00	\$1,857.00	\$0.00
Construction Administration	\$2,906.00	15%	\$435.90	\$0.00	\$435.90
Additional Services (MEP)	\$2,300.00	78%	\$1,800.00	\$0.00	\$1,800.00
Additional Services No. 1- Budget	\$3,315.00	100%	\$3,315.00	\$3,315.00	\$0.00
<b>OTHER PROJECT COST</b>					
Reimbursable Expenses (attached)	\$250.00	92.39%	\$230.97	\$230.97	\$0.00
<b>GRAND TOTALS</b>	<b>\$60,075.00</b>		<b>\$49,142.62</b>	<b>\$45,504.97</b>	<b>\$3,637.65</b>
<b>Total due Architect/Engineer</b>					<b>\$3,637.65</b>

Please remit payment to the following address:

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

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

**CERTIFIED TRUE AND CORRECT BY:**

*Bonnie Davenport*  
(Signature of Principal)

Bonnie Davenport AIA, President  
(Typed Name and Title)

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



## Change Order

Purchase Order Number	PO-016394 - 2
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu
Change Order No. 2 - Adding new Line 3 in the amount of \$3,315.00 for Add Services#1 as outlined in Proposal dated 03/08/23. NEW PO TOTAL: \$60,075.00
Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00
**REF: TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting**
**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	60,075.00	0.00	60,075.00

Director of Procurement and Auxiliary Services  
 Dustin Frost

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

## Change Order

Purchase Order Number	PO-016394 - 2
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00
2		Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				49,840.00
3		Additional Services #1 to develop an opinion of probable cost for the design development phase drawings. Specifics per attached proposal dated 03/08/23.				3,315.00

Messages
<p>Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities</p> <p>Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"            To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 3



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-017874

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

Project Name:  
**EN Building | ADA Restroom and Mechanical Improvements**  
 Date: 10/6/23

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>ADDITIONAL SERVICES</b>					
Phase 1- Existing Conditions Drawings	\$5,827.50	100%	\$5,827.50	\$5,827.50	\$0.00
<b>BASIC SERVICES</b>					
Phase 2- Schematic Design	\$9,330.00	100%	\$9,330.00	\$9,330.00	\$0.00
Phase 3- Design Development	\$16,895.00	100%	\$16,895.00	\$16,895.00	\$0.00
Phase 4- Construction Documents	\$21,985.00	100%	\$21,985.00	\$10,992.50	\$10,992.50
Phase 5- Permitting/Bid	\$3,158.00	100%	\$3,158.00	\$0.00	\$3,158.00
Phase 6- Construction Administration	\$15,057.00	0%	\$0.00	\$0.00	\$0.00
<b>OTHER PROJECT COST</b>					
Reimbursable Expenses	\$200.00	100.00%	\$200.00	\$6.00	\$194.00
<b>GRAND TOTALS</b>	<b>\$72,452.50</b>		<b>\$57,395.50</b>	<b>\$43,051.00</b>	<b>\$14,344.50</b>
<b>Total due Architect/Engineer</b>					<b>\$14,344.50</b>

Please remit payment to the following address:

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

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

**CERTIFIED TRUE AND CORRECT BY:**

*Bonnie Davenport*  
 (Signature of Principal)

Bonnie Davenport AIA, President  
 (Typed Name and Title)

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



# Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0399 CIF 22/23 ADA Improvements - EN Bldg#01 - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	72,452.50	0.00	72,452.50

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the requested architectural and engineering services for the proposed ADA restroom and mechanical improvements to the 1st floor of the EN building located on the TCC Site 1 campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated June 6, 2023. Phases Include: Existing Condition Drawings, Schematic Design, Design Development, Construction Documents, Permitting/Bid, Construction Administration. **REF: TCC RFQ 2022-11				72,452.50

**Messages**  
 Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Director of Procurement and Auxiliary Services  
 Dustin Frost

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

## Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"  
To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.

# East Store Invoice

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

TCC English Building

Date 8/28/2023

Invoice # 113359

Ordered By Dan Capoot

Terms Card on File

Invoiced By JKN

Account # B015

**Total \$30.10**

SIGN HERE:

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.



**East Store**  
850-671-2714  
eaststore@semblueinc.com  
2915-1 East Park Ave.  
Tallahassee, FL 32301  
www.semblueinc.com

Date 8/28/2023

Invoice # 113359

Ordered By: Dan Capoot

Terms Card on File

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

Account # B015

**Customer Billing Information:**

TCC English Building

Thank you for your business.

## Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	16	1.75	28.00T

Please Remit Payment To:

Seminole Blueprint, Inc  
2915-1 East Park Avenue  
Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal \$28.00

Sales Tax (7.5%) \$2.10

**Total \$30.10**



# East Store Invoice

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

Run Credit Card for Each Job  
Tcc English Bldg

Date 8/28/2023

Invoice # 113353

Ordered By Dan

Terms Card on File

Invoiced By DWG

Account # B015

**Total \$168.00**

**PAID**  
**09/14/2023**

SIGN HERE:

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.



**East Store**  
850-671-2714  
eaststore@semblueinc.com  
2915-1 East Park Ave.  
Tallahassee, FL 32301  
www.semblueinc.com

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

Account # B015

Date 8/28/2023

Invoice # 113353

Ordered By: Dan

Terms Card on File

**Customer Billing Information:**

Run Credit Card for Each Job  
Tcc English Bldg

Thank you for your business.

## Invoice

Description	Qty	Rate	Amount
8.5 x 11 B&W Copy	1,052	0.14	147.28T
GBC Bind with Covers	2	4.50	9.00T

Please Remit Payment To:

Seminole Blueprint, Inc  
2915-1 East Park Avenue  
Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.  
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal	\$156.28
Sales Tax (7.5%)	\$11.72
<b>Total</b>	<b>\$168.00</b>

INVOICE NO. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-018832

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

Project Name:  
AC Building #8 Third Floor Renovations/Upgrades  
- Preliminary Schematic  
Date: 11-2-2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>ADDITIONAL SERVICES</b>					
Existing Conditions	\$3,730.00	100%	\$3,730.00	\$0.00	\$3,730.00
<b>BASIC SERVICES</b>					
Preliminary Schematic Design	\$5,430.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	\$9,160.00		\$3,730.00	\$0.00	\$3,730.00
<b>Total due Architect/Engineer</b>					<b>\$3,730.00</b>

Please remit payment to the following address:  
BKJ, Inc. Architecture  
1621 Physicians Drive  
Tallahassee, FL 32308

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport  
(Signature of Principal)

Bonnie Davenport AIA, President  
(Typed Name and Title)

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



# Purchase Order

Purchase Order Number	PO-018832
Purchase Order Date	10/12/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - Preliminary Schematic Design Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	9,160.00	0.00	9,160.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the preliminary schematic design drawings of the proposed improvements to the 3rd floor of the AC Building at Tallahassee Community College located at 444 Appleyard Drive in Tallahassee, FL. PROJECT DATA AND SCOPE OF SERVICES: The scope of work for the subject project includes the preparation of the existing conditions drawings and preliminary schematic design floor plans for the proposed improvements. BKJ will prepare up to 3 concepts of the proposed improvements. Specifics per attached proposal dated October 11, 2023.				9,160.00

Director of Procurement and Auxiliary Services  
 Dustin Frost

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

## Purchase Order

Purchase Order Number	PO-018832
Purchase Order Date	10/12/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

### Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"  
To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



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

Invoice number 23007\_1023  
 Date 10/31/2023  
 Project 23007 TCC MAIN CAMPUS AP BLDG  
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
<b>Schematic Design</b>	10,487.25	10,487.25	100.00	0.00	0.00
<b>Design Development</b>	13,983.00	13,983.00	100.00	0.00	0.00
<b>Construction Documents</b>	24,470.25	24,470.25	100.00	0.00	0.00
<b>Bidding &amp; Negotiations</b>	3,495.75	0.00	100.00	0.00	3,495.75
<b>Construction Administration</b>	17,478.75	0.00	6.18	16,398.75	1,080.00
<b>Total</b>	<b>69,915.00</b>	<b>48,940.50</b>	<b>76.54</b>	<b>16,398.75</b>	<b>4,575.75</b>

Invoice total 4,575.75

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_1023	10/31/2023	4,575.75	4,575.75				
	<b>Total</b>	<b>4,575.75</b>	<b>4,575.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or [accounting@dagarchitects.com](mailto:accounting@dagarchitects.com).*



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

Invoice number 21114\_1023  
 Date 10/31/2023  
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,825.00	100.00	1,825.00	1,825.00	0.00
<b>Task 2 - Executive Summary</b>	59,130.00	19.12	8,280.00	11,305.00	3,025.00
<b>Task 3 - Existing Conditions</b>	41,890.00	21.11	8,842.50	8,842.50	0.00
<b>Task 4 - Planning Elements</b>	86,328.00	36.41	29,290.00	31,435.00	2,145.00
<b>Task 5 - Decision Themes</b>	16,985.00	100.00	16,985.00	16,985.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	30,825.00	60.28	15,007.50	18,582.50	3,575.00
<b>Task 7 - Conclusion</b>	1,815.00	83.33	550.00	1,512.50	962.50
<b>Total</b>	<b>238,798.00</b>	<b>37.89</b>	<b>80,780.00</b>	<b>90,487.50</b>	<b>9,707.50</b>

Invoice total **9,707.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_1023	10/31/2023	9,707.50	9,707.50				
	<b>Total</b>	<b>9,707.50</b>	<b>9,707.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or [accounting@dagarchitects.com](mailto:accounting@dagarchitects.com).*



November 27, 2023

## **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, 2023 - 2024.

- Page 3: Revised Equity Statement.
- Page 4: Revised effective date of updates to Salary Schedule.
- Page 9: Clarified Promotion Language.
- Page 12: Adjuncts (Clock Hours) – Clarified language to specify Florida Public Safety Institute.
- Page 13: Added a table specific to Workforce Development positions.
- Page 17: Clarified Deferred Retirement Option Program (DROP).
- Pages 19 – 20: Appendix A, added and deleted Managerial/Professional Positions.
- Pages 22 – 31: Appendix C, added and deleted Classified Staff positions and paygrades. Positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table.
- Pages 37 – 45: Appendix D, added and deleted Classified Staff positions and paygrades. 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 December 1, 2023.

**Funding/ Financial Implications**

This item is funded by the 2023 -2024 Operating Budget.

**Recommended Action**

Approve updates to the 2023 – 2024 Salary Schedule as presented.





# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2023 - 2024**

**Prepared by Human Resources**

## Table of Contents

INTRODUCTION	3
PURPOSE	3
ACCREDITATION	3
EQUITY STATEMENT	3
WEBSITE	3
GENERAL PROVISIONS	4
SALARY STATEMENT	5
EMPLOYEE CLASSIFICATIONS	6
ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS	7
EDUCATIONAL ATTAINMENT/DEGREE CHANGE	8
RECLASSIFICATION/ORGANIZATIONAL CHANGES	9
FULL-TIME FACULTY	9
ADJUNCTS (Credit/Contract Hours)	9
ADJUNCTS (Clock Hours)	12
CLASSIFIED STAFF/PROFESSIONAL POSITIONS	14
RETIREES	16
APPENDIX A	19
APPENDIX B	21
APPENDIX C	22
APPENDIX D	31
APPENDIX E	42
APPENDIX F	44

## 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 [Renae.Tolson@tcc.fl.edu](mailto:Renae.Tolson@tcc.fl.edu) or the Office for Civil Rights of the U.S. Department of Education.

## WEBSITE

This Salary Schedule may be viewed online at:

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

## **GENERAL PROVISIONS**

### **Effective Date**

~~July 1, 2023~~ December 1, 2023

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

Eligible employees must be in good standing and not on a performance improvement plan. Additionally, employees must be in a regularly established position not grant funded, OPS, PSAV or PSC.

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

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

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

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

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be

recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

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

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

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

### **Wireless Allowance Plans**

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

### **Terminal Pay**

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

### **Other Provisions**

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

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

## **SALARY STATEMENT**

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

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

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

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

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

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

#### **Administrative Positions**

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

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

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

### **Faculty**

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

### **Non-Teaching Faculty**

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

### **Classified Staff/Professional**

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

### **Classified Staff**

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

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

### **Time Limited**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

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

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

## **TEMPORARY ASSIGNMENTS**

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

### **Interim Positions**

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

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

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

### **Additional Duties**

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

### **Extraordinary Task or Project**

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

### **Overlap in Position**

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



## RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

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

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

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

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

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

## WORK SCHEDULE

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

## FULL-TIME FACULTY

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

## ADJUNCTS (Credit/Contract Hours)

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$884
Master's	\$821
Bachelor's	\$745
Less than Bachelor's with program specific credentials and Associate degree	\$657

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

Academic Credentials	Class Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Master's	\$934
Bachelor's	\$849
Less than Bachelor's with program specific credentials and Associate degree	\$883

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$59
Master's	\$52
Bachelor's	\$44
Less than Bachelor's with program specific credentials and Associate degree	\$40

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

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Master's	\$904

Bachelor's	\$820
Less than Bachelor's <sup>2</sup> with program specific credentials and Associate degree	\$725

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

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

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Master's	\$34
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

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

### ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$35

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

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

Academic Credentials	Clock Hour Rates
Doctorate	\$32
Master's	\$30
Bachelor's	\$26

**3. Workforce Development:** The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

<u>Credentials</u>	<u>Clock Hour Rates</u>
<u>Professional certification or licensure</u>	<u>\$40 - \$47</u>

Upon the recommendation from the appropriate Vice President or Executive Director and Human Resources, the President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates.

## 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	\$24	\$72	\$96	\$120

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

## CONTINUING EDUCATION INSTRUCTORS

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

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51.42
Masters	\$36
Bachelors	\$32
Associate	\$31.09
Professional certification or licensure	\$30

## CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

### Shift Differential

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

### Service Credit

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

### Trainee Status

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

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position

- The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
- The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
- The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

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

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

### **Other Classified Staff Provisions**

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

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

## **RETIREES**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave balance.

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

Complete information about DROP is available in ~~the~~ Human Resources.

### **Retirement Incentive**

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

### **Reemployment Provisions for Retirees**

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

## **TIME LIMITED EMPLOYEES**

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

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

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### **Work-study Students**

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

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

### **Other Time Limited Provisions**

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

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

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

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

### **Contracts & Grants**

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

## APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

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

Position Title
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief Engagement Officer
Chief of Staff
College Registrar
Dean, Career and Academic Planning
Dean, Enrollment Services
<del>Dean, Student Affairs</del>
Director of Academic Advising
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Certificate Programs
Director of Continuing Workforce Education
Director of Development, TCC Foundation
Director of Enterprise Applications
Director of Facilities, Planning and Construction
<del>Director of Student Financials</del>
Director of Finance
Director of Financial Services
Director of Grants and Special Projects
Director of Hospitality

Director of Human Resources
Director of Information Technology Infrastructure
Director of Information Technology Consulting Services
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education
Director of Procurement and Auxiliary Services
Director of Recruiting and Admissions
Director of Simulation Programs
Director of Special Projects and Innovation
Director of Strategic Communications
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Financial Services
Director of TCC Online
Director of Teaching, Learning and Engagement
Director of Transfer Services
Director of User Services

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

**Classified Staff Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
119	\$31,255.86	\$39,425.96	\$53,213.81
120	\$34,455.68	\$41,002.35	\$55,341.38
122	\$38,456.12	\$45,762.79	\$59,829.39
126	\$43,598.31	\$51,881.38	\$70,024.81
127	\$45,342.28	\$53,956.20	\$72,826.45

**Classified Staff Professional Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
219	\$31,255.86	\$39,425.96	\$53,213.81
220	\$34,455.68	\$41,002.35	\$55,341.38
221	\$35,834.21	\$42,642.44	\$57,555.83
222	\$37,267.88	\$44,348.66	\$59,857.14
223	\$38,758.86	\$46,122.91	\$62,252.25
224	\$40,308.22	\$47,967.44	\$64,742.34
225	\$41,921.37	\$49,886.57	\$67,332.04
226	\$43,598.31	\$51,881.38	\$70,024.82
227	\$45,598.31	\$53,956.20	\$72,826.45
228	\$47,155.46	\$56,115.36	\$75,739.27
229	\$49,042.15	\$58,359.93	\$78,769.08
230	\$51,003.45	\$60,694.24	\$81,919.33
231	\$53,043.67	\$63,121.54	\$85,195.83
232	\$55,164.99	\$65,646.14	\$88,604.35
233	\$57,371.72	\$68,272.37	\$92,148.40
235	\$62,053.31	\$73,843.44	\$99,667.31
237	\$67,115.49	\$79,867.44	\$107,796.72

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

*(matrix does not include FLSA adjustments)*

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor – TCC Online	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Academic Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Academy Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Accounting Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Accounting Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Accounting Scholarship Assistant	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Accounting Specialist	Classified Staff	120	NE	\$34,455.68	\$39,425.96	\$55,341.38
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Admissions Navigator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Adult Education Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Advising Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Advising Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Advising Team Lead	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Alumni and Friends Association Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
AMTC Program Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Assessment Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Assistant Coach	Classified Staff	<del>119</del> 219	<del>NE</del>	\$31,255.86	\$39,425.96	\$53,213.81
Assistant Director IT Consulting	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
<u>Assistant Director, Enterprise Applications</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$53,043.67</u>	<u>\$63,121.54</u>	<u>\$85,195.83</u>
Assistant Director, Financial Aid	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Assistant Director, Student Services	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, User Services for Instructional Technologies	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Assistant Production Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Assistant to the Dean	CS Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Assistant to the Director of Library Services	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletic Trainer	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Athletics and Campus Recreation Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Auxiliary Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Business Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Operations Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Services and Corporate Training Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lieutenant	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Campus Police Officer	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Campus Police Sergeant	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career Pathways Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Career Service and Internship Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Career Services Counseling Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Cashier	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Cashiering Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Center Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Classroom Technologies Coordinator	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Client Support Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
College Admissions Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Readiness Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
<u>Communications Technology Manager</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$45,598.31</u>	<u>\$53,956.20</u>	<u>\$72,826.45</u>
Computer Specialist	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Systems Analyst	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Computer Technology Lab Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
<u>Coordinator, Advanced and Specialized</u>	<u>CS Professional</u>	<u>230</u>	<u>E</u>	<u>\$51,003.45</u>	<u>\$60,694.24</u>	<u>\$81,919.33</u>
Coordinator, Conference and Events	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Contracts and Grants	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Coordinator, Counseling Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
<u>Coordinator, Dental Clinic Office</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$45,598.31</u>	<u>\$53,956.20</u>	<u>\$72,826.45</u>
Coordinator, Emergency Management and Safety	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Coordinator, Graphic Design and Brand	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, High Liability Training	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Coordinator, Institute for Nonprofit Innovation and Excellence	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Coordinator, Instructional Network	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Coordinator, International Student Services	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
<u>Coordinator, Special Projects</u>	<u>CS Professional</u>	<u>232</u>	<u>E</u>	<u>\$55,164.99</u>	<u>\$65,646.14</u>	<u>\$88,604.35</u>
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34



POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Coordinator, Student Life and Leadership	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, Student Technology Support	CS Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Coordinator, TCC Internship Program	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Programs & Experiences	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Services Outreach	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Veterans Success Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Database Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
<u>Developer</u>	<u>CS Professional</u>	229	E	\$49,042.15	\$58,359.93	\$78,769.08
<u>Digital Communications Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$39,425.96</u>	<u>\$53,213.81</u>
Digital Media Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Dining Services Shift Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Disability Services Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Donor Stewardship Officer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Dual Enrollment Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
<u>Environmental Emergency</u> Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Environmental Health/Safety Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environmental Service Superintendent	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Environmental Services Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Event/Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Events A/V Specialist	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Executive Assistant	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Executive Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Facilities Administrator	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Facilities Maintenance Superintendent	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Facilities Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Facilities Office Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Finance and Accounting Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
First Year Experience Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Graphic Designer	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Head Coach	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Head of Access Services	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Housing Service Specialist	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist I	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist II	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
HVAC Program Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
Information Specialist	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Information Technology Trainer	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Instructional Designer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technologist	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technology Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
International Recruitment Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Landscaper	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Lead Computer Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Leadership Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Learning Commons Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Success Coach	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Circulation Services Supervisor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Library Technical Assistant II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Library Technical Service Supervisor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician II	Classified Staff	120	NE	\$34,455.68	\$39,425.96	\$55,341.38
Manager, Application Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Auxiliary Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Budget and Cost Analysis	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Client Support	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Communications Technology	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Construction Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Contracts and Grants	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
<u>Manager, Counseling Center</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$45,598.31</u>	<u>\$53,956.20</u>	<u>\$72,826.45</u>
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Dining Facilities	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Manager, Facilities	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Manager, Healthcare Education	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Manager, Human Resources	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Information Technology (Project)	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Information Technology Event Support	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, <del>Performance Innovation Institute Corporate Solutions</del>	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Student Financial Services	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Student Life	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Success and Retention	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Systems Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Support	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Teaching and Learning Academy	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Technology Consulting	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Web Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Media Production Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Media Production Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
<del>Media Relations Specialist</del>	<del>CS Professional</del>	<del>219</del>	<del>NE</del>	<del>\$31,255.86</del>	<del>\$39,425.96</del>	<del>\$53,213.81</del>
Network Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Network and Computer Systems Specialist	CS Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Network Technician	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Office Manager	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Practicum Coordinator for Teacher Programs	CS Professional	232	E	\$55,164.99	\$65,646.14	\$88,604.35
Production Coordinator	CS Professional	221	E	\$35,834.21	\$42,642.44	\$57,555.83
Production Media Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Professional Counselor	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Program Coordinator, Adult Education	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Transportation	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Logistics and Information Technology						
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Project Coordinator	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Project Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
<u>Purchasing Specialist</u>	<u>CS Professional</u>	<u>220</u>	<u>E</u>	<u>\$34,455.68</u>	<u>\$41,002.35</u>	<u>\$55,341.38</u>
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Regional Service Center Manager	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Research and Business Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Science Lab Manager	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Security Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accountant	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accounting Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Engineering Technician	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Research Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Science Lab Assistant	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Senior Systems Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Simulation & Information Tech Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Simulation Lab Technician	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Simulator Lab Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Software Systems Administrator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Manager	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Strategic Communications Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Accounts Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Student Activities Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Conduct Coordinator	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Student Development Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Financials Operations Officer	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Student Involvement Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Life, Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Success Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Supervisor Landscape Services	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Sustainability Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
System Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
System Operations Specialist	Classified Staff	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Systems Administrator	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Systems Support Specialist	Classified Staff	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
TCC Online Support Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Technology Consultant	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Testing and Retention Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Video/Multimedia Producer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Virtual Learning Commons Manager	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Web Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Web Developer Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Web Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Welding Technologies Lead Instructor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Workday Completion Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Workforce Development Program Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

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

*(matrix does not include FLSA adjustments)*

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<u>Applications Specialist</u>	<u>Classified Staff</u>	<u>119</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$39,425.96</u>	<u>\$53,213.81</u>
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Cashier	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environment Safety Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Landscaper	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Dining Services Shift Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Services Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Graphic Designer	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Library Technical Assistant II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Maintenance Technician II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Office Manager	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Service Superintendent	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39



POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
Supervisor Landscape Services	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Campus Police Officer	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Dining Facilities Manager	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Senior Engineering Technician	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Facilities Maintenance Superintendent	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Media Relations Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Accounting Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Conduct Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
<u>Digital Communications Specialist</u>	<u>CS Professional</u>	<u>219</u>	<u>NE</u>	<u>\$31,255.86</u>	<u>\$39,425.96</u>	<u>\$53,213.81</u>
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Web Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Client Support Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
<u>Purchasing Specialist</u>	<u>CS Professional</u>	<u>220</u>	<u>E</u>	<u>\$34,455.68</u>	<u>\$41,002.35</u>	<u>\$55,341.38</u>

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Environmental Health/Safety Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Event/Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist I	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Senior Science Lab Assistant	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Simulation Lab Technician	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Assistant to the Dean	CS Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Production Coordinator	CS Professional	221	E	\$35,834.21	\$42,642.44	\$57,555.83
Coordinator, Student Technology Support	CS Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Student Development Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Workday Completion Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Career Pathways Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Classroom Technologies Coordinator	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Contracts and Grants Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Custodial Superintendent	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Executive Assistant	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Events Specialist	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Human Resources Specialist II	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Instructional Technology Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Leadership Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Success Coach	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Circulation Services Supervisor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Media Production Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Project Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Store Manager	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Strategic Communications Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Activities Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Involvement Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Life, Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Testing and Retention Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Assistant to the Director of Library Services	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletics and Campus Recreation Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career Services Counseling Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Center Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Admissions Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Readiness Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Computer Specialist	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Technology Lab Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Conference and Events	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Life and Leadership	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, TCC Internship Program	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Programs & Experiences	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Veterans Affairs	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Donor Stewardship Officer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Dual Enrollment Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Facilities Office Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
First Year Experience Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
HVAC Program Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
International Recruitment Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Manager, Gadsden Center	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Manager, Wakulla Center	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Media Production Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Production Media Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Science Lab Manager	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Simulation & Information Tech Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Simulator Lab Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Success Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
System Operations Specialist	Classified Staff	224	E	\$40,308.22	\$47,967.44	\$64,742.34
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Video/Multimedia Producer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletic Trainer	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Career Service and Internship Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Cashiering Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Counseling Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, International Student Services	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Coordinator, Veterans Success Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Digital Media Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Disability Services Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Executive Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Lead Computer Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Client Support	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Help Desk	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Network and Computer Systems Specialist	CS Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Professional Counselor	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Student Accounts Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
TCC Online Support Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Technology Consultant	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Veterans Affairs	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Virtual Learning Commons Manager	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Workforce Development Program Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Assessment Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Emergency Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
<del>Environmental Emergency</del> Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Head of Access Services	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Learning Commons Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Library Technical Service Supervisor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Manager, Facilities	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Network Technician	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Research and Business Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Welding Technologies Lead Instructor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Auxiliary Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Budget and Cost Analysis Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Campus Police Sergeant	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Construction Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
<u>Coordinator, Dental Clinic Office</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$45,598.31</u>	<u>\$53,956.20</u>	<u>\$72,826.45</u>
Head Coach	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Information Technology Trainer	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Instructional Network Coordinator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Auxiliary Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
<u>Manager, Counseling Center</u>	<u>CS Professional</u>	<u>227</u>	<u>E</u>	<u>\$45,598.31</u>	<u>\$53,956.20</u>	<u>\$72,826.45</u>
Manager, Information Technology Event Support	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Adult Education	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Software Systems Administrator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Systems Support Specialist	Classified Staff	227	E	\$45,598.31	\$53,956.20	\$72,826.45

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Business Services and Corporate Training Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Contracts and Grants Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Information Specialist	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Performance Innovation Institute Corporate Solutions	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Project Coordinator	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Business Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Operations Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
<u>Developer</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$49,042.15</u>	<u>\$58,359.93</u>	<u>\$78,769.08</u>
Facilities Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Finance and Accounting Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Help Desk	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Designer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technologist	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Support	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Student Financial Services	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Technology Consulting	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Security Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accountant	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Research Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Simulation Program Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
System Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Web Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Campus Police Lieutenant	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
<u>Coordinator, Advanced and Specialized</u>	<u>CS Professional</u>	<u>230</u>	<u>E</u>	<u>\$51,003.45</u>	<u>\$60,694.24</u>	<u>\$81,919.33</u>

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
High Liability Training Coordinator	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Human Resources	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Regional Service Center Manager	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Life	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Success and Retention	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Teaching and Learning Academy	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
<u>Assistant Director, Enterprise Applications</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$53,043.67</u>	<u>\$63,121.54</u>	<u>\$85,195.83</u>
Assistant Director IT Consulting	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Computer Systems Analyst	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Information Technology Project Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Application Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Web Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Systems Administrator	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Web Developer Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
<u>Coordinator, Special Projects</u>	<u>CS Professional</u>	<u>232</u>	<u>E</u>	<u>\$55,164.99</u>	<u>\$65,646.14</u>	<u>\$88,604.35</u>
Database Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Manager, Healthcare Education	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Network Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31



<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Senior Systems Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Student Financials Operations Officer	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31

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

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

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

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

<b>Start Date</b>	<b>End Date</b>	<b>Time &amp; Attendance Lock Out Dates</b>	<b>Pay Date</b>
May 7, 2023	June 10, 2023	June 16, 2023	Friday, June 30, 2023
June 11, 2023	July 8, 2023	July 14, 2023	Monday, July 31, 2023
July 9, 2023	August 5, 2023	August 14, 2023	Thursday, August 31, 2023
August 6, 2023	September 2, 2023	September 15, 2023	Friday, September 29, 2023
September 3, 2023	October 7, 2023	October 13, 2023	Tuesday, October 31, 2023
October 8, 2023	November 4, 2023	November 16, 2023	Thursday, November 30, 2023
November 5, 2023	December 2, 2023	December 11, 2023	Friday, December 29, 2023
December 3, 2023	January 6, 2024	January 12, 2024	Wednesday, January 31, 2024
January 7, 2024	February 3, 2024	February 9, 2024	Thursday, February 29, 2024
February 4, 2024	March 9, 2024	March 18, 2024	Friday, March 29, 2024
March 10, 2024	April 6, 2024	April 12, 2024	Tuesday, April 30, 2024
April 7, 2024	May 4, 2024	May 10, 2024	Friday, May 31, 2024
May 5, 2024	June 8, 2024	June 14, 2024	Friday, June 28, 2024



# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2023 - 2024**

**Prepared by Human Resources**

## Table of Contents

INTRODUCTION	3
PURPOSE	3
ACCREDITATION	3
EQUITY STATEMENT	3
WEBSITE	3
GENERAL PROVISIONS	4
SALARY STATEMENT	5
EMPLOYEE CLASSIFICATIONS	6
ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS	7
EDUCATIONAL ATTAINMENT/DEGREE CHANGE	8
RECLASSIFICATION/ORGANIZATIONAL CHANGES	9
FULL-TIME FACULTY	9
ADJUNCTS (Credit/Contract Hours)	9
ADJUNCTS (Clock Hours)	12
CLASSIFIED STAFF/PROFESSIONAL POSITIONS	14
RETIREES	16
APPENDIX A	19
APPENDIX B	21
APPENDIX C	22
APPENDIX D	31
APPENDIX E	42
APPENDIX F	44

## **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 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 [Renae.Tolson@tcc.fl.edu](mailto:Renae.Tolson@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**

December 1, 2023

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

Eligible employees must be in good standing and not on a performance improvement plan. Additionally, employees must be in a regularly established position not grant funded, OPS, PSAV or PSC.

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

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

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

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

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be



recommended by the Director of Financial Services, Vice President of Administrative Services & Chief Business Officer, Human Resources Director and approved by the President, and documented fully in the personnel files of the concerned employees.

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

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

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

### **Wireless Allowance Plans**

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

### **Terminal Pay**

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

### **Other Provisions**

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

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

## **SALARY STATEMENT**

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

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

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

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

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

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

#### **Administrative Positions**

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

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

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

### **Faculty**

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

### **Non-Teaching Faculty**

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

### **Classified Staff/Professional**

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

### **Classified Staff**

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

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

### **Time Limited**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

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

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

## **TEMPORARY ASSIGNMENTS**

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

### **Interim Positions**

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

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

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

### **Additional Duties**

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

### **Extraordinary Task or Project**

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

### **Overlap in Position**

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

## RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

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

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

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

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

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

## WORK SCHEDULE

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

## FULL-TIME FACULTY

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

## ADJUNCTS (Credit/Contract Hours)

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$884
Master's	\$821
Bachelor's	\$745
Less than Bachelor's with program specific credentials and Associate degree	\$657

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

Academic Credentials	Class Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Master's	\$934
Bachelor's	\$849
Less than Bachelor's with program specific credentials and Associate degree	\$883

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$59
Master's	\$52
Bachelor's	\$44
Less than Bachelor's with program specific credentials and Associate degree	\$40

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

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Master's	\$904

Bachelor's	\$820
Less than Bachelor's with program specific credentials and Associate degree	\$725

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

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

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Master's	\$34
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

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

### ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$35



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

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

Academic Credentials	Clock Hour Rates
Doctorate	\$32
Master's	\$30
Bachelor's	\$26

**3. Workforce Development:** The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

Credentials	Clock Hour Rates
Professional certification or licensure	\$40 - \$47

Upon the recommendation from the appropriate Vice President or Executive Director and Human Resources, the President may authorize a higher rate of pay for courses where special expertise is required or the market for available instructors dictates.

## 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	\$24	\$72	\$96	\$120

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

## CONTINUING EDUCATION INSTRUCTORS

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

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51.42
Masters	\$36
Bachelors	\$32
Associate	\$31.09
Professional certification or licensure	\$30

## CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

### Shift Differential

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

### Service Credit

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

### Trainee Status

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

- Recruitment/Retention
  - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
  - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position

- The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
- The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
- The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

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

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

### **Other Classified Staff Provisions**

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

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

## **RETIREES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave balance. 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 Human Resources.

### **Retirement Incentive**

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

### **Reemployment Provisions for Retirees**

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

## **TIME LIMITED EMPLOYEES**

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

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

Non-TCC students employed in this category will be subject to the Federal Medicare tax and will be required to contribute to the Alternate FICA Plan. After employees work a minimum of 2,080 hours, they are subject to combined FICA and Medicare taxes, as mandated by state and federal law, and are eligible for employer contributions in the Florida Retirement System (FRS).

### **Work-study Students**

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

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

### **Other Time Limited Provisions**

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

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

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

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

### **Contracts & Grants**

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

**APPENDIX A  
MANAGERIAL/PROFESSIONAL POSITIONS**

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

<b>Position Title</b>
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief Engagement Officer
Chief of Staff
College Registrar
Dean, Career and Academic Planning
Dean, Enrollment Services
Dean, Student Affairs
Director of Academic Advising
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Certificate Programs
Director of Continuing Workforce Education
Director of Development, TCC Foundation
Director of Enterprise Applications
Director of Facilities, Planning and Construction
Director of Finance
Director of Financial Services
Director of Grants and Special Projects
Director of Hospitality

Director of Human Resources
Director of Information Technology Infrastructure
Director of Information Technology Consulting Services
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education
Director of Procurement and Auxiliary Services
Director of Recruiting and Admissions
Director of Simulation Programs
Director of Special Projects and Innovation
Director of Strategic Communications
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Financial Services
Director of TCC Online
Director of Teaching, Learning and Engagement
Director of Transfer Services
Director of User Services



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

**Classified Staff Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
119	\$31,255.86	\$39,425.96	\$53,213.81
120	\$34,455.68	\$41,002.35	\$55,341.38
122	\$38,456.12	\$45,762.79	\$59,829.39
126	\$43,598.31	\$51,881.38	\$70,024.81
127	\$45,342.28	\$53,956.20	\$72,826.45

**Classified Staff Professional Pay Grades**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Market</b>	<b>Maximum</b>
219	\$31,255.86	\$39,425.96	\$53,213.81
220	\$34,455.68	\$41,002.35	\$55,341.38
221	\$35,834.21	\$42,642.44	\$57,555.83
222	\$37,267.88	\$44,348.66	\$59,857.14
223	\$38,758.86	\$46,122.91	\$62,252.25
224	\$40,308.22	\$47,967.44	\$64,742.34
225	\$41,921.37	\$49,886.57	\$67,332.04
226	\$43,598.31	\$51,881.38	\$70,024.82
227	\$45,598.31	\$53,956.20	\$72,826.45
228	\$47,155.46	\$56,115.36	\$75,739.27
229	\$49,042.15	\$58,359.93	\$78,769.08
230	\$51,003.45	\$60,694.24	\$81,919.33
231	\$53,043.67	\$63,121.54	\$85,195.83
232	\$55,164.99	\$65,646.14	\$88,604.35
233	\$57,371.72	\$68,272.37	\$92,148.40
235	\$62,053.31	\$73,843.44	\$99,667.31
237	\$67,115.49	\$79,867.44	\$107,796.72

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

*(matrix does not include FLSA adjustments)*

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Academic Advisor – TCC Online	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Academic Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Academy Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Accounting Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Accounting Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Accounting Scholarship Assistant	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Accounting Specialist	Classified Staff	120	NE	\$34,455.68	\$39,425.96	\$55,341.38
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Admissions Navigator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Adult Education Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Advising Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Advising Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Advising Team Lead	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Alumni and Friends Association Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
AMTC Program Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Assessment Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Assistant Coach	Classified Staff	219	E	\$31,255.86	\$39,425.96	\$53,213.81
Assistant Director IT Consulting	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, Enterprise Applications	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, Financial Aid	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Assistant Director, Student Services	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director, User Services for Instructional Technologies	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Assistant Production Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Assistant to the Dean	CS Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Assistant to the Director of Library Services	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletic Trainer	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Athletics and Campus Recreation Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Auxiliary Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Business Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Operations Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Services and Corporate Training Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lieutenant	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Campus Police Officer	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Campus Police Sergeant	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career Pathways Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Career Service and Internship Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Career Services Counseling Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Cashier	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Cashiering Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Center Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Classroom Technologies Coordinator	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Client Support Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
College Admissions Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Readiness Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Technology Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Computer Specialist	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Systems Analyst	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Computer Technology Lab Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Advanced and Specialized	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Coordinator, Conference and Events	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Contracts and Grants	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Coordinator, Counseling Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Dental Clinic Office	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Coordinator, Emergency Management and Safety	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Coordinator, Graphic Design and Brand	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, High Liability Training	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Coordinator, Institute for Nonprofit Innovation and Excellence	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Coordinator, Instructional Network	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Coordinator, International Student Services	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Special Projects	CS Professional	232	E	\$55,164.99	\$65,646.14	\$88,604.35
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Coordinator, Student Life and Leadership	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, Student Technology Support	CS Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Coordinator, TCC Internship Program	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Programs & Experiences	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Services Outreach	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Veterans Success Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Database Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Digital Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Digital Media Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Dining Services Shift Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Disability Services Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Donor Stewardship Officer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Dual Enrollment Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Emergency Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Environmental Health/Safety Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environmental Service Superintendent	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Environmental Services Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Event/Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Events A/V Specialist	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Executive Assistant	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Executive Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Facilities Administrator	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Facilities Maintenance Superintendent	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Facilities Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Facilities Office Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Finance and Accounting Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
First Year Experience Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Graphic Designer	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Head Coach	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Head of Access Services	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Housing Service Specialist	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist I	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist II	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
HVAC Program Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
Information Specialist	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Information Technology Trainer	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Instructional Designer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technologist	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technology Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
International Recruitment Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Landscaper	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Lead Computer Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Leadership Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Learning Commons Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Success Coach	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Circulation Services Supervisor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Library Technical Assistant II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Library Technical Service Supervisor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician II	Classified Staff	120	NE	\$34,455.68	\$39,425.96	\$55,341.38
Manager, Application Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Auxiliary Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Budget and Cost Analysis	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Client Support	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Communications Technology	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Construction Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Contracts and Grants	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Counseling Center	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Dining Facilities	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Manager, Facilities	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Manager, Healthcare Education	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Manager, Human Resources	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Information Technology (Project)	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Information Technology Event Support	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Corporate Solutions	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Student Financial Services	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Student Life	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Success and Retention	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Systems Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Support	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Teaching and Learning Academy	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Technology Consulting	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Web Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Media Production Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Media Production Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Network Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Network and Computer Systems Specialist	CS Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Network Technician	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Office Manager	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Practicum Coordinator for Teacher Programs	CS Professional	232	E	\$55,164.99	\$65,646.14	\$88,604.35
Production Coordinator	CS Professional	221	E	\$35,834.21	\$42,642.44	\$57,555.83
Production Media Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Professional Counselor	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Program Coordinator, Adult Education	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45



POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Project Coordinator	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Project Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Purchasing Specialist	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Regional Service Center Manager	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Research and Business Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Science Lab Manager	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Security Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accountant	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accounting Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Engineering Technician	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Research Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Science Lab Assistant	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Senior Systems Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Simulation & Information Tech Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Simulation Lab Technician	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Simulator Lab Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Software Systems Administrator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Manager	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Strategic Communications Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Accounts Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Student Activities Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Conduct Coordinator	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Student Development Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Financials Operations Officer	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Student Involvement Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Life, Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Success Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Supervisor Landscape Services	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Sustainability Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
System Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
System Operations Specialist	Classified Staff	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Systems Administrator	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Systems Support Specialist	Classified Staff	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
TCC Online Support Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Technology Consultant	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Testing and Retention Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Video/Multimedia Producer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Virtual Learning Commons Manager	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Web Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Web Developer Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Web Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Welding Technologies Lead Instructor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Workday Completion Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Workforce Development Program Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04

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

*(matrix does not include FLSA adjustments)*

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Cashier	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environment Safety Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Landscaper	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Dining Services Shift Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Services Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Graphic Designer	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Library Technical Assistant II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Maintenance Technician II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Office Manager	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Service Superintendent	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Supervisor Landscape Services	Classified Staff	122	E	\$38,456.12	\$45,762.79	\$59,829.39
Campus Police Officer	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Dining Facilities Manager	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Senior Engineering Technician	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$43,598.31	\$51,881.38	\$70,024.81
Facilities Maintenance Superintendent	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Media Relations Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Accounting Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Conduct Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Digital Communications Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Web Specialist	CS Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Client Support Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Purchasing Specialist	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Health/Safety Specialist	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Event/Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist I	CS Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Senior Science Lab Assistant	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Simulation Lab Technician	CS Professional	220	E	\$34,455.68	\$41,002.35	\$55,341.38
Assistant to the Dean	CS Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Production Coordinator	CS Professional	221	E	\$35,834.21	\$42,642.44	\$57,555.83
Coordinator, Student Technology Support	CS Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Student Development Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Workday Completion Specialist	CS Professional	222	E	\$37,267.88	\$44,348.66	\$59,857.14
Career Pathways Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Classroom Technologies Coordinator	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Contracts and Grants Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Custodial Superintendent	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Executive Assistant	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Events Specialist	Classified Staff	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Human Resources Specialist II	CS Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Instructional Technology Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Leadership Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Success Coach	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Library Circulation Services Supervisor	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Media Production Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Project Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Store Manager	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Strategic Communications Specialist	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Activities Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Involvement Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Student Life, Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Testing and Retention Coordinator	CS Professional	223	E	\$38,758.86	\$46,122.91	\$62,252.25
Assistant to the Director of Library Services	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletics and Campus Recreation Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Career Services Counseling Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Center Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Admissions Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
College Readiness Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Computer Specialist	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Technology Lab Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Conference and Events	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Life and Leadership	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, TCC Internship Program	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Programs & Experiences	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Veterans Affairs	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Donor Stewardship Officer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Dual Enrollment Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Facilities Office Manager	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
First Year Experience Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
HVAC Program Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
International Recruitment Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Manager, Gadsden Center	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Manager, Wakulla Center	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Media Production Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Production Media Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Science Lab Manager	CS Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Simulation & Information Tech Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Simulator Lab Coordinator	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Recruiter	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Student Success Specialist	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
System Operations Specialist	Classified Staff	224	E	\$40,308.22	\$47,967.44	\$64,742.34
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Video/Multimedia Producer	CS Professional	224	E	\$40,308.22	\$47,967.44	\$64,742.34
Athletic Trainer	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Career Service and Internship Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Cashiering Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Counseling Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, International Student Services	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Veterans Success Center	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04



<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Digital Media Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Disability Services Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Executive Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Lead Computer Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Client Support	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Help Desk	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Network and Computer Systems Specialist	CS Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Professional Counselor	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Student Accounts Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
TCC Online Support Technician	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Technology Consultant	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Veterans Affairs	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Virtual Learning Commons Manager	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Workforce Development Program Coordinator	CS Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Assessment Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Emergency Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Emergency Management and Safety Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Head of Access Services	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Learning Commons Program Coordinator	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Library Technical Service Supervisor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Facilities	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Network Technician	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Research and Business Analyst	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Welding Technologies Lead Instructor	CS Professional	226	E	\$43,598.31	\$51,881.38	\$70,024.82
Auxiliary Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Budget and Cost Analysis Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Campus Police Sergeant	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Construction Service Manager	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Coordinator, Dental Clinic Office	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Head Coach	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Information Technology Trainer	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Instructional Network Coordinator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Auxiliary Service	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Counseling Center	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Manager, Information Technology Event Support	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Adult Education	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Software Systems Administrator	CS Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Systems Support Specialist	Classified Staff	227	E	\$45,598.31	\$53,956.20	\$72,826.45
Business Services and Corporate Training Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27

<b>POSITION TITLE</b>	<b>CLASSIFICATION</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Contracts and Grants Manager	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Information Specialist	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Corporate Solutions	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Project Coordinator	CS Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Business Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Operations Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Facilities Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Finance and Accounting Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Help Desk	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Designer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technologist	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Support	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Student Financial Services	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Technology Consulting	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Security Administrator	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accountant	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Research Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Simulation Program Manager	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
System Analyst	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Web Developer	CS Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Campus Police Lieutenant	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Coordinator, Advanced and Specialized	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
High Liability Training Coordinator	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Human Resources	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Regional Service Center Manager	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Life	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Success and Retention	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Teaching and Learning Academy	CS Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Assistant Director, Enterprise Applications	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director IT Consulting	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Computer Systems Analyst	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Information Technology Project Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Application Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Web Development	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Systems Administrator	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Web Developer Manager	CS Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Coordinator, Special Projects	CS Professional	232	E	\$55,164.99	\$65,646.14	\$88,604.35
Database Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Manager, Healthcare Education	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Network Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Senior Systems Administrator	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Student Financials Operations Officer	CS Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31



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

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

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

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

<b>Start Date</b>	<b>End Date</b>	<b>Time &amp; Attendance Lock Out Dates</b>	<b>Pay Date</b>
May 7, 2023	June 10, 2023	June 16, 2023	Friday, June 30, 2023
June 11, 2023	July 8, 2023	July 14, 2023	Monday, July 31, 2023
July 9, 2023	August 5, 2023	August 14, 2023	Thursday, August 31, 2023
August 6, 2023	September 2, 2023	September 15, 2023	Friday, September 29, 2023
September 3, 2023	October 7, 2023	October 13, 2023	Tuesday, October 31, 2023
October 8, 2023	November 4, 2023	November 16, 2023	Thursday, November 30, 2023
November 5, 2023	December 2, 2023	December 11, 2023	Friday, December 29, 2023
December 3, 2023	January 6, 2024	January 12, 2024	Wednesday, January 31, 2024
January 7, 2024	February 3, 2024	February 9, 2024	Thursday, February 29, 2024
February 4, 2024	March 9, 2024	March 18, 2024	Friday, March 29, 2024
March 10, 2024	April 6, 2024	April 12, 2024	Tuesday, April 30, 2024
April 7, 2024	May 4, 2024	May 10, 2024	Friday, May 31, 2024
May 5, 2024	June 8, 2024	June 14, 2024	Friday, June 28, 2024