

January 21, 2025

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Tuesday, January 21, 2025 Board Meeting.

The meeting will be held on our Main Campus in the Board Room of the Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304, at 2:30 p.m.

Should you have any questions, please contact me.

Sincerely,



Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee State College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32308**  
**Tuesday, January 21, 2025**  
**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. 2024 November 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 (November 2024)

Authorize payment of invoices as presented.

3. Human Resource Report

Approve the report as presented.

### ***TSC Foundation***

4. TSC Foundation Update

Presented as an information item only.

### ***Academic Affairs***

5. New Baccalaureate Degrees

Approve the proposed new baccalaureate degree programs.

6. Academic Curriculum Changes

Approve the proposed academic curriculum changes.

### ***Administrative Services***

7. Fund Analysis - December

Presented as an information item only.

8. Architect Invoices

Authorize payment of architectural invoices as presented.

- [9.](#) Architect Renewal – Year 3 of 3  
Approve renewal recommendation for final year three of three for architectural contracts.
- [10.](#) Certificate of Final Inspection – TSC CUP Automation Controls Room Renovation and Restroom Addition  
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, RAM Construction & Development, LLC for the TSC CUP Automation Controls Room Renovation and Restroom Addition Project.
- [11.](#) Construction Status Report  
Presented as an information item only.
- [12.](#) City of Tallahassee and TSC Electrical Utility Easement  
Approve the attached City of Tallahassee and TSC Electrical Utility Easement for the TSC 15KV Electrical Switchgear Replacement Project.
- [13.](#) Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
- [14.](#) Plant Operations Warehouse/Surplus (PO) Building #56 Roofing  
Approve the attached proposal no. 25-FL-240989 from Garland/DBS, Inc. as presented.
- [15.](#) Support Services (SS) Building#17 Roofing  
Approve the attached proposal no. 25-FL-240988 from Garland/DBS, Inc. as presented.
- [16.](#) Mailroom (MR) Building#57 Roofing  
Approve the attached proposal no. 25-FL-240990 from Garland/DBS, Inc. as presented.
- [17.](#) Changes to Salary Schedule  
Approve updates to the 2024 – 2025 Salary Schedule as presented.

- [18.](#) Guaranteed Maximum Price – TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, LLC., for the TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project.

## **PUBLIC COMMENT**

## **WORKSHOP**

## **PRESIDENT’S REPORT**

## **NEXT MEETING DATE**

Tuesday, February 18,  
2025

Location: **Center for Innovation**

## **ADJOURNMENT**

**Minutes**  
**District Board of Trustees**  
**Florida Public Safety Institute**  
**75 College Drive**  
**Havana, FL 32333**  
**Monday, November 18, 2024**  
**Business Meeting – 2:30 PM**

**CALL TO ORDER**

On Monday, November 18, 2024, Chair Karen Moore called the Tallahassee State College District Board of Trustees meeting to order at 2:30 p.m.

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

**Members Present:** Chair Karen Moore, Vice Chair Eugene Lamb, Monesia Brown, Jonathan Kilpatrick, Frank Messersmith, Monte Stevens, and Charlie Ward.

**Others Present:** President Jim Murdaugh, Candice Grause, Bobby Jones, Bertie Culbreath, Trevoris McDaniel, Amanda Clements, Oscar Gonzalez, Nyla Davis, Lei Wang, Heather Mitchell, Craig Knox, Sheri Rowland, Anthony Jones, Barbara Wills, Janet Hartman, Angela Long, Cerissa Fondo, Renae Tolson, Brendie Hawkins, Donmetrie Clark, Glenn K. Alston, Riley Landy, Jason Fowler, Wayne Almy, Calandra Stringer, Shelly Bell, Hope Childree, Logan Lane, Kalynda Holton, Chuck Moore and Frank Mix.

**COMMENTS**

- i. Chair's Remarks: Chair Moore noted that this was Trustee Brown's first DBOT meeting at the Florida Public Safety Institute (FPSI) and thanked the FPSI team for hosting the meeting. She congratulated Dr. Murdaugh on being named one of Florida's 500 most influential business leaders for the second consecutive year. Chair Moore also shared that she attended the Association of Florida Colleges conference in Orlando and commended TSC team members on their presentations, particularly the session on the College's rebranding, which was a highlight for many participants.
- ii. Trustee Remarks: Trustee Brown shared that she recently toured several TSC campuses alongside the president. Her visits included lunch and a tour at FPSI, as well as stops at the Wakulla Environmental Institute and Ghazvini Center for Healthcare Education.

Trustee Stevens expressed his excitement for the upcoming Fall Commencement and thanked staff for providing basketball schedules.

Trustee Ward reported attending the AFC conference in Orlando where he gained valuable insights.

Vice Chair Lamb expressed his pleasure at being able to attend this meeting in person after recovering from surgery.

Trustee Kilpatrick noted the overwhelmingly positive remarks about the College that he hears when out in public. He emphasized TSC's incredible impact on this community.

Trustee Messersmith reflected on his recent participation in the President's Leadership Institute (PLI). Hearing the PLI members speak about their experiences is insightful and rewarding, he said, and he encouraged the board members to engage with PLI.

- iii. President's Remarks: President Murdaugh expressed gratitude to Chair Moore and Trustee Ward for attending the AFC conference and to Chair Moore and Trustee Messersmith for their active participation in the President's Leadership Institute. He also thanked the trustees for their ongoing engagement in TSC events. President Murdaugh extended best wishes to Trustees Messersmith, Ward, Moore, and Kilpatrick on their recent and upcoming birthdays.

President Murdaugh congratulated Trustee Ward on the recent dedication ceremony at the future home of Champion's Ranch and asked Trustee Ward to share his vision for the ranch. Trustee Ward shared that the Ward Family Foundation has secured more than 100 acres for the campus, which will include access to sports, education, wellness, arts, STEM, and financial literacy resources. He remarked that it takes a team to be successful and build something of great magnitude, and he is looking forward to partnering with TSC on the project.

## **APPROVAL OF MINUTES**

- 1. October 2024 Minutes  
Approve minutes as presented.

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

**SECOND:** Trustee Stevens

## **INFORMATION AND NEWS ITEMS**

Vice President Candice Grause provided an overview of recent media coverage for the College. She highlighted that Dr. Murdaugh was once again recognized in the Florida 500, Florida Trend's list of the most influential business leaders, while Chair Moore was recognized as a Living Legend. VP Grause noted significant media attention surrounding several key events and initiatives:

- **Worlds of Work:** The event received strong local and regional coverage for its success in showcasing high-demand, high-wage career options to local students.
- **XploreFLED:** TSC is one of three Florida College System institutions piloting the program with the Florida Department of Education, offering certain online programs to out-of-state students for capped tuition prices of \$290 per credit hour.
- **Cleaver and Cork:** The Foundation's upcoming event with Chef Tom Colicchio. Our announcement coincided with the release of his latest cookbook.

VP Grause invited VP Shelly Bell to provide further comments about the success of the Worlds of Work (WOW) event. VP Bell reported that this year marked the second iteration of WOW, which aims to encourage, inspire, and inform students, parents, and educators of the high-demand, high-wage career options in the North Florida region. Over the two days, more than 3,000 ninth-grade students from Leon, Wakulla, Gadsden, Jefferson, and Franklin counties attended, including 24 public and private schools. More than 500 representatives from 130 employers and more than 100 volunteers were on our campus to put on this event. Gulf and Taylor counties have asked to attend next year.

## **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 (October 2024)  
Authorize payment of invoices as presented.
3. Human Resource Report  
Approve the report as presented.

Motion to Approve Consent Agenda

**MOTION:** Trustee Stevens      **SECOND:** Trustee Ward  
Motion passed unanimously.

### ***TSC Foundation***

4. TSC Foundation – Gift Acceptance  
Accept gift as presented.

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

5. TSC Foundation Update  
Presented as an information item only.

### ***Academic Affairs***

6. Academic Calendars 2025-2026 and 2026-2027  
Approve the proposed 2025-2026 and 2026-2027 academic calendars.

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

7. General Education Institutional Review Certification – Part 2  
Approve the College’s list of general education courses for Fall 2025 implementation.

Comments: Trustee Messersmith inquired whether this review was expected or normal. Trustee Stevens asked if the Department of Education changed any material that had been approved previously. VP Calandra Stringer clarified that the review is standard and noted that the primary change involved certain courses being reclassified from general education requirements to electives. Dr. Murdaugh added that the

revisions aim to align TSC's course offerings with other colleges and universities by ensuring consistency in common course numbers.

**MOTION:** Trustee Messersmith    **SECOND:** Trustee Lamb  
The motion passed unanimously.

### ***Administrative Services***

8. Fund Analysis - October

Presented as an information item only.

9. Policy Manual Changes

Approve revision of College policies as presented.

Comments: Trustee Messersmith sought clarification on Employee Attendance and Leave Policies (1425,2425,3425 ), including the allocation of hours under these policies in a 40-hour workweek, oversight for on-call pay, and tuition reimbursement for professional licensure. VP Barbara Wills explained that the College limits the number of days employees can take for various types of administrative leave within a fiscal year. While usage is minimal, offering leave for purposes such as voting, bereavement, community service, and employee wellness is an important benefit. Dr. Wills shared that the process for on-call pay has changed and that supervisors are involved in approving such pay. She emphasized that reimbursement for professional licensure/l or certification is intended to be purposeful and directly related to an employee's role with the College.

**MOTION:** Trustee Stevens            **SECOND:** Trustee Brown  
Motion passed unanimously.

10. Architect Invoices

Authorize payment of architectural invoices as presented.

**MOTION:** Trustee Stevens            **SECOND:** Trustee Brown  
Motion passed unanimously.

11. Construction Status Report

Presented as an information item only.

12. Certificate of Final Inspection – TSC Dental Simulation Lab Remodel in Academic Support (AP) Building No. 03

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Allstate

Construction, Inc. for the TSC Dental Simulation Lab Remodel in Academic Support (AP) Building No. 03 Project.

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

13. Certificate of Final Inspection – TSC English Building No.1 Restroom Renovation (ADA) Project

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC English Building No.1 Restroom Renovation (ADA) Project.

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

14. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

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

## **PUBLIC COMMENT-None**

## **WORKSHOP-None**

## **PRESIDENT'S REPORT**

President Murdaugh recognized and thanked Craig Knox, TSC's attorney, for his dedicated service to the College. This marks his final Board meeting before retirement.

Upcoming events and key dates:

- Harvest Lunch: Student Life will host a Thanksgiving meal on November 25, from 11 a.m. until 2 p.m. in the Student Union Ballroom and Den.
- Thanksgiving Holiday: The campus will be closed on November 28 and 29.
- Veterans Cord and Coin Ceremony: December 4.
- Administration Building's Holiday Open House: December 4, from 1 to 3 p.m.

- Healthcare Professions Pinning Ceremony: December 4, at 6 p.m. in the Lifetime Sports Complex.
- Summer and Fall Commencement: December 5, at 6 p.m. at the Tucker Center.
- Winter Break: The campus will close at 1 p.m. on December 18 and will reopen on January 2.
- January Board Meeting: The Board will be on Tuesday, January 21, on the main campus.
- Strategic Planning Session: Proposed for Thursday, February 27, from 10 a.m. to 2 p.m. at the Center for Innovation.
- Charter School Conference: Taking place next week in Orlando.

**NEXT MEETING DATE: Tuesday, January 21, 2025**

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

**ADJOURNMENT**

Chair Moore called for adjournment at 3:15 p.m.

---

**Karen Moore**  
**Chair**

---

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

January 21, 2025

**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 (November 2024)

---

**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 \$25.00 for November 2024.

**Recommended Action**

Authorize payment of invoices as presented.



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

Invoice Date: December 5, 2024  
 Invoice No. 84915  
 Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

				Hours	
11/01/2024	DMH	Review and reply to email		0.10	
		<b>Current Services</b>		0.10	\$25.00
		Recapitulation			
	<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	Denise M. Heekin		0.10	\$250.00	\$25.00
	Total Current Work				\$25.00
	Previous Balance Due				\$50.00
	Balance Due				\$75.00

Tallahassee State College

Invoice Date: December 05, 2024  
Invoice No. 84915  
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

January 21, 2025

**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

---

**Item Description**

This item requests 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 2024-2025 Operating Budget.

**Recommended Action**

Approve the report as presented.



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

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

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Kyndra Light	Corporate Solutions Manager	Workforce Development	November 12, 2024
Timothy Jones	Custodial Services Specialist	Facilities - Custodial Services	November 12, 2024
Katharine Bahmann	Executive Assistant	Administrative Services	December 2, 2024
Stuart Dalton	Supervisor Landscape Services	Facilities Operations	December 4, 2024
TJ Smith	Maintenance Technician II	FPSI Facilities	December 5, 2024
Kyle Cooper	Student Financial Advisor	Student Financial Services	January 2, 2025
Rachel Johnson	Administrative Assistant	Transfer Services	January 2, 2025
Taj Bhuiyan	Network Technician	Information Technology	January 2, 2025

**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 Center	November 13, 2024
Heather Lasher	Career Development Specialist	DOC 100 Hour - Century CI	November 12, 2024
Ikema Morris	English Language Arts Content Specialist	DOE - Test Development Center	November 12, 2024
Stephanie Bailey	Career Development Specialist	DOC 100 Hour - Walton C.I.	November 18, 2024
Carly Branning	Regional Civics Coach	DOE - Civics Literacy Program - Region 4	November 18, 2024
Claude Smith	Program Manager	DOE - FL Education Foundation	December 2, 2024
Erica Anderson	Program Manager	DOE - FL Education Foundation	December 2, 2024
Natalie DuPont-Bradwell	Regional Coordinator - Northwest	DJJ Statewide Regional	January 2, 2025
Chelsea Henry	Postsecondary Assessment Specialist	DOE - Postsecondary Assessment	January 2, 2025

**Seeking to Hold Political Office Requests (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
Carol Andersen	Radiologic Technology Faculty	Healthcare Professions	December 1, 2024	11/30/2032

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Sharon Pereira	Career Development Specialist	DOC 100 Hour - Polk C.I.	November 5, 2024	Resigned
Nicolas Crespo	Career Development Specialist	DOC 100 Hour - Dade CI	November 8, 2024	Dismissed
Cody Law	Landscaper	Facilities	November 12, 2024	Resigned
Derrick Lane	Food Service Assistant	FPSI Food Services	November 12, 2024	Resigned
Whitney Johnson	Program Logistics Coordinator	DOC - Vocational Training	November 12, 2024	Dismissed
Maddy Bowers	Store Manager, FPSI	FPSI Business Office	November 26, 2024	Resigned
Emily Frost	Recruitment Specialist	Human Resources	November 29, 2024	Resigned
Jekita Williams	Career Development Specialist	DOC 100 Hour - Putnam CI	December 5, 2024	Resigned
Christopher Markham	Economics Faculty	Applied Science and Technology	December 11, 2024	Contract Not Renewed/End-of-Contract Grants
Karen Washington	Computer Literacy Faculty	Applied Science and Technology	December 16, 2024	Resigned
Julia Steiner	Biological Science Faculty	Science and Mathematics	December 19, 2024	Resigned
Angela Chavers	Custodial Services Specialist	FPSI Custodial Services	December 31, 2024	Dismissed
Beth Fera	Senior Business Intelligence Analyst	DJJ - Contracted Research	December 31, 2024	Contract Not Renewed/End-of-Contract Grants
Deborah Pottier	Custodial Services Specialist	FPSI Custodial Services	December 31, 2024	Dismissed
Jeff Liang	Sociology Faculty	Social Science	December 31, 2024	Retired
Kim Manning	Interim Director, TSC Online	TSC Online	December 31, 2024	Retired
Patrick McDermott	College Success Faculty	Social Science	December 31, 2024	Resigned
Susanne Wood	Health Education Faculty	Science and Mathematics	December 31, 2024	Retired

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Lovely Dorleans	Career Services & Internship Coordinator	Student Affairs	Wasabi and Well	Registered Mental Health Counselor
Natalie Montgomery	Elementary Education Faculty	Applied Science and Technology	Pearson	Associate Committee Recruiter
Alecia Donaldson	Office Manager - Human Resources	Human Resources	Target	Sales Associate
Megan Muhlbach	Teen Traffic Safety Program Assistant	FDOT Teen Traffic Safety	Hub City Soapery	Co-Owner
Charlotte Huff	Office Manager - Financial Services	Financial Services	Hotel Duval	Front Office Manager

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

Name	Position	Department	Effective Date	Prior Position
Paula Capps	Career Development Specialist	DOC 100 Hour - Calhoun C.I.	November 8, 2024	Career Development Specialist
Austin Lacher	Welding Technologies Instructor	Workforce Development	November 12, 2024	Technical Educator Instructor
Chloe Schwipper	Multimedia Operations and Production Specialist	Communications and Marketing	November 12, 2024	Strategic Communications Specialist
Amanda Wallace	Director, TSC Online	TSC Online	January 6, 2025	English Faculty
Karen Crapps	Dental Clinic Office Coordinator	Dental Health	January 6, 2025	OPS

January 21, 2025

**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 TSC  
Foundation

**SUBJECT:** TSC Foundation Update

---

**Item Description**

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

**Overview and Background**

Attached is a report of funds raised by the TSC 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:

January 28 – President’s Circle Reception, 5:30 – 7:00 pm, TBD  
February 23 – Cleaver and Cork: Progressive Cocktail Party, 12:00 – 5:00 Pm  
February 24 - Cleaver and Cork: Plates & Pours - Dessert for Dinner, 6:00 p.m.  
February 25 - Cleaver and Cork: Plates & Pours – Sherry with Sage Dinner, 6:00 p.m.  
February 26 - Cleaver and Cork: Plates & Pours – Asian Pacific Dinner with Sake, 6:00 p.m.  
February 27 - Cleaver and Cork: Plates & Pours – Darioush Wine Dinner, 6:00 p.m.  
February 28 – Cleaver and Cork: Signature Dinner, 6:00 pm

**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 24-25

## April 1, 2024 - December 31, 2024

		YTD 22/23	YTD 23/24	YTD 24/25
<b>TCC Foundation</b>	<b>Total Received</b>	<b>\$1,979,301.11</b>	<b>\$1,310,181.02</b>	<b>\$2,338,597.82</b>
	Facility Support	\$132,286.13	\$132,010.10	\$112,780.98
	Program Support	\$874,765.62	\$446,906.49	\$1,250,386.61
	Scholarship Support	\$681,614.31	\$577,483.53	\$757,486.32
	Unrestricted Support	\$290,635.05	\$153,780.90	\$217,943.91
	<b>Net Assets</b>	<b>\$19,493,122.00</b>	<b>\$22,592,080.00</b>	<b>\$26,328,768.00</b>

		YTD 22/23	YTD 23/24	YTD 24/25
<b>TCC Foundation</b>	Number of Donors	838	735	702
	Number of Gifts	2878	2770	2951

		YTD 22/23	YTD 23/24	YTD 24/25
<b>TCC Foundation</b>	<b>Total Received for Alumni</b>	<b>\$128,821</b>	<b>\$116,971</b>	<b>\$96,000</b>
	Number of Donors	101	94	97
	Number of Gifts	555	567	577

		YTD 22/23	YTD 23/24	YTD 24/25
<b>\$</b>	Cash	\$1,979,301.11	\$1,296,276.02	\$2,338,597.82
	Gifts in Kind	\$0.00	\$13,905.00	\$0.00
	Total Raised - Pledges Received	\$675,615.03	\$81,239.27	\$173,950.23
	Planned Gifts Confirmed	2	3	1
	Planned Gift Amount	\$50,000.00	\$0.00	\$1,000,000.00
	Grants Applied For			31
	Grants Received			\$13,206,854
	Pledges Expected by March 31, 2025			\$63,721.67

*The Foundation's Fiscal Year is April - March*

January 21, 2025

**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:** New Baccalaureate Degrees

---

**Item Description**

This item requests approval to proceed with all steps necessary to begin offering the Bachelor of Applied Sciences (BAS) in Auditing and Compliance Management and the Bachelor of Applied Sciences (BAS) in Management Analytics beginning Fall 2025.

**Overview and Background**

TSC is committed to meeting the needs of the community with regard to preparing qualified graduates ready for the workforce based on local needs. Executive leadership from TSC has had meetings with both Florida State University and Florida A&M University officials to discuss any concerns about the college offering the new baccalaureate degrees. Both institutions have provided letters in support and acknowledgement of no conflict with any programs offered at their respective institutions. The following data provides employment projections based on research by Florida’s Department of Commerce.

<b>Program</b>	<b>Average Hourly Wage</b>	<b>Total Job Openings in Leon, Gadsden, and Wakulla</b>
Auditing and Compliance Management	\$23 per hour	362
Management Analytics	\$43 per hour	840

Additionally, upon approval by this Board, proposals will be submitted to the State Board of Education and SACSCOC for approval to begin offering courses for the two new degree programs in Fall 2025.

**Funding/ Financial Implications**

There are no funding/financial implications with the proposed new programs.

**Past Actions by the Board**

The Board has approved new programs and courses in the past.

**Recommended Action**

Approve the proposed new baccalaureate degree programs.

## **NEW PROGRAMS**

### **Auditing and Compliance Management, B.A.S. (120 credit hours)**

This program is to provide an option for students to earn a Bachelor's degree in Auditing and Compliance Management. As the capital of Florida, Tallahassee is home to numerous state and federal government offices, as well as public sector agencies, creating a significant need for experts in audit, regulatory compliance, and risk management. Jobs for this degree is listed on the 24-25 Regional Demand List for Leon, Gadsden, and Wakulla Counties as well as being a high skill, high wage industry according to Florida's Department of Commerce.

#### Program courses:

ACG4501	Governmental and Not-for-Profit Accounting (3)
ACG4642	Auditing II (3)
ACG4682	Fraud Examination / Forensic Auditing (3)
ACG4671	Internal Auditing (3)
ACG4658	Governmental Auditing (3)
ACG3024	Financial Statement Analysis for Managers (3)
BUL3310	Legal Environments of Business (3)
FIN3400	Principles of Financial Management (3)
GEB3213	Advanced Communications in Business (3)
ISM3011	Introduction to Management Information Systems (3)
MAN3025	Principles of Management (3)
MAN3240	Organizational Behavior (3)
MAN4952	Senior Capstone Project (3)
RMI2662	Introduction to Risk Management and Insurance (3)
STA2023	Introductory Statistics (3)
Additional 15 credit hours of general education requirements	

### **Management Analytics, B.A.S. (120 credit hours)**

This program is to provide an option for students to earn a Bachelor's degree in Management Analytics. Potential job opportunities exist in Project Management, Business Data Analytics, and Organizational Management. Jobs for this degree is listed on the 24-25 Regional Demand List for Leon, Gadsden, and Wakulla Counties as well as being a high skill, high wage industry according to Florida's Department of Commerce.

#### Program courses:

CAP3755	Tools for Data Science (3)
CGS2517	Spreadsheets for Business (3)
COP1000	Programming Concepts (3)
COP2073	Introduction to Data Science (3)
IDC2114	Data Visualization Techniques (3)
IDC3180	Contemporary Issues and Case Studies in Data Science (3)
ISM3011	Introduction to Management Information Systems (3)

MAN3583 Project Management (3)  
 MAN4329 Business Analytics in HR Management (3)  
 MAN4504 Operational Decision Making (3)  
 MAN4521 Quality Assurance and Evaluation (3)  
 MAN4535 Business Process Analysis (3)  
 MAN4720 Strategic Management (3)  
 MAN4952 Senior Capstone Project (3)  
 PHI3681 Ethics, Data, and Technology (3)  
 Additional 15 credit hours of general education requirements

**NEW COURSES**

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
ACG4501	Governmental and Not-for-Profit Accounting	Part of the new Auditing and Compliance Management, B.A.S.	\$0
ACG4642	Auditing II	Part of the new Auditing and Compliance Management, B.A.S.	\$0
ACG4682	Fraud Examination / Forensic Accounting	Part of the new Auditing and Compliance Management, B.A.S.	\$0
ACG4671	Internal Auditing	Part of the new Auditing and Compliance Management, B.A.S.	\$0
ACG4658	Governmental Auditing	Part of the new Auditing and Compliance Management, B.A.S.	\$0
CAP3755	Tools for Data Science	Part of the new Management Analytics, B.A.S.	\$0
COP2073	Introduction to Data Science	Part of the new Management Analytics, B.A.S.	\$0
IDC3180	Contemporary Issues and Case Studies in Data Science	Part of the new Management Analytics, B.A.S.	\$0
MAN3583	Project Management	Part of the new Management Analytics, B.A.S.	\$0



MAN4535	Business Process Analysis	Part of the new Management Analytics, B.A.S.	\$0
MNA4521	Quality Assurance and Evaluation	Part of the new Management Analytics, B.A.S.	\$0
MAN4329	Business Analytics in HR Management	Part of the new Management Analytics, B.A.S.	\$0
MAN4504	Operational Decision Making	Part of the new Management Analytics, B.A.S.	\$0
MAN4720	Strategic Management	Part of the new Management Analytics, B.A.S.	\$0
PHI3681	Ethics, Data, and Technology	Part of the new Management Analytics, B.A.S.	\$0

January 21, 2025

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

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

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

**SUBJECT:** Academic Curriculum Changes

---

**Item Description**

This item presents new programs and new courses.

**Overview and Background**

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curricula.

The College is proposing the Risk Management and Insurance Operations College Credit Certificate. This certificate program will provide students with an industry certification to work in the insurance industry while they are continuing their education. According to Florida's Department of Commerce, the program is projected to grow by 3% with a median hourly wage of \$42.

Additionally, the College is proposing a Marine Services Technologies Career Certificate. This program is 1,350 clock hours and there are 4,468 job openings in the state of Florida. This program will include industry certifications from American Boat and Yacht and Yamaha Motor Company. Florida's panhandle has few Yamaha training programs, creating a significant gap in the availability of skilled regional repair technicians. Students are projected to earn a median hourly wage of \$24.27 according to Florida's Department of Commerce.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

The Board approved curricula revisions annually.

**Recommended Action**

Approve the proposed academic curriculum changes.

## **NEW PROGRAMS**

### **Risk Management and Insurance Operations Certificate (18 credit hours)**

The intent of this certificate is for AA or AS Business students to have the opportunity to earn this certification to enter the insurance field prior to transferring. The job growth is projected for a 3% growth with a mean wage of \$42 per hour based on data from Florida's Department of Commerce.

Program courses:

CGS2100	Microcomputer Applications for Business (3)
CGS2517	Spreadsheets for Business (3)
ECO2013	Principles of Economics: Macro (3)
RMI2662	Introduction to Risk Management and Insurance (3)
RMI2110	Personal Insurance Planning (3)
RMI2212	Persona and Business Property Insurance (3)

### **Marine Services Technologies Career Certificate (1,350 clock hours)**

This proposed program includes industry certifications from American Boat and Yacht and Yamaha Motor Company. Based on the Florida Insight 2023-2031 OEPR, motorboat mechanics have a projected job growth statewide of 9.9%, with 4,468 job openings and a median wage of \$24.27 per hour.

Program courses:

MTE0003	Marine Rigger (300 clock hours)
MTE0090	Outboard Engine Technician (300 clock hours)
MTE0074	Outboard Engine Diagnostics Technician (150 clock hours)
MTE0092	Inboard Gas Engine Technician (300 clock hours)
MTE0093	Drive Train Technician (150 clock hours)
MTE0056	Inboard Diesel Technician (150 clock hours)

## **NEW COURSES**

Course ID	Course Name	Rationale for New Course
MTE0003	Marine Rigger	Part of the new Marine Services Technologies Career Certificate
MTE0090	Outboard Engine Technician	Part of the new Marine Services Technologies Career Certificate
MTE0074	Outboard Engine Diagnostics Technician	Part of the new Marine Services Technologies Career Certificate
MTE0092	Inboard Gas Engine Technician	Part of the new Marine Services Technologies Career Certificate
MTE0093	Drive Train Technician	Part of the new Marine Services Technologies Career Certificate
MTE0056	Inboard Diesel Technician	Part of the new Marine Services Technologies Career Certificate

January 21, 2025

**MEMORANDUM**

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

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

**SUBJECT:** Fund Analysis - December

---

**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/31/2024.

**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 months of November and December is attached to this item.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee State College Fund Analysis  
Unrestricted Current Fund  
As of December 31, 2024**

<b>REVENUE</b>	<b>December Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,935,864	\$ 2,654,057	\$ 22,365,259	\$ 15,924,339	\$ 31,848,678	70%
State Support	2,845,397	3,589,169	18,622,530	21,535,012	43,070,023	43%
Federal Support	8,032	62,500	228,658	375,000	750,000	30%
Other Revenue	20,935	145,833	1,243,033	875,000	1,750,000	71%
<b>TOTAL REVENUE</b>	4,810,228	6,451,558	42,459,480	38,709,351	77,418,701	55%
<b>EXPENSES</b>	<b>December Actual</b>	<b>Monthly 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	308,663	320,833	1,881,229	1,925,000	3,850,000	49%
Instructional	1,259,966	1,208,333	7,603,483	7,250,000	14,500,000	52%
Non-Instructional	1,534,331	1,625,000	9,051,234	9,750,000	19,500,000	46%
OPS	846,175	625,000	4,076,005	3,750,000	7,500,000	54%
Personnel Benefits	1,160,340	1,089,058	6,876,891	6,534,351	13,068,701	53%
<b>TOTAL PERSONNEL COSTS</b>	5,109,475	4,868,225	29,488,842	29,209,351	58,418,701	50%
<b><u>CURRENT EXPENSES</u></b>						
Services	292,168	371,921	2,711,188	2,231,526	4,463,051	61%
Material & Supplies	110,431	286,624	2,014,567	1,719,745	3,439,489	59%
Other Current Charges	350,637	758,122	4,840,900	4,548,730	9,097,460	53%
<b>TOTAL CURRENT EXPENSES</b>	753,236	1,416,667	9,566,655	8,500,000	17,000,000	56%
<b>CAPITAL OUTLAY</b>	-	166,667	17,103	1,000,000	2,000,000	1%
<b>TOTAL EXPENSES</b>	\$ 5,862,711	\$ 6,451,558	\$ 39,072,600	\$ 38,709,351	\$ 77,418,701	50%

**Purchase Orders from \$100,000 to \$324,999 +  
Issued in November & December 2024**

Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022000	11/8/2024	HESI - Elsevier, Inc.	217,337.60	Nursing tests for FY 24-25.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) - Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-022047	11/15/2024	American Audio Visual, Inc.	140,000.00	Audio and video support for DOE's Florida Charter School Conference.	2 CFR 200.320 (c) (4) Noncompetitive Procurement: (4) The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
PO-022164	11/27/2024	Mannington Commercial	246,536.55	Library/Learning Commons flooring.	State Contract 30161700-24-SRCWL-ACS
PO-022185	12/3/2024	Orlando Magic d/b/a Orlando Events Center Enterprises, LLC	175,000.00	Advertising and promotional benefits with Orlando Magic.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022187	12/3/2024	Miami Dolphins LTD	175,000.00	Advertising and promotional benefits with Miami Dolphins.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022190	12/3/2024	Miami Heat Limited Partnership	175,000.00	Advertising and promotional benefits with Miami Heat.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022191	12/3/2024	NASCAR Enterprises, LLC/Daytona International Speedway, LLC	100,000.00	Advertising and promotional benefits with NASCAR Enterprises, LLC.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022193	12/3/2024	Jacksonville Jaguars, LLC	178,250.00	Advertising and promotional benefits with Jacksonville Jaguars.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022205	12/5/2024	Perdue, Inc.	142,536.66	Furniture and cubicles for Center for Innovation.	State Contract 56120000-24
PO-022297	12/18/2024	Transfr, Inc.	320,000.00	All access option for career training software.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.

January 21, 2025

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

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

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

**SUBJECT:** Architect Invoices

---

**Item Description**

This item requests that the Board approve the architect invoices submitted for the months of November and December 2024.

**Overview and Background**

The College is 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 - \$20,972.00  
BKJ, Inc. Architecture - \$155,932.67  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$2,500.00  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the November 18, 2024 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.





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-017240
Purchase Order Date	03/02/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0431 CFI Smoke Exhaust Removal - Arch 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	38,165.00	0.00	38,165.00

---

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-017240
Purchase Order Date	03/02/2023
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		Professional services for the TCC CFI Smoke Exhaust Removal project. <b>Scope</b> This project consists of design, documentation, permitting and construction administration of efforts associated to removal of the smoke exhaust system for the original atrium within the building located at 300 W. Pensacola Street. The project scope will be based on preliminary investigation previously completed by ALW and will include the following: 1. Design and Code clarification with City of Tallahassee (A/E) 2. Selective demolition of existing components associated to the smoke exhaust. Note that removal of exterior mounted penetrations will occur with the building envelope project scope of work. 3. Verification of system functions (HVAC/Sprinklers) and re-routing concepts. 4. Fire Alarm system Improvements 5. HVAC Improvements 6. Electrical terminations and circuit changes 7. Acoustic Improvements for Event Space 8. Architectural impacts due to Infrastructure changes Specifics per attached proposal dated February 27, 2023.				38,165.00

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>



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-019793
Purchase Order Date	03/07/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0497 CFI 3rd Floor Renovations - 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	37,280.00	0.00	37,280.00

---

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-019793
Purchase Order Date	03/07/2024
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 Professional Services for TCC Site 4 Campus – Center for Innovation (CFI) 3rd Floor Improvements. Scope: This project consists of design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. Demolition of existing walls/spaces as required 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New third floor tenant arrangements 4. New meeting and common spaces 5. Coordination with new exterior window(s) 6. New infrastructure for telecom and security 7. New furnishings Will include FSM Engineering for Mechanical, Plumbing, and Fire Protection Engineering and McGinnis-Fleming Engineering for Electrical Engineering. Specifics per attached proposal February 27, 2024.				37,280.00

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. 6



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: 11/13/2024

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	\$21,985.00	\$0.00
Phase 5- Permitting/Bid	\$3,158.00	100%	\$3,158.00	\$3,158.00	\$0.00
Phase 6- Construction Administration	\$15,057.00	100%	\$15,057.00	\$7,528.50	\$7,528.50
<b>OTHER PROJECT COST</b>					
Reimbursable Expenses	\$200.00	100.00%	\$200.00	\$200.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$72,452.50</b>		<b>\$72,452.50</b>	<b>\$64,924.00</b>	<b>\$7,528.50</b>
<b>Total due Architect/Engineer</b>					<b>\$7,528.50</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.



INVOICE NO. 3  
 Project 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 020281 - 1

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

Project Name:  
 Library Improvements - Makerspace

Date: 12/12/24

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$0.00	\$57,530.00
Phase 4- Permitting/Bid	\$9,350.00	0%	\$0.00	\$0.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
<b>ADDITIONAL SERVICES</b>					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$0.00	\$20,065.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$0.00	\$34,335.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$0.00	\$9,975.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$0.00	\$750.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
<b>OTHER PROJECT COSTS</b>					
Reimbursable Expenses	\$700.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>					
	\$275,145.00		\$223,870.00	\$101,215.00	\$122,655.00
<b>Total due Architect/Engineer</b>					<b>\$122,655.00</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:

(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-020281 - 1
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0496 Library Improvements - Maker Spaces - 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**  CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for additional fees. NEW PO TOTAL: \$275,145.00

<b>Bill To:</b>
Tallahassee State 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	275,145.00	0.00	275,145.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				275,145.00

**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.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee Community College : <https://www.tcc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

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-020281 - 1
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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.

INVOICE NO. 2  
 PROJECT 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-020982

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

Project Name:  
 AC Building #8 Second Floor  
 Renovations/Upgrades - Full AE  
 Date: 11/20/2024

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 3- Design Development	\$20,130.00	100%	\$20,130.00	\$20,130.00	\$0.00
Phase 4- 100% Construction Documents	\$25,300.00	100%	\$25,300.00	\$0.00	\$25,300.00
Phase 5- Permitting/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00
Phase 6- Construction Administration	\$11,710.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$2,840.00	0%	\$0.00	\$0.00	\$0.00
Reimbursable Expenses	\$500.00	90%	\$449.17	\$0.00	\$449.17
Add Service 1- Pre Test & Balance	\$5,840.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$69,470.00</b>		<b>\$45,879.17</b>	<b>\$20,130.00</b>	<b>\$25,749.17</b>
<b>Total due Architect/Engineer</b>					<b>\$25,749.17</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:

  
 \_\_\_\_\_  
 (Signature of Principal)

Bonnie Davenport AIA, President  
 \_\_\_\_\_  
 (Typed Name and Title)



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

Date 10/3/2024

Invoice # 117603

Ordered By: Michael

Terms Card on File

**Bill To**

BKJ, Inc  
1621 Physicians Drive  
Tallahassee, FL 32308

**Customer Billing Information:**

2nd Fl Bldg Improvements  
TSC AC Bldg

Account # B015

Thank you for your business.

# Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	31	1.85	57.35T

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	\$57.35
Sales Tax (7.5%)	\$4.30
<b>Total</b>	<b>\$61.65</b>



East Store  
 888.671.2714  
 eaststore@semblueinc.com  
 2915-1 East Park Ave.  
 Tallahassee, FL 32301  
 www.semblueinc.com

SEMINOLE BLUEPRINT INC

Charge Amount 387.52

Invoice / Past Due Balance

Employee [Signature]

BILL TO  
 BKJ, Inc  
 1621 Physicians Drive  
 Tallahassee, FL 32308

INVOICE 118053  
 DATE 11/18/2024  
 TERMS Card on File  
 DUE DATE 11/30/2024

JOB REFERENCE  
 TSC 2nd Floor

INVOICED BY  
 cae

ORDERED BY  
 Jonathon

24 x 36 B&W Copy	60	1.85	111.00T
8.5 x 11 B&W Copy	1,336	0.18	240.48T
GBC Bind with Covers	2	4.50	9.00T

Thank you for your business.

Tax ID# 20-8045535

There will be a \$35 fee for all returned checks.

A Finance Charge of 2% 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	360.48
TAX	27.04
TOTAL	387.52
BALANCE DUE	<b>\$387.52</b>

Tallahassee State 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-020982
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0498 AC Bldg#08 - 2nd Floor Renovations/Upgrades - A/E Fees Contact: Don.Herr@tsc.fl.edu Invoice: Jenny.Shuler@tsc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

<b>Bill To:</b>
Tallahassee State 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	63,630.00	0.00	63,630.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 2nd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated July 18, 2024.				63,630.00

**Messages**

Tallahassee State 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 State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:  
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Please send all Invoices to Accounts Payable - \*AcctPay@tsc.fl.edu\*

Director of Procurement and Auxiliary Services  
 Dustin Frost



Tallahassee State 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-020982
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.





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

Invoice number 23120\_1124  
 Date 11/30/2024

Project 23120 KENT STREET - VACATE  
**PO-019136**

Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Stipulated Lump Sum for Professional Architectural Services</b>	12,000.00	46.50	3,080.00	5,580.00	2,500.00
Total	12,000.00	46.50	3,080.00	5,580.00	2,500.00

Invoice total **2,500.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120_1124	11/30/2024	2,500.00	2,500.00				
	Total	2,500.00	2,500.00	0.00	0.00	0.00	0.00

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

January 21, 2025

**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 Renewal – Year 3 of 3

---

**Item Description**

This item requests the final year three of three renewal for the recommended list of Architects previously selected and approved for Architectural Services.

**Overview and Background**

The District Board of Trustees approved the below six Architectural firms for projects valued at \$4 million dollars or less on January 17, 2023, under RFP 2022-11. The RFP contract terms outline one initial year with the option of extending the term for an additional two, one-year periods for a total three-year contract. TSC Facilities has verified the applicable licensure and insurance for each firm ensuring they continue to meet the criteria for RFP 2022-11.

- Architects| Lewis + Whitlock, PA (ALW)
- BKJ, Inc. (BKJ)
- Clemons, Rutherford & Associates Inc. (CRA)
- DAG Architects, Inc. (DAG)
- Elliot Marshal Innes, PA (EMI)
- Fitzgerald Collaborative Group, LLC. (FCG)

**Funding/ Financial Implications**

Architectural fees are funded from local TSC College funds.

**Past Actions by the Board**

The Board previously approved these Architects for projects valued at \$4 million or less at the January 17, 2023 District Board of Trustees meeting, with year two of three renewal approved at the January 16, 2024 District Board of Trustees meeting.

**Recommended Action**

Approve renewal recommendation for final year three of three for architectural contracts.

January 21, 2025

**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:** Certificate of Final Inspection – TSC CUP Automation Controls Room  
Renovation and Restroom Addition

---

**Item Description**

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the TSC CUP Automation Controls Room Renovation and Restroom Addition project, located in the Central Utility Plant (CUP) Building #28 at TSC Site 1 – Main Campus.

**Overview and Background**

In accordance with TSC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects and the State Requirements for Educational Facilities (SREF) Chapter 4 Section 3, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. The Construction Manager at Risk (CMAR) for this project, RAM Construction & Development, LLC, Inc., has completed all the required close-out documents and has confirmed the space is in full operation.

**Funding/ Financial Implications**

This construction contract was funded by a federal grant and local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

**Past Actions by the Board**

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the October 16, 2023 District Board of Trustees meeting.

**Recommended Action**

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, RAM Construction & Development, LLC for the TSC CUP Automation Controls Room Renovation and Restroom Addition Project.

FLORIDA DEPARTMENT OF EDUCATION  
Office of Educational Facilities

**CERTIFICATE OF FINAL INSPECTION**

<b>TO:</b> Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 4830-1 OEF Assigned Project Number

Tallahassee State College ( School District  Florida College)

Site 1 - Main Campus ( School Name  Campus)

27 ( School  College) Code Number

TSC CUP Building#28 Automation Controls & Restroom Addition Description of Project

**SECTION A: BOARD'S ACCEPTANCE**

Upon the recommendation of our Project ( Architect  Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on \_\_\_\_\_,

Name (Type or Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent  President

**SECTION B: ( ARCHITECT  ENGINEER) CERTIFICATION**

As PROJECT ( ARCHITECT  ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: \_\_\_\_\_ Date: 10/31/24

Firm Name: Clemons, Rutherford & Associates Inc

Address: 2027 Thomasville Road Tallahassee Florida 32308

Street/P.O. Box City State Zip

**SECTION C: ( Building Official  Other (Specify) Certification**

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) George F. Kimbrel III, BU2140

Signature: G. Kimbrel Date: 12/6/24

Building Official  Certified Inspector

**SECTION D: FACILITY INFORMATION.**

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> PECO-ARP	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>790,873.89</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>900</u> SQ. FT.
	6. COST PER GROSS SQUARE FOOT: \$ <u>878.75</u> 7. COST PER STUDENT STATION: \$ <u>n/a</u>

**CERTIFICATE OF FINAL INSPECTION (CFI)**

8. BUILDING CONTRACT DATE: 10-23-2024 Substantial  
COMPLETION DATE: 11-30-2024

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. <u>1</u>	\$ <u>-1,032.86</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____

10. Date of Occupancy: \_\_\_\_\_  
\_\_\_\_\_

11. Additional Information:

January 21, 2025

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

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

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

**SUBJECT:** Construction Status Report

---

**Item Description**

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TSC 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 – JANUARY 2025

## MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0530	Workforce Development Bldg#38 Roof	15%	January 2025	Materials ordered
PJ-0530	Plant Ops/Surplus Bldg#56 Roof	50%	January 2025	In progress
PJ-0426	AP 150 Door Install	100%	December 2024	Complete
PJ-0531	HSS 107 - Classroom Renovations	55%	January 2025	All materials received
PJ-0532	SM 130 - Classroom Renovations	100%	December 2024	Complete
PJ-0533	SM 210 - Classroom Renovations	25%	January 2025	All materials received
PJ-0534	SMA 140 - Classroom Renovations	5%	July 2025	All materials received
PJ-0535	TPP 182 - Classroom Renovations	100%	January 2025	Complete
PJ-0536	TPP 184 - Classroom Renovations	100%	January 2025	Complete
PJ-0537	TPP 188 - Classroom Renovations	55%	January 2025	All materials received
PJ-0538	TPP 204 - Classroom Renovations	100%	January 2025	Complete
PJ-0501 PJ-0502	Ceiling and Window Replacements WD 208, 219	100%	December 2024	Complete
PJ-0501 PJ-0502	Ceiling and Window Replacements TPP 204	100%	December 2024	Complete
PJ-0501 PJ-0502	Ceiling and Window Replacements AD 219	100%	December 2024	Complete
PJ-0501	Ceiling Replacements AD 208/209	100%	December 2024	Complete
PJ-0501 PJ-0502	Ceiling and Window Replacements DH 206	100%	December 2024	Complete
PJ-0502	Window Replacements AD 248	10%	January 2025	Window on order

PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,660 Trip Hazards Replaced 77 sections of Sidewalk Repaired 156' of new curb
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	95%	January 2025	Installing camera's for new building code elevator requirements.
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0341	Athletics – Softball / Baseball Complex Improvements	98%	January 2025	Work commenced 5/14/2024
PJ-0428	CUP Renovation and Infrastructure	100%	December 2024	Complete
PJ-0365	CUP Control Room and ADA Restrooms	100%	December 2024	OEF 209 and Final Payment pending January 21, 2025 BOT Approval
PJ-0428	CUP - Install Air Dirt Separator	100%	December 2024	Complete
PJ-0428	SM Bldg#18 - 1, 2, 3 & 4 AHU Replacement	100%	January 2025	Complete
PJ-0428	Library Bldg#30 - AHU 1 Replacement	25%	January 2025	Installation underway
PJ-0428	Replace Smardt Chiller	25%	March 2025	Smardt Chiller removed, new Chiller estimated ship date March 2025
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	20%	March 2025	Easement letter pending January 21, 2025 BOT Approval. Equipment ordered and expected by February 2025
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
PJ-0414	Parking Garage Bldg#37 Repairs	20%	June 2025	Contract negotiations in progress
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
TBD	AC/TCA Bldg#08 – 2 <sup>nd</sup> and 3 <sup>rd</sup> Floor Renovations/Improvements	15%	Summer 2025	RAM Construction GMP pending January 21, 2025 BOT approval
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	20%	July 2025	Mad Dog Construction to provide GMP for February 17, 2025 BOT approval
PJ-0436	Solar Powered Covered Walkways	45%	March 2025	Construction in progress



PJ-0540	SU Food Service 105 Renovation	100%	December 2024	Complete
PJ-0378	C-Cure Locks / NIST 800-171	35%	June 2025	Parts for 8 locations on order Total 36 to be accomplished: 8 - In progress 23 - Completed 5 - Pending
N/A	Learning Commons Micro Food Mart	50%	January 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 751,316 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 37,565 lbs. of CO2 emissions into atmosphere

### GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	85%	January 2025	Pending approval from City of Quincy
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,510 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 75 lbs. of CO2 emissions into atmosphere

### FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing/Dorm Modernization	45%	August 2025	Replacing toilets, beds, etc. Lights complete
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	95%	January 2025	Tank installed, awaiting insulation
PJ-0448	Dining Facility Renovations	100%	December 2024	Complete

PJ-0480	FPSI Housing Elevator Modernization	50%	February 2025	In progress
PJ-0489	FPSI Dorm Wing Windows South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing Windows North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0486	FPSI Stormwater Drainage	60%	June 2025	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	June 2025	Commenced repairs
TBD	Lighting Road and Pathway	10%	February 2025	Obtaining quotes for lighting
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 204,492 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 10,224 lbs. of CO2 emissions into atmosphere

#### CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0467	Lightning Protection	100%	December 2024	Complete
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	25%	June 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	25%	June 2025	Project underway
PJ-0431	CFI Smoke Exhaust Removal	100%	December 2024	Complete
PJ-0497	CFI – 3 <sup>rd</sup> Floor Renovation	50%	February 2025	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 13,825 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 691 lbs. of CO2 emissions into atmosphere

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Install Walkway to TMH Lower Parking Area	75%	January 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 56,615 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 2,830 lbs. of CO2 emissions into atmosphere

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 6,002 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 300 lbs. of CO2 emissions into the atmosphere

January 21, 2025

**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:** City of Tallahassee and TSC Electrical Utility Easement

---

**Item Description**

This item requests approval from the District Board of Trustees for the attached City of Tallahassee and Tallahassee State College 20-foot Electrical Utility Easement for Site 1 – Main Campus, 444 Appleyard Drive, Tallahassee FL. 32304.

**Overview and Background**

Upon review by the City of Tallahassee and Poole Engineering & Surveying, Inc., in order to successfully complete the 15KV Electrical Switchgear Replacement project on Site 1 - Main Campus, a 20-foot utility easement with the City of Tallahassee would be required to cover a new primary electric line located on the main college campus, 444 Appleyard Drive. A sketch and legal description of 20-foot electrical easement is attached for additional information.

**Funding/ Financial Implications**

This project and associated costs are funded by a federal grant and local college funds.

**Past Actions by the Board**

The Board previously approved TCC ITB 2023-03 15KV Electrical Switchgear Replacement project at the May 15, 2023, meeting.

**Recommended Action**

Approve the attached City of Tallahassee and TSC Electrical Utility Easement for the TSC 15KV Electrical Switchgear Replacement Project.

**THIS INSTRUMENT PREPARED BY:**  
Robert Culverhouse, Real Estate Manager  
City of Tallahassee/City Hall  
Real Estate Management, Box A-15  
300 S. Adams Street, 3<sup>rd</sup> Floor  
Tallahassee, Florida 32301  
Parcel ID: 212851 K0002

Leave blank for official recording.

**ELECTRIC UTILITY EASEMENT**  
**(Distribution)**

**THIS EASEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **DISTRICT BOARD OF TRUSTEES, TALLAHASSEE STATE COLLEGE, FLORIDA**, whose mailing address is 444 Appleyard Drive, Tallahassee, Florida 32304, hereinafter called "**GRANTOR**", and the **CITY OF TALLAHASSEE**, a Florida municipal corporation, whose mailing address is 300 South Adams Street, Tallahassee, Florida 32301-1731, hereinafter called "**GRANTEE**".

**W I T N E S S E T H**

That the **GRANTOR**, for and in consideration of the sum of ten dollars (\$10.00), and other good and valuable consideration paid by the **GRANTEE**, the receipt and sufficiency of which is hereby acknowledged, by these presents does grant, bargain, sell and convey to the **GRANTEE**, its successors and assigns, in perpetuity, an easement for electric utility distribution purposes, in, over, across, under and through the following described parcel, piece, or strip of land, situate, lying, and being in the County of Leon, State of Florida, hereinafter "Easement Property" to wit:

**SEE EXHIBIT "A" ATTACHED HERETO  
AND BY THIS REFERENCE MADE A PART HEREOF**

including the right of the **GRANTEE**, its successors and assigns, to carry in, set and maintain in said Easement Property the electric utility lines and equipment, of any type, either above ground or underground, including, but not limited to, poles, anchors, transformers and the electric equipment and appurtenances of any other person or utility company as authorized by the **GRANTEE**.

It is understood and agreed by and between the **GRANTOR** and the **GRANTEE** that the electric utility distribution lines and equipment of the **GRANTEE**, installed or located, or to be installed or located in, over, across, under and through the Easement Property, shall at all times be and remain the absolute property of the **GRANTEE**, its successors and assigns, and subject to its complete dominion and control.

The right is hereby granted to the **GRANTEE**, its agents and employees, to enter upon the Easement Property from and across any adjoining lands of the **GRANTOR** for the purpose of inspecting, maintaining, installing, repairing and/or removing said distribution utility lines and equipment therefrom. The **GRANTOR** reserves unto itself and its successors and assigns, the full right of ingress and egress over and across the Easement Property and across lands which the easement is herein conveyed. The **GRANTEE**, its agents and

employees, will restore the ground to its existing condition as reasonably practicable as of the date prior to the work within the Easement Property.

The **GRANTOR** shall not construct any permanent improvements on the Easement Property, or make any final grade changes in excess of six inches (6") within the Easement Property without written permission by the designated representative of the **GRANTEE'S** Power Delivery-Engineering Division. **GRANTOR** further agrees to comply with the current version of the Electric Utility Easement/Right-of-Way Policy, which can be obtained from the **GRANTEE'S** Power Delivery-Engineering Division, and the most recent version of the National Electric Safety Code for any use of, and construction activities on, the Easement Property.

The **GRANTEE**, its successors and assigns, shall have the right to trim or remove all trees, bushes or other shrubbery so that the same shall not interfere with, endanger, or obstruct access to its facilities, including the right to trim any trees, bushes or other shrubbery that overhang an imaginary line perpendicular to the outer edge of the Easement Property.

The terms, conditions, restrictions and purposes imposed by this easement shall be binding not only upon the **GRANTOR**, but also on its agents, personal representatives, assigns and all other successors to its interest and shall continue as a servitude running in perpetuity with the Easement Property.

The **GRANTOR** does hereby fully warrant title to said land and will defend the same against the lawful claims of all persons claiming through or under the **GRANTOR**.

**IN WITNESS WHEREOF**, the **GRANTOR** hereunto sets its hand and seal the day and year first above written.

**ACKNOWLEDGEMENT APPEARS ON THE FOLLOWING PAGE**

*Signed, sealed and delivered  
in the presence of:*

**DISTRICT BOARD OF TRUSTEES,  
TALLAHASSEE STATE COLLEGE,  
FLORIDA**

\_\_\_\_\_  
1<sup>st</sup> Witness Signature

BY: \_\_\_\_\_

\_\_\_\_\_  
Print 1<sup>st</sup> Witness Name

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print 1<sup>st</sup> Witness Address

As Its: \_\_\_\_\_

\_\_\_\_\_  
2<sup>nd</sup> Witness Signature

\_\_\_\_\_  
Print 2<sup>nd</sup> Witness Name

\_\_\_\_\_  
Print 2<sup>nd</sup> Witness Address

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

**THE FOREGOING** instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_, as \_\_\_\_\_ of the DISTRICT BOARD OF TRUSTEES, TALLAHASSEE STATE COLLEGE, FLORIDA, who is personally known to me, or who has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Print Notary Name  
My Commission Expires:

January 21, 2025

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

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

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

**SUBJECT:** Sponsored Programs – Provider

---

**Item Description**

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

**Overview and Background**

The following are recommended for approval.

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

Florida Department of Corrections Workforce and Amendment 1

This project provides staff and services that include Career and Technical Instruction in traditional classrooms and lab areas. The amendment reallocated funds from Equipment to Material and Supplies. The amount of this award is \$4,521,466.93, including an indirect rate of 10%. The current funding period is from 7/1/24 through 6/30/25.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains 23/24 - Amendment 3

This amendment extended the award date to 6/30/25. The award amount remains the same.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education 24/25 and Amendment 1

This award supports general adult education services, as well as literacy education for limited English proficient populations in Gadsden County. The award and amendment are for \$462,854 including an indirect cost rate of 5%. The funding period is from 7/1/24 through 6/30/25.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education 24/25 and Amendment 1

This award provides integrated English Literacy and Civics Education to English language learners in both Leon and Gadsden counties. The award is for \$382,232 including an indirect cost rate of 5%. The funding period is from 7/1/24 through 6/30/25.



Florida A&M University/National Science Foundation- HBCU - RISE 22 - 25 - Amendment 2

The amendment increases the award amount by \$24,520 and extends the period of performance to August 31, 2025. New award amount is \$73,560 with an indirect cost rate of 42%.

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation - Amendment 4

This amendment extends the award date to 9/30/2025 and increases the award by \$21,000. New award amount is \$105,000 with an indirect cost rate of 0%.

US Department of Education – Talent Search Program for Gadsden County FY 21 - 26

Year four of a five year program that identifies and assists students in middle and high school from disadvantaged backgrounds in Gadsden County who have the potential to succeed in higher education. It provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to complete their postsecondary education. The amount of this award is \$1,386,875, with an indirect cost rate of 8%. The funding period is from 9/1/2022 through 8/31/2026.

Florida A & M University - Rural Equitable and Accessible Transportation (REAT) Center 23/24 - Amendment 1

The amendment increases the award amount by \$73,692 and extends the period of performance to December 31, 2025. New award amount is \$148,692 with an indirect cost rate of 0%.

Florida Department of Corrections - Perkins Continuing Education Courses for Certified Teachers (CECCT) FY 24/25

This award is to develop Continuing Education Courses for Certified Teachers (CECCT), manage CETAC and CEET Courses, Platform Management, CECCT Webpage Development/Deployment and the Creation/Deployment of CECCT Introductory Course and provide four trainings on how to use and deploy the Mentoring Program and the PAS System and four additional trainings as directed. The amount of this award is \$295,561.20, with an indirect cost rate of 10%. The funding period is from 9/29/23 through 6/30/2025.

Florida Department of Education - Adult General Education (AGE) - Tallahassee State College (TSC), Adult Augment Liaison Position

This award will partner with the Department of Education to employ professional staff to be responsible for the organization, coordination and execution of Adult Education Staffing Grants. The amount of the award is \$45,150 including an indirect cost rate of 5%. The funding period is 9/19/24 - 6/30/25

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

None at this time.

**Past Actions by the Board**

Florida Department of Corrections Workforce and Amendment 1

This is an annual renewal.

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

Amendment 2 was approved at the September 2024 Board of Trustees meeting.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education 24/25

This is an annual renewal.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education 24/25

This is an annual renewal.

Florida A&M University/National Science Foundation- HBCU - RISE 22 – 25

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

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

Amendment 3 was approved at the October 2022 Board of Trustees meeting.

US Department of Education – Talent Search Program for Gadsden County FY 21 - 26

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

Florida A & M University - Rural Equitable and Accessible Transportation (REAT) Center 23/24

Initial award was approved at the January 2024 Board of Trustees meeting.

Florida Department of Corrections - Perkins Continuing Education Courses for Certified Teachers (CECCT) FY 24/25

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 \$203,687.64.

**Recommended Action**

Authorize funding for the awards and contracts as presented.

January 21, 2025

**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:** Plant Operations Warehouse/Surplus (PO) Building #56 Roofing

---

**Item Description**

This item requests approval of the attached roofing material and services proposal No. 25-FL-240890 for the Plant Operations Warehouse/Surplus (PO) Building#56 Metal Roofing System.

**Overview and Background**

The roofing system on Site 1 - Main Campus, Plant Operations Warehouse/Surplus (PO) Building #56, needs 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:

- Burnette Roofing
- Roof Control Services
- Crawford Roofing
- Teamcraft Roofing

Crawford Roofing of Melbourne, Florida was selected to perform the work.

The attached proposal no. 25-FL-240890 in the amount of \$642,418 was received from Garland/DBS, Inc. and is recommended for all roofing materials and labor required for the repairs to Plant Operations Warehouse/Surplus (PO) Building #56.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges. 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.

**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-240989 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 State College  
Center Building 9  
444 Appleyard Dr.  
Tallahassee, FL 32304**

**Date Submitted: 12/17/2024**

**Proposal #: 25-FL-240989**

**MICPA # PW1925**

**Florida General Contractor #: 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: Intelliframe Framing System**

1. Mark the purlins on the top side of the roof
  - a. Spacing must not exceed 5' at any point notify owner representative if this condition exist
2. Do not remove any existing panels or clips
3. Install Intelliframe system by aligning above roof framing with the existing purlin system
4. Press the Intelliframe system down firmly and align with previously marked purlins
5. Fasten down hugger system using TFC ¼-14 DP3 fastener or approved equal
6. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
7. Fasteners should be place in pre-punched holes
8. Cross webbing in zone 2 and zone 3 will be required per engineer drawing

### **Scope of Work: Insulation Installation**

1. Install two (2) layers of 2.2" thick polyisocyanurate insulation between Intelliframe members.
2. Install R-Mer Seal over polyisocyanurate and Intelliframe

## Scope of Work: R-Mer Span Panel Installation

**\*\*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
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- Continuous Clips (20' lengths)
  - b. Zone Two(e)- 3'11" o.c
  - c. Zone Three (e)- 2'10" o.c
  - d. Zone Four- 5' o.c
  - e. Zone Five- 5' o.c
8. Install clip using 2 fasteners per clip
  - a. Fasteners must be TFC ¼-14 DP3
  - b. Fasteners must be attached to Intelliframing
  - 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. ¾" 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

**Scope of Work: Install new gutter and down spouts**

- 1. Install new gutters box
- 2. Install new downspouts
  - a. Tie into ground level plumbing where existing

**Addendum #1:**

All wall panels will be changed out on the fascia and the dormers. R-Mer Wall system will be installed in these areas. (Application Guideline Included) Louvers, will be painted with RMer Coat Kynar coating. Application Guidelines included Data sheets included. Caution and Coordination must be made during this application to install charcoal filters and protect from over spray.

Attachment C: Bid Form - Line Item Pricing Breakdown					
Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.25	Tear-off & Dispose of Debris: SYSTEM TYPE Metal Roofing System - Metal Deck	\$ 3.81	10,550	SF	\$ 40,195.50
14.01.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing; Over Retrofit Framing; Over an Existing Roof Using Steel Furring - No Insulation	\$ 3.66	10,550	SF	\$ 38,613.00
14.05.03	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Flat Seam Metal Roof System - 8' Wide / 30 Gauge: UNDERLAYMENT OPTION: Add Install 40 mil self-adhesive membrane as an Underlayment	\$ 3.40	10,550	SF	\$ 35,870.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 10.94	10,550	SF	\$ 115,417.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.96	10,550	SF	\$ 10,128.00

14.02.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 25.64	10,550	SF	\$ 270,502.00
21.02.04	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga	\$ 10.56	1,800	SF	\$ 19,008.00
21.02.05	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.38	1,800	SF	\$ 2,484.00
21.02.17	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels PANEL INSTALLATION & INSULATION OPTION: Over Plywood; No Insulation	\$ 11.75	1,800	SF	\$ 21,150.00
<b>Sub Total Prior to Multipliers</b>					<b>\$ 553,367.50</b>
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	553,367.50	%	\$ 55,336.75
22.08	MULTIPLIER - ROOF HEIGHT IS GREATER THAN 20 FT, BUT LESS THAN OR EQUAL TO 50 FT STORIES Multiplier is applied when labor production is effected by the roof height. This multiplier applies to roof heights that exceed an estimated 2 stories, but are less than or equal to an estimated 5 stories. Additional roof height can require increased safety requirements, larger lift equipment, tie-offs, etc.	25	553,367.50	%	\$ 138,341.88
<b>Total After Multipliers</b>					<b>\$ 747,046.13</b>

**Base Bid Total Maximum Price of Line Items under the MICPA: \$ 747,046.13**

**Proposal Price Based Upon Market Experience: \$ 642,418.00**

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

<b>Crawford Roofing</b>	<b>\$ 642,418.00</b>
Burnette Roofing	\$ 720,530.30
Roof Control Services	\$ 720,793.89
Teamcraft Roofing	\$ 1,132,615.00



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. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Prevailing Wages are excluded.
5. 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,

*Anthony Kardum*

Anthony Kardum  
Garland/DBS, Inc.  
(216) 430-3555

needs structural improvements and requires repairs.  
January 21, 2025

**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:** Support Services (SS) Building#17 Roofing

---

**Item Description**

This item requests approval of the attached roofing material and services proposal No. 25-FL-240988 for the Support Services (SS) Building#17 Metal Roofing System.

**Overview and Background**

The roofing system on Site 1 - Main Campus, Support Services (SS) Building#17, needs structural improvements and requires repairs.

The roofing system on Site 1 - Main Campus, Plant Operations Warehouse/Surplus (PO) Building #56, needs 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:

- Burnette Roofing
- Roof Control Services
- Crawford Roofing
- Teamcraft Roofing

Burnette Roofing of Tallahassee, Florida was selected to perform the work.

The attached proposal no. 25-FL-240890 in the amount of \$682,757 was received from Garland/DBS, Inc. and is recommended for all roofing materials and labor required for the repairs to Plant Operations Warehouse/Surplus (PO) Building #56.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges. 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.

**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-240988 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 State College  
Support Services Building 17  
444 Appleyard Dr.  
Tallahassee, FL 32304**

**Date Submitted: 12/17/2024  
Proposal #: 25-FL-240988  
MICPA # PW1925  
Florida General Contractor #: 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: Intelliframe Framing System**

1. Mark the purlins on the top side of the roof
  - a. Spacing must not exceed 5' at any point notify owner representative if this condition exist
2. Do not remove any existing panels or clips
3. Install Intelliframe system by aligning above roof framing with the existing purlin system
4. Press the Intelliframe system down firmly and align with previously marked purlins
5. Fasten down hugger system using TFC ¼-14 DP3 fastener or approved equal
6. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
7. Fasteners should be place in pre-punched holes
8. Cross webbing in zone 2 and zone 3 will be required per engineer drawing

### **Scope of Work: Insulation Installation**

1. Install two (2) layers of 2.2" thick polyisocyanurate insulation between Intelliframe members.
2. Install R-Mer Seal over polyisocyanurate and Intelliframe

## Scope of Work: R-Mer Span Panel Installation

**\*\*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
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- Continuous Clips (20' lengths)
  - b. Zone Two(e)- 3'11" o.c
  - c. Zone Three (e)- 2'10" o.c
  - d. Zone Four- 5' o.c
  - e. Zone Five- 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 Intelliframing
  - 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

**Scope of Work: Install new gutter and down spouts**

1. Install new gutters box
2. Install new downspouts
  - a. Tie into ground level plumbing where existing
3. Install KEE Membrane set in KEE Foam spatter spray.
  - a. Membrane will extend up and over parapet wall on the front side of the coping
  - b. Termination bar will be installed under the original roof panel system.
    - i. GreenLock XL sealant will be installed on the top side of the termination bar.

**Scope of Work: Install R-Mer Wall System**

Install new R-Mer Wall system in the elevation change from highest elevation of standing seam and lower elevation of standing seam.

---

**Addendum #1**

All wall panels will be changed out on the fascia and the dormers. R-Mer Wall system will be installed in these areas. (Application Guideline Included) Additional order form must be completed to include all components for the wall system. Intelliframe quote is included in this addendum. This is for you to understand the quantity of material to be installed. Internal drain will be lined with KEE-Stone Membrane set in spatter foam. Elevation change wall panels will be removed and replaced with R-Mer Wall wall panel system. Application guidelines are included.

**Attachment C: Bid Form - Line Item Pricing Breakdown**

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
14.01.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing; Over Retrofit Framing; Over an Existing Roof Using Steel Furring - No Insulation	\$ 3.66	13,500	SF	\$ 49,410.00
14.05.03	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Flat Seam Metal Roof System - 8' Wide / 30 Gauge: UNDERLAYMENT OPTION: Add Install 40 mil self-adhesive membrane as an Underlayment	\$ 3.40	13,500	SF	\$ 45,900.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 10.94	13,500	SF	\$ 147,690.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.96	13,500	SF	\$ 12,960.00
14.02.34	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - Installed Over Retrofit Framing System Below 3:12 Slope	\$ 23.26	13,500	SF	\$ 314,010.00
21.02.04	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga	\$ 10.56	440	SF	\$ 4,646.40
21.02.05	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.38	440	SF	\$ 607.20
21.02.17	METAL WALL PANEL SYSTEMS: WALL SYSTEM Concealed Fastener Wall Panel System - 12" Wide Panels PANEL INSTALLATION & INSULATION OPTION: Over Plywood; No Insulation	\$ 11.75	440	SF	\$ 5,170.00

	<b>Sub Total Prior to Multipliers</b>				<b>\$ 580,393.60</b>
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	580,393.60	%	\$ 58,039.36
22.12	MULTIPLIER - ROOF IS CONSIDERED NON-STANDARD ARCHITECTURE Multiplier is applied when labor production is effected because the roof area is not a box- or rectangular-shaped. Situations considered to be non-standard architecture can include, but are not limited roof areas that contains sharp angles and/or curves, have multiple roof area dividers or expansion joints, long and narrow	20	580,393.60	%	\$ 116,078.72
	<b>Total After Multipliers</b>				<b>\$ 754,511.68</b>

**Base Bid Total Maximum Price of Line Items under the MICPA: \$ 754,511.68**

**Proposal Price Based Upon Market Experience: \$ 682,757.00**

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

<b>Burnette Roofing</b>	<b>\$ 682,757.00</b>
Crawford Roofing	\$ 762,840.83
Roof Control Services	\$ 991,815.00
Teamcraft Roofing	\$ 1,122,707.00

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. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Prevailing Wages are excluded.
5. 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,

*Anthony Kardum*

Anthony Kardum  
Garland/DBS, Inc.  
(216) 430-3555

January 21, 2025

**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:** Mailroom (MR) Building#57 Roofing

---

**Item Description**

This item requests approval of the attached roofing material and services proposal No. 25-FL-240990 for the Mailroom (MR) Building#57 Roofing Metal Roofing System.

**Overview and Background**

The roofing system on Site 1 - Main Campus, Mailroom (MR) Building#57, needs 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:

- Burnette Roofing
- Roof Control Services
- Crawford Roofing
- Teamcraft Roofing

Burnette Roofing Services of Tallahassee, Florida was selected to perform the work.

The attached proposal no. 25-FL-240890 in the amount of \$658,420 was received from Garland/DBS, Inc. and is recommended for all roofing materials and labor required for the repairs to Plant Operations Warehouse/Surplus (PO) Building #56.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges. 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.

**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-240990 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 State College  
Mailroom Building 57  
444 Appleyard Dr.  
Tallahassee, FL 32304

**Date Submitted: 12/17/2024**

**Proposal #: 25-FL-240990**

**MICPA # PW1925**

**Florida General Contractor #: 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: Demolition**

1. Remove existing R-Mer Span roof system to expose the retrofit framing

### **Scope of Work: Roof Hugger Framing System**

2. Remove and replace any fasteners that have been compromised
3. Inspection of fasteners are required prior to covering the framing system
4. Photo documentation required of any fasteners identified as failed or pulled out

### **Scope of Work: Insulation Installation**

5. Install two (2) layers of 2.2" thick polyisocyanurate insulation between Intelliframing members.
6. Install R-Mer Seal over polyisocyanurate and Intelliframing

## Scope of Work: R-Mer Span Panel Installation

**\*\*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
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- Continuous Clips (20' lengths)
  - b. Zone Two(e)- 3'11" o.c
  - c. Zone Three (e)- 2'10" o.c
  - d. Zone Four- 5' o.c
  - e. Zone Five- 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 Intelliframing
  - 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

**Scope of Work: Install new gutter and down spouts**

- 1. Install new gutters box
- 2. Install new downspouts
  - a. Tie into ground level plumbing where existing

Attachment C: Bid Form - Line Item Pricing Breakdown					
Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.25	Tear-off & Dispose of Debris: SYSTEM TYPE Metal Roofing System - Metal Deck	\$ 3.81	15,000	SF	\$ 57,150.00
14.01.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing; Over Retrofit Framing; Over an Existing Roof Using Steel Furring - No Insulation	\$ 3.66	15,000	SF	\$ 54,900.00
14.05.03	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Flat Seam Metal Roof System - 8' Wide / 30 Gauge: UNDERLAYMENT OPTION: Add Install 40 mil self-adhesive membrane as an Underlayment	\$ 3.40	15,000	SF	\$ 51,000.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 10.94	15,000	SF	\$ 164,100.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.96	15,000	SF	\$ 14,400.00
14.02.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 25.64	15,000	SF	\$ 384,600.00

	<b>Sub Total Prior to Multipliers</b>				<b>\$ 726,150.00</b>
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs				
		10	726,150.00	%	\$ 72,615.00
	<b>Total After Multipliers</b>				<b>\$ 798,765.00</b>

**Base Bid Total Maximum Price of Line Items under the MICPA: \$ 798,765.00**

**Proposal Price Based Upon Market Experience: \$ 658,420.00**

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

<b>Burnette Roofing</b>	<b>\$ 658,420.00</b>
Crawford Roofing	\$ 682,541.99
Roof Control Services	\$ 774,524.00
Teamcraft Roofing	\$ 790,675.00

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. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Prevailing Wages are excluded.
5. 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,

*Anthony Kardum*

Anthony Kardum  
Garland/DBS, Inc.  
(216) 430-3555



January 21, 2025

**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.

- The updates to the Salary Schedule stem from recent federal revisions that nullified the amendments to the Fair Labor Standards Act (FLSA), impacting the salary thresholds set for July 2024 and January 2025.

The salary threshold has reverted to the annual amount of \$35,568, which was originally established on January 1, 2020.

**Overview and Background**

The College brings forth a request to update the Annual Salary Schedule, 2024 - 2025.

**Past Actions by the Board**

The Board previously approved the revised Salary Schedule effective October 1, 2024

**Funding/ Financial Implications**

This item is funded by the 2024 -2025 Operating Budget.

**Recommended Action**

Approve updates to the 2024 – 2025 Salary Schedule as presented.



# TALLAHASSEE STATE COLLEGE

*ANNUAL SALARY SCHEDULE*

**2024 - 2025**

**Prepared by Human Resources**

## Table of Contents

INTRODUCTION	3
PURPOSE	3
ACCREDITATION	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	8
FULL-TIME FACULTY	9
ADJUNCTS (Credit/Contract Hours)	9
ADJUNCTS (Clock Hours)	12
CLASSIFIED STAFF/PROFESSIONAL POSITIONS	14
RETIREEES	16
APPENDIX A	19
APPENDIX B	20
APPENDIX C	22
APPENDIX D	27
APPENDIX E	33
APPENDIX F	35

## **INTRODUCTION**

The Tallahassee State 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 State 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).

## **WEBSITE**

This Salary Schedule may be viewed online at:

[Salary Schedule 2024 - 2025](#)

## **GENERAL PROVISIONS**

### **Effective Date**

~~October~~ January 1, 20254

### **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.

### **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 regard 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 ~~July 1, 2024~~[November 15](#), federal guidelines require exempt positions earn a minimum of ~~\$43,888~~[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 [which includes the salary threshold as described above](#).

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.

### **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.

### **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 base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base 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 (12%) of the base 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: [TSC - 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: [TSC - 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	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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	\$752

**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	\$29
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	\$32

**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 credentials and Associate degree	\$24	\$72	\$96	\$120

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

## CONTINUING EDUCATION INSTRUCTORS

The following categories have been determined for the Continuing Education program with a maximum hourly rate determined for each category. The individual qualifications of each employee shall be used to

determine the actual salary for the course taught within the guidelines established. These rates of pay may be adjusted for extenuating circumstances or market rates, with appropriate Vice President approval.

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51
Masters	\$36
Bachelors	\$32
Associate	\$31
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.

### **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 TSCPD 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 TSCPD 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 may be 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 employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.



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

## **RETIREEES**

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 TSC-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-TSC 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**  
**Pay Grades**

<b>Grade</b>	<b>Base</b>
101	\$33,280.00
102	\$34,611.20
103	\$35,857.83
104	\$37,650.57
105	\$39,532.50
106	\$41,509.62
107	\$43,585.35
108	\$45,435.74
109	\$47,707.53
110	\$50,092.90
111	\$52,597.55
112	\$55,227.43
113	\$57,988.80
114	\$59,760.68
115	\$62,748.71
116	\$65,886.15
117	\$69,180.45
118	\$74,714.89
119	\$80,318.51
120	\$86,342.40
121	\$94,976.64
122	\$101,625.00
123	\$109,755.00
124	\$118,535.40
125	\$132,759.65

**APPENDIX B**  
**Managerial/Professional Positions by Alpha**

Position Title	Pay Grade	Base
Associate Dean, Academic Affairs	120	\$86,342.40
Associate Dean, Applied Sciences and Technology	120	\$86,342.40
Associate Dean, Faculty Initiatives	120	\$86,342.40
Associate Dean, Healthcare Professions	120	\$86,342.40
Associate Dean, Healthcare Professions & Academic Planning	120	\$86,342.40
Associate Dean, Mathematics and Science	120	\$86,342.40
Associate Dean, Social Science	120	\$86,342.40
Associate Director, Wakulla Environmental Institute	116	\$65,886.15
Associate Vice President for Administrative Services	125	\$132,759.65
Associate Vice President of Academic Affairs	125	\$132,759.65
Chief Engagement Officer	117	\$69,180.45
Chief of Campus Police	122	\$101,625.00
College Registrar	117	\$69,180.45
Dean, Applied Science and Technology	122	\$101,625.00
Dean, Career and Academic Planning	122	\$101,625.00
Dean, Communications and Humanities	122	\$101,625.00
Dean, Enrollment Services	122	\$101,625.00
Dean, Science and Mathematics	122	\$101,625.00
Dean, Social Science	122	\$101,625.00
Dean, Student Services	119	\$80,318.51
Director of Advising	116	\$65,886.15
Director of Assessment and Accreditation	117	\$69,180.45
Director of Athletics	117	\$69,180.45
Director of Business and Workforce Development	119	\$80,318.51
Director of Business Process Improvement	119	\$80,318.51
Director of Career and Academic Planning	122	\$101,625.00
Director of Certificate Programs	117	\$69,180.45
Director of Continuing Education Programs	117	\$69,180.45
Director of Continuing Workforce Education	119	\$80,318.51
Director of Development	119	\$80,318.51
Director of Enterprise Applications	119	\$80,318.51
Director of Facilities, Planning and Construction	122	\$101,625.00
Director of Financial Services	122	\$101,625.00
Director of Grants and Special Projects	117	\$69,180.45
Director of Hospitality	117	\$69,180.45
Director of Institutional Research and Planning	119	\$80,318.51
Director of Strategic Communications	119	\$80,318.51
Director of Student Financial Services	122	\$101,625.00
Director, Call Center	116	\$65,886.15
Director, Hospitality	117	\$69,180.45
Director, Human Resources	122	\$101,625.00

Position Title	Pay Grade	Base
Director, Information Technology Infrastructure	117	\$69,180.45
Director, Information Technology User Services	117	\$69,180.45
Director, IT Consulting	117	\$69,180.45
Director, Integrated Marketing	117	\$69,180.45
Director, Learning Commons	117	\$69,180.45
Director, Library Services	117	\$69,180.45
Director, Purchasing and Auxiliary Services	119	\$80,318.51
Director, Recruiting and Admissions	116	\$65,886.15
Director, Simulation Programs	117	\$69,180.45
Director, Special Projects and Innovation	119	\$80,318.51
Director, STEM and Honors Program	117	\$69,180.45
Director, Teaching and Learning Academy	117	\$69,180.45
Director, Transfer Services	119	\$80,318.51
Director, TSC Online	117	\$69,180.45
Executive Director, Florida Public Safety Institute	123	\$109,755.00
Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions	120	\$86,342.40
Executive Director, Wakulla Environmental Institute	120	\$86,342.40

The positions listed above are designated as Managerial/Professional (GL Code 53000).

**APPENDIX C**  
**Classified Staff Positions & Pay Grades by Alpha**

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Academy Program Coordinator	<del>Non</del> -Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	<del>Non</del> -Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	<del>Non</del> -Exempt	111	\$52,597.55
Academy Program Manager	<del>Non</del> -Exempt	112	\$55,227.43
Accounting Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Accounting Manager	Exempt	115	\$62,748.71
Accounting Manager, FPSI	<del>Non</del> -Exempt	112	\$55,227.43
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Advanced and Specialized Instructional Coordinator	<del>Non</del> -Exempt	111	\$52,597.55
AMTC Program Specialist	<del>Non</del> -Exempt	104	\$37,650.57
Application Developer	<del>Non</del> -Exempt	112	\$55,227.43
Application Specialist	<del>Non</del> -Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	<del>Non</del> -Exempt	108	\$45,435.74
Assessment Analyst	<del>Non</del> -Exempt	107	\$43,585.35
Assistant Coach	<del>Non</del> -Exempt	103	\$35,857.83
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director of Federal Programs	<del>Non</del> -Exempt	112	\$55,227.43
Assistant Director of IT Consulting	Exempt	116	\$65,886.15
Assistant Director of State Programs and Scholarships	<del>Non</del> -Exempt	112	\$55,227.43
Assistant Director of Student Services	<del>Non</del> -Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
<a href="#">Assistant Director, Facilities</a>	<a href="#">Exempt</a>	<a href="#">116</a>	<a href="#">\$65,886.15</a>
Assistant Director, Financial Aid Operations and State Programs	<del>Non</del> -Exempt	112	\$55,227.43
Athletic Trainer	<del>Non</del> -Exempt	108	\$45,435.74
Athletics and Campus Recreation Manager	<del>Non</del> -Exempt	107	\$43,585.35
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	<del>Non</del> -Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	<del>Non</del> -Exempt	111	\$52,597.55
Business Analyst (Academic)	<del>Non</del> -Exempt	111	\$52,597.55
Business Analyst (Admissions)	<del>Non</del> -Exempt	111	\$52,597.55
Business Analyst (Advising)	<del>Non</del> -Exempt	111	\$52,597.55
Business Analyst (Financials)	<del>Non</del> -Exempt	111	\$52,597.55

Business Analyst (HR)	<del>Non</del> -Exempt	111	\$52,597.55
Business Analyst (State Reporting)	<del>Non</del> -Exempt	111	\$52,597.55
<b>Position Title</b>	<b>FLSA Status</b>	<b>Pay Grade</b>	<b>Base</b>
Business Analyst (Student Financials)	<del>Non</del> -Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant	<del>Non</del> -Exempt	111	\$52,597.55
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	<del>Non</del> -Exempt	109	\$47,707.53
Career and Academic Advisor	<del>Non</del> -Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Case Manager (Student Services)	<del>Non</del> -Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	<del>Non</del> -Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	<del>Non</del> -Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	<del>Non</del> -Exempt	111	\$52,597.55
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
College Admissions Recruiter	<del>Non</del> -Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor*	Exempt	110	\$50,092.90
Communications Skills Specialist	Non-Exempt	105	\$39,532.50
Communications Technology Manager	<del>Non</del> -Exempt	109	\$47,707.53
Computer Technology Lab Manager	<del>Non</del> -Exempt	108	\$45,435.74
Construction Project Services Manager	Exempt	115	\$62,748.71
Coordinator of International Student Services	<del>Non</del> -Exempt	108	\$45,435.74
Coordinator, Assistant Production	<del>Non</del> -Exempt	102	\$34,611.20
Coordinator, Dental Clinic Office	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Emergency Management and Safety	<del>Non</del> -Exempt	107	\$43,585.35
<a href="#">Coordinator, International Student Services</a>	<a href="#">Non-Exempt</a>	<a href="#">108</a>	<a href="#">\$45,435.74</a>
Coordinator, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	<del>Non</del> -Exempt	103	\$35,857.83
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Coordinator, Simulation Lab	<del>Non</del> -Exempt	108	\$45,435.74
Coordinator, Student Life and Leadership	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Work Based Learning	<del>Non</del> -Exempt	107	\$43,585.35
Corporate Solutions Manager	<del>Non</del> -Exempt	112	\$55,227.43
Counseling Center Manager	<del>Non</del> -Exempt	107	\$43,585.35
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Superintendent	Non-Exempt	103	\$35,857.83
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Digital Media Technician	<del>Non</del> -Exempt	108	\$45,435.74



Dining Facilities Manager	<del>Non</del> -Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Dual Enrollment Advisor	<del>Non</del> -Exempt	107	\$43,585.35
Position Title	FLSA Status	Pay Grade	Base
Emergency Management and Safety Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Employee Relations and Engagement Manager	<del>Non</del> -Exempt	112	\$55,227.43
Engagement Officer	<del>Non</del> -Exempt	109 <del>8</del>	<del>\$45,435.74</del> \$47,707.53
Engineering Technician (Locksmith)	<del>Non</del> -Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	<del>Non</del> -Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Executive Assistant	<del>Non</del> -Exempt	107	\$43,585.35
Executive Assistant to the President	<del>Non</del> -Exempt	108	\$45,435.74
Facilities Administrator	<del>Non</del> -Exempt	112	\$55,227.43
Facilities Maintenance Superintendent	<del>Non</del> -Exempt	111	\$52,597.55
Facilities Manager	<del>Non</del> -Exempt	113	\$57,988.80
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	<del>Non</del> -Exempt	109	\$47,707.53
Graphic Designer	<del>Non</del> -Exempt	108	\$45,435.74
Head Coach, Baseball	<del>Non</del> -Exempt	109	\$47,707.53
Head Coach, Men's Basketball	<del>Non</del> -Exempt	109	\$47,707.53
Head Coach, Softball	<del>Non</del> -Exempt	109	\$47,707.53
Head Coach, Women's Basketball	<del>Non</del> -Exempt	109	\$47,707.53
Healthcare Lead Instructor*	<del>Non</del> -Exempt	112	\$55,227.43
Help Desk Consultant	<del>Non</del> -Exempt	106	\$41,509.62
Help Desk Manager	<del>Non</del> -Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	<del>Non</del> -Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	<del>Non</del> -Exempt	110	\$50,092.90
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Landscaper	Non-Exempt	103	\$35,857.83
Lead Telecommunications Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Learning and Development Manager	<del>Non</del> -Exempt	112	\$55,227.43
Learning Commons Specialist	<del>Non</del> -Exempt	105	\$39,532.50
Learning Commons Success Coach	<del>Non</del> -Exempt	104	\$37,650.57
Librarian - Information Specialist	<del>Non</del> -Exempt	105	\$39,532.50
Library Circulation Services Supervisor	<del>Non</del> -Exempt	105	\$39,532.50
Library Services Specialist	Non-Exempt	102	\$34,611.20
Library Services Supervisor	<del>Non</del> -Exempt	107	\$43,585.35
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Maintenance Support Worker	Non-Exempt	103	\$35,857.83

Maintenance Technician I	Non-Exempt	104	\$37,650.57
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Manager, Accounting	Exempt	115	\$62,748.71
Position Title	FLSA Status	Pay Grade	Base
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Business Operations	<del>Non</del> -Exempt	111	\$52,597.55
Manager, Career Services and Specialized Student Support	<del>Non</del> -Exempt	109	\$47,707.53
Manager, Computer Technology Lab	<del>Non</del> -Exempt	107	\$43,585.35
<a href="#">Manager, FPSI Accounting</a>	<a href="#">Exempt</a>	<a href="#">112</a>	<a href="#">\$55,227.43</a>
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Nursing Lab	<del>Non</del> -Exempt	108	\$45,435.74
Manager, Recruitment	<del>Non</del> -Exempt	112	\$55,227.43
Manager, Student Life	<del>Non</del> -Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
<a href="#">Manager, Technology Consulting</a>	<a href="#">Exempt</a>	<a href="#">110</a>	<a href="#">\$50,092.90</a>
Mental Health Counselor	<del>Non</del> -Exempt	110	\$50,092.90
Multimedia Operations and Production Specialist	<del>Non</del> -Exempt	109	\$47,707.53
Network Administrator	Exempt	115	\$62,748.71
Network Technician	<del>Non</del> -Exempt	109	\$47,707.53
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	<del>Non</del> -Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	<del>Non</del> -Exempt	107	\$43,585.35
Payroll Manager	<del>Non</del> -Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	<del>Non</del> -Exempt	112	\$55,227.43
Production Coordinator	Exempt	114	\$59,760.68
Program Coordinator	<del>Non</del> -Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	<del>Non</del> -Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	<del>Non</del> -Exempt	109	\$47,707.53
Project Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Public Safety Officer	Non-Exempt	103	\$35,857.83
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Registration Specialist	Non-Exempt	104	\$37,650.57
Research Analyst	<del>Non</del> -Exempt	111	\$52,597.55
Scholarship Coordinator	<del>Non</del> -Exempt	104	\$37,650.57
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Science Lab Manager	<del>Non</del> -Exempt	108	\$45,435.74
Security Administrator	<del>Non</del> -Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35

Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	<del>Non-Exempt</del>	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Shipping, Receiving and Mail Supervisor	<del>Non-Exempt</del>	109	\$47,707.53
<b>Position Title</b>	<b>FLSA Status</b>	<b>Pay Grade</b>	<b>Base</b>
Simulation and Information Technology Specialist	<del>Non-Exempt</del>	108	\$45,435.74
Simulation Lab Technician, HCP	<del>Non-Exempt</del>	103	\$35,857.83
Software Systems Administrator	<del>Non-Exempt</del>	111	\$52,597.55
Special Projects Manager	<del>Non-Exempt</del>	112	\$55,227.43
Special Projects, Coordinator	<del>Non-Exempt</del>	113	\$57,988.80
Sponsored Programs Coordinator	<del>Non-Exempt</del>	107	\$43,585.35
Sponsored Programs Manager	<del>Non-Exempt</del>	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	<del>Non-Exempt</del>	107	\$43,585.35
Student Accessibility Advisor	<del>Non-Exempt</del>	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Activities Advisor	<del>Non-Exempt</del>	105	\$39,532.50
Student Conduct Coordinator	<del>Non-Exempt</del>	105	\$39,532.50
Student Financial Advisor	<del>Non-Exempt</del>	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	<del>Non-Exempt</del>	108	\$45,435.74
<a href="#">Student Services Advisor</a>	<a href="#">Exempt</a>	<a href="#">105</a>	<a href="#">\$39,532.50</a>
Student Success Analyst	<del>Non-Exempt</del>	111	\$52,597.55
Student Success Specialist	<del>Non-Exempt</del>	106	\$41,509.62
Student Support Specialist	Non-Exempt	104	\$37,650.57
Supervisor Landscape Services	<del>Non-Exempt</del>	105	\$39,532.50
Sustainability Specialist	Non-Exempt	102	\$34,611.20
Systems Administrator	<del>Non-Exempt</del>	113	\$57,988.80
Systems Analyst	<del>Non-Exempt</del>	111	\$52,597.55
Systems Support Manager	<del>Non-Exempt</del>	107	\$43,585.35
Systems Support Specialist	<del>Non-Exempt</del>	106	\$41,509.62
Technology Consultant	<del>Non-Exempt</del>	107	\$43,585.35
Technology and Event Consultant	<del>Non-Exempt</del>	<a href="#">106</a>	<a href="#">\$41,509.62</a>
Testing and Retention Coordinator	<del>Non-Exempt</del>	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Programs and Experiences Coordinator	<del>Non-Exempt</del>	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	<del>Non-Exempt</del>	107	\$43,585.35
Veterans Success Center Coordinator	<del>Non-Exempt</del>	107	\$43,585.35
Video/Multimedia Producer	<del>Non-Exempt</del>	108	\$45,435.74
Welding Technologies Instructor*	Exempt	111	\$52,597.55
Workforce Service Manager	<del>Non-Exempt</del>	112	\$55,227.43

\*Instructor positions are exempt from overtime as defined by the Fair Labor Standards Act.

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

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Food Service Assistant	Non-Exempt	101	\$33,280.00
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Coordinator, Assistant Production	Non-Exempt	102	\$34,611.20
Library Services Specialist	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	<del>Non</del> -Exempt	103	\$35,857.83
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	<del>Non</del> -Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Simulation Lab Technician, HCP	<del>Non</del> -Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	<del>Non</del> -Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	<del>Non</del> -Exempt	104	\$37,650.57
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Registration Specialist	Non-Exempt	104	\$37,650.57
Scholarship Coordinator	<del>Non</del> -Exempt	104	\$37,650.57

Student Support Specialist	Non-Exempt	104	\$37,650.57
Sustainability Specialist	Non-Exempt	104	\$37,650.57
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
<b>Position Title</b>	<b>FLSA Status</b>	<b>Pay Grade</b>	<b>Base</b>
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	<del>Non</del> -Exempt	105	\$39,532.50
Learning Commons Specialist	<del>Non</del> -Exempt	105	\$39,532.50
Librarian - Information Specialist	Non-Exempt	105	\$39,532.50
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Payroll Specialist	Non-Exempt	105	\$39,532.50
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	<del>Non</del> -Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	<del>Non</del> -Exempt	105	\$39,532.50
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	<del>Non</del> -Exempt	106	\$41,509.62
College Admissions Recruiter	<del>Non</del> -Exempt	106	\$41,509.62
Counseling Center Manager	<del>Non</del> -Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Help Desk Consultant	<del>Non</del> -Exempt	106	\$41,509.62
Lead Telecommunications Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Student Success Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Systems Support Specialist	<del>Non</del> -Exempt	106	\$41,509.62
Technology Consultant	<del>Non</del> -Exempt	107	\$43,585.35
Accounting Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Adult Education Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Assessment Analyst	<del>Non</del> -Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	<del>Non</del> -Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	<del>Non</del> -Exempt	107	\$43,585.35
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
Communications Skills Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Dental Clinic Office	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	<del>Non</del> -Exempt	107	\$43,585.35



Coordinator, Simulation Lab	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	<del>Non</del> -Exempt	107	\$43,585.35
Coordinator, Work Based Learning	<del>Non</del> -Exempt	107	\$43,585.35
Counseling Center Manager	<del>Non</del> -Exempt	107	\$43,585.35
Digital Communications Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Dual Enrollment Advisor	<del>Non</del> -Exempt	107	\$43,585.35
<b>Position Title</b>	<b>FLSA Status</b>	<b>Pay Grade</b>	<b>Base</b>
Emergency Management and Safety Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	<del>Non</del> -Exempt	107	\$43,585.35
Executive Assistant	<del>Non</del> -Exempt	107	\$43,585.35
Executive Assistant to the President	<del>Non</del> -Exempt	107	\$43,585.35
Executive Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	<del>Non</del> -Exempt	107	\$43,585.35
Manager, Computer Technology Lab	<del>Non</del> -Exempt	107	\$43,585.35
Manager, Nursing Lab	<del>Non</del> -Exempt	107	\$43,585.35
Manager, Student Life	<del>Non</del> -Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	<del>Non</del> -Exempt	107	\$43,585.35
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Sponsored Programs Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Strategic Communications Specialist	<del>Non</del> -Exempt	107	\$43,585.35
Student Accessibility Advisor	<del>Non</del> -Exempt	107	\$43,585.35
Student Activities Advisor	<del>Non</del> -Exempt	107	\$43,585.35
Testing and Retention Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Veterans Affairs Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Veterans Success Center Coordinator	<del>Non</del> -Exempt	107	\$43,585.35
Academic Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Applications Specialist	<del>Non</del> -Exempt	108	\$45,435.74
Athletic Trainer	<del>Non</del> -Exempt	108	\$45,435.74
Coordinator of International Student Services	<del>Non</del> -Exempt	108	\$45,435.74
Digital Media Technician	<del>Non</del> -Exempt	108	\$45,435.74
Engagement Officer	<del>Non</del> -Exempt	10 <u>98</u>	\$45,435.74
Events Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Graphic Designer	<del>Non</del> -Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	<del>Non</del> -Exempt	108	\$45,435.74
Science Lab Manager	<del>Non</del> -Exempt	108	\$45,435.74
Scholarship Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Senior Engineering Technician	<del>Non</del> -Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	<del>Non</del> -Exempt	108	\$45,435.74
Student Loans Coordinator	<del>Non</del> -Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	<del>Non</del> -Exempt	108	\$45,435.74

Video/Multimedia Producer	<del>Non-Exempt</del>	108	\$45,435.74
Campus Police Sergeant	<del>Non-Exempt</del>	109	\$47,707.53
Case Manager (Student Services)	<del>Non-Exempt</del>	109	\$47,707.53
Communications Technology Manager	<del>Non-Exempt</del>	109	\$47,707.53
Gift Processing and Scholarship Officer	<del>Non-Exempt</del>	109	\$47,707.53
Position Title	FLSA Status	Pay Grade	Base
Shipping, Receiving and Mail Supervisor	<del>Non-Exempt</del>	109	\$47,707.53
Head Coach, Baseball	<del>Non-Exempt</del>	109	\$47,707.53
Head Coach, Men's Basketball	<del>Non-Exempt</del>	109	\$47,707.53
Head Coach, Softball	<del>Non-Exempt</del>	109	\$47,707.53
Head Coach, Women's Basketball	<del>Non-Exempt</del>	109	\$47,707.53
Manager, Career Services and Specialized Student Support	<del>Non-Exempt</del>	109	\$47,707.53
Multimedia Operations and Production Specialist	<del>Non-Exempt</del>	109	\$47,707.53
Network Technician	<del>Non-Exempt</del>	109	\$47,707.53
Program Coordinator	<del>Non-Exempt</del>	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	<del>Non-Exempt</del>	109	\$47,707.53
Assistant Director of Student Services	<del>Non-Exempt</del>	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor*	<del>Non-Exempt</del>	110	\$50,092.90
Instructional Designer	<del>Non-Exempt</del>	110	\$50,092.90
Mental Health Counselor	<del>Non-Exempt</del>	110	\$50,092.90
Program Coordinator (Learning Commons)	<del>Non-Exempt</del>	110	\$50,092.90
Systems Support Manager	<del>Non-Exempt</del>	110	\$50,092.90
Academy Program Coordinator	<del>Non-Exempt</del>	111	\$52,597.55
Academy Program Coordinator (Firearms)	<del>Non-Exempt</del>	111	\$52,597.55
Academy Program Coordinator (First Responder)	<del>Non-Exempt</del>	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	<del>Non-Exempt</del>	111	\$52,597.55
Budget and Cost Analysis Manager	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (Academic)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (Admissions)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (Advising)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (Financials)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (HR)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (State Reporting)	<del>Non-Exempt</del>	111	\$52,597.55
Business Analyst (Student Financials)	<del>Non-Exempt</del>	111	\$52,597.55
CJ Instructional Coordinator	<del>Non-Exempt</del>	111	\$52,597.55
CJ Instructional Coordinator - Corrections	<del>Non-Exempt</del>	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	<del>Non-Exempt</del>	111	\$52,597.55
Campus Police Lieutenant	<del>Non-Exempt</del>	111	\$52,597.55
Facilities Maintenance Superintendent	<del>Non-Exempt</del>	111	\$52,597.55
HVAC Curriculum Specialist	<del>Non-Exempt</del>	111	\$52,597.55

Business Operations Manager	<del>Non-Exempt</del>	111	\$52,597.55
Research Analyst	<del>Non-Exempt</del>	111	\$52,597.55
Software Systems Administrator	<del>Non-Exempt</del>	111	\$52,597.55
Student Success Analyst	<del>Non-Exempt</del>	111	\$52,597.55
Systems Analyst	<del>Non-Exempt</del>	111	\$52,597.55
Position Title	FLSA Status	Pay Grade	Base
Welding Technologies Instructor*	Exempt	111	\$52,597.55
Academy Program Manager	<del>Non-Exempt</del>	112	\$55,227.43
Application Developer	<del>Non-Exempt</del>	112	\$55,227.43
Assistant Director of Federal Programs	<del>Non-Exempt</del>	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	<del>Non-Exempt</del>	112	\$55,227.43
Benefits Manager	<del>Non-Exempt</del>	112	\$55,227.43
Corporate Solutions Manager	<del>Non-Exempt</del>	112	\$55,227.43
Dining Facilities Manager	<del>Non-Exempt</del>	112	\$55,227.43
Employee Relations and Engagement Manager	<del>Non-Exempt</del>	112	\$55,227.43
Facilities Administrator	<del>Non-Exempt</del>	112	\$55,227.43
Healthcare Lead Instructor*	Exempt	112	\$55,227.43
Learning and Development Manager	<del>Non-Exempt</del>	112	\$55,227.43
Recruitment Manager	<del>Non-Exempt</del>	112	\$55,227.43
Payroll Manager	<del>Non-Exempt</del>	112	\$55,227.43
Practicum Coordinator	<del>Non-Exempt</del>	112	\$55,227.43
Special Projects Manager	<del>Non-Exempt</del>	112	\$55,227.43
Workforce Service Manager	<del>Non-Exempt</del>	112	\$55,227.43
Accounting Manager, FPSI	<del>Non-Exempt</del>	113	\$57,988.80
<del>Facilities Manager</del>	<del>Non-Exempt</del>	<del>113</del>	<del>\$57,988.80</del>
Help Desk Manager	<del>Non-Exempt</del>	113	\$57,988.80
Security Administrator	<del>Non-Exempt</del>	113	\$57,988.80
Special Projects, Coordinator	<del>Non-Exempt</del>	113	\$57,988.80
Sponsored Programs Manager	<del>Non-Exempt</del>	113	\$57,988.80
Systems Administrator	<del>Non-Exempt</del>	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Coordinator, Instruction and Project	Exempt	114	\$59,760.68
Production Coordinator	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Accounting Manager	Exempt	115	\$62,748.71
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Assistant Director Academic Advising	Exempt	116	\$65,886.15



Assistant Director IT Consulting	Exempt	116	\$65,886.15
<a href="#">Assistant Director, Facilities</a>	<a href="#">Exempt</a>	<a href="#">116</a>	<a href="#">\$65,886.15</a>
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Systems Administration	Exempt	116	\$65,886.15
Student Financials Operation Officer	Exempt	116	\$65,886.15

\*Instructor positions are exempt from overtime as defined by the Fair Labor Standards Act.

**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
Apprenticeship and Training Representative (ATR) Region 4
Apprenticeship and Training Representative (ATR) Region 6
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
Career Navigator, Project Anchor
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
CSP Contract Support Specialist
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary

Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Lead Instructor, Hospitality/Retail Management
Learning Consultant
Learning Consultant Manager
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
Postsecondary Assessment Specialist
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator
Program Administrator
Program Director
Program Director of Integrated Education and Training & (IELCE)
Program Director, Troops 2 Teachers
Program Lead
Program Manager
Program Specialist
Program Specialist I
Program Specialist II
Program Specialist IV
Program Specialist, Eagle Connections
Project Director
Project Manager
Psychometrician
Reading Room Facilitator
Regional Civics Coach - Region 1
Regional Civics Literacy Captain
Regional Workforce Education Coordinator – North Region
Regional Workforce Education Coordinator – South Region
Science Content Specialist
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Business Intelligence Analyst
Senior Learning Specialist
Senior Training 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
Statewide Regional Coordinator
Supervisor of Curriculum and Evaluation
Technical Educator Instructor
Technical Educator Instructor, Building and Trades Career
Technical Reading Instructor
Teen Traffic Safety Program Assistant

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 5, 2024	June 8, 2024	June 14, 2024	Friday, June 28, 2024
June 9, 2024	July 6, 2024	July 12, 2024	Wednesday, July 31, 2024
July 7, 2024	August 3, 2024	August 15, 2024	Friday, August 30, 2024
August 4, 2024	September 7, 2024	September 16, 2024	Friday, September 30, 2024
September 8, 2024	October 5, 2024	October 15, 2024	Thursday, October 31, 2024
October 6, 2024	November 2, 2024	November 15, 2024	Friday, November 29, 2024
November 3, 2024	December 7, 2024	December 12, 2024	Tuesday, December 31, 2024
December 8, 2024	January 4, 2025	January 17, 2025	Friday, January 31, 2025
January 5, 2025	February 1, 2025	February 10, 2025	Friday, February 28, 2025
February 2, 2025	March 8, 2025	March 18, 2025	Monday, March 31, 2025
March 9, 2025	April 5, 2025	April 11, 2024	Wednesday, April 30, 2025
April 6, 2025	May 3, 2025	May 9, 2025	Friday, May 30, 2025
May 4, 2025	June 7, 2025	June 13, 2025	Monday, June 30, 2025



# TALLAHASSEE STATE COLLEGE

*ANNUAL SALARY SCHEDULE*

**2024 - 2025**

**Prepared by Human Resources**

## Table of Contents

INTRODUCTION	3
PURPOSE	3
ACCREDITATION	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	8
FULL-TIME FACULTY	9
ADJUNCTS (Credit/Contract Hours)	9
ADJUNCTS (Clock Hours)	12
CLASSIFIED STAFF/PROFESSIONAL POSITIONS	14
RETIREEES	16
APPENDIX A	19
APPENDIX B	20
APPENDIX C	22
APPENDIX D	27
APPENDIX E	33
APPENDIX F	35

## **INTRODUCTION**

The Tallahassee State 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 State 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).

## **WEBSITE**

This Salary Schedule may be viewed online at:

[Salary Schedule 2024 - 2025](#)

## **GENERAL PROVISIONS**

### **Effective Date**

January 1, 2025

### **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.

### **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 regard 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 November 15, 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 which includes the salary threshold as described above.

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.

### **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.

### **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 base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base 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 (12%) of the base 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: [TSC - 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: [TSC - 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	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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	\$752

**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	\$29
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	\$32

**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 credentials and Associate degree	\$24	\$72	\$96	\$120

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

## CONTINUING EDUCATION INSTRUCTORS

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

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51
Masters	\$36
Bachelors	\$32
Associate	\$31
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.

### 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 TSCPD 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 TSCPD 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 may be 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 employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

If the timesheet is not turned in to the supervisor by the designated Time and Attendance lockout dates, 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 TSC-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-TSC 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**  
**Pay Grades**

<b>Grade</b>	<b>Base</b>
101	\$33,280.00
102	\$34,611.20
103	\$35,857.83
104	\$37,650.57
105	\$39,532.50
106	\$41,509.62
107	\$43,585.35
108	\$45,435.74
109	\$47,707.53
110	\$50,092.90
111	\$52,597.55
112	\$55,227.43
113	\$57,988.80
114	\$59,760.68
115	\$62,748.71
116	\$65,886.15
117	\$69,180.45
118	\$74,714.89
119	\$80,318.51
120	\$86,342.40
121	\$94,976.64
122	\$101,625.00
123	\$109,755.00
124	\$118,535.40
125	\$132,759.65

**APPENDIX B**  
**Managerial/Professional Positions by Alpha**

Position Title	Pay Grade	Base
Associate Dean, Academic Affairs	120	\$86,342.40
Associate Dean, Applied Sciences and Technology	120	\$86,342.40
Associate Dean, Faculty Initiatives	120	\$86,342.40
Associate Dean, Healthcare Professions	120	\$86,342.40
Associate Dean, Healthcare Professions & Academic Planning	120	\$86,342.40
Associate Dean, Mathematics and Science	120	\$86,342.40
Associate Dean, Social Science	120	\$86,342.40
Associate Director, Wakulla Environmental Institute	116	\$65,886.15
Associate Vice President for Administrative Services	125	\$132,759.65
Associate Vice President of Academic Affairs	125	\$132,759.65
Chief Engagement Officer	117	\$69,180.45
Chief of Campus Police	122	\$101,625.00
College Registrar	117	\$69,180.45
Dean, Applied Science and Technology	122	\$101,625.00
Dean, Career and Academic Planning	122	\$101,625.00
Dean, Communications and Humanities	122	\$101,625.00
Dean, Enrollment Services	122	\$101,625.00
Dean, Science and Mathematics	122	\$101,625.00
Dean, Social Science	122	\$101,625.00
Dean, Student Services	119	\$80,318.51
Director of Advising	116	\$65,886.15
Director of Assessment and Accreditation	117	\$69,180.45
Director of Athletics	117	\$69,180.45
Director of Business and Workforce Development	119	\$80,318.51
Director of Business Process Improvement	119	\$80,318.51
Director of Career and Academic Planning	122	\$101,625.00
Director of Certificate Programs	117	\$69,180.45
Director of Continuing Education Programs	117	\$69,180.45
Director of Continuing Workforce Education	119	\$80,318.51
Director of Development	119	\$80,318.51
Director of Enterprise Applications	119	\$80,318.51
Director of Facilities, Planning and Construction	122	\$101,625.00
Director of Financial Services	122	\$101,625.00
Director of Grants and Special Projects	117	\$69,180.45
Director of Hospitality	117	\$69,180.45
Director of Institutional Research and Planning	119	\$80,318.51
Director of Strategic Communications	119	\$80,318.51
Director of Student Financial Services	122	\$101,625.00
Director, Call Center	116	\$65,886.15
Director, Hospitality	117	\$69,180.45
Director, Human Resources	122	\$101,625.00



Position Title	Pay Grade	Base
Director, Information Technology Infrastructure	117	\$69,180.45
Director, Information Technology User Services	117	\$69,180.45
Director, IT Consulting	117	\$69,180.45
Director, Integrated Marketing	117	\$69,180.45
Director, Learning Commons	117	\$69,180.45
Director, Library Services	117	\$69,180.45
Director, Purchasing and Auxiliary Services	119	\$80,318.51
Director, Recruiting and Admissions	116	\$65,886.15
Director, Simulation Programs	117	\$69,180.45
Director, Special Projects and Innovation	119	\$80,318.51
Director, STEM and Honors Program	117	\$69,180.45
Director, Teaching and Learning Academy	117	\$69,180.45
Director, Transfer Services	119	\$80,318.51
Director, TSC Online	117	\$69,180.45
Executive Director, Florida Public Safety Institute	123	\$109,755.00
Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions	120	\$86,342.40
Executive Director, Wakulla Environmental Institute	120	\$86,342.40

The positions listed above are designated as Managerial/Professional (GL Code 53000).

**APPENDIX C**  
**Classified Staff Positions & Pay Grades by Alpha**

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	Exempt	108	\$45,435.74
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Accounting Coordinator	Exempt	107	\$43,585.35
Accounting Manager	Exempt	115	\$62,748.71
Accounting Manager, FPSI	Exempt	112	\$55,227.43
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Exempt	107	\$43,585.35
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
AMTC Program Specialist	Exempt	104	\$37,650.57
Application Developer	Exempt	112	\$55,227.43
Application Specialist	Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Exempt	108	\$45,435.74
Assessment Analyst	Exempt	107	\$43,585.35
Assistant Coach	Exempt	103	\$35,857.83
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director of IT Consulting	Exempt	116	\$65,886.15
Assistant Director of State Programs and Scholarships	Exempt	112	\$55,227.43
Assistant Director of Student Services	Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Facilities	Exempt	116	\$65,886.15
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Athletic Trainer	Exempt	108	\$45,435.74
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant	Exempt	111	\$52,597.55
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Exempt	109	\$47,707.53
Career and Academic Advisor	Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
Case Manager (Student Services)	Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
College Admissions Recruiter	Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Communications Skills Specialist	Non-Exempt	105	\$39,532.50
Communications Technology Manager	Exempt	109	\$47,707.53
Computer Technology Lab Manager	Exempt	108	\$45,435.74
Construction Project Services Manager	Exempt	115	\$62,748.71
Coordinator of International Student Services	Exempt	108	\$45,435.74
Coordinator, Assistant Production	Exempt	102	\$34,611.20
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Emergency Management and Safety	Exempt	107	\$43,585.35
Coordinator, International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Corporate Solutions Manager	Exempt	112	\$55,227.43
Counseling Center Manager	Exempt	107	\$43,585.35
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Superintendent	Non-Exempt	103	\$35,857.83
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Exempt	107	\$43,585.35
Digital Media Technician	Exempt	108	\$45,435.74

Position Title	FLSA Status	Pay Grade	Base
Dining Facilities Manager	Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Dual Enrollment Advisor	Exempt	107	\$43,585.35
Emergency Management and Safety Coordinator	Exempt	107	\$43,585.35
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Engagement Officer	Exempt	109	\$47,707.53
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Exempt	108	\$45,435.74
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	108	\$45,435.74
Facilities Administrator	Exempt	112	\$55,227.43
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Facilities Manager	Exempt	113	\$57,988.80
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Graphic Designer	Exempt	108	\$45,435.74
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Help Desk Consultant	Exempt	106	\$41,509.62
Help Desk Manager	Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Exempt	110	\$50,092.90
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Landscaper	Non-Exempt	103	\$35,857.83
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Learning and Development Manager	Exempt	112	\$55,227.43
Learning Commons Specialist	Exempt	105	\$39,532.50
Learning Commons Success Coach	Exempt	104	\$37,650.57
Librarian - Information Specialist	Exempt	105	\$39,532.50
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Library Services Specialist	Non-Exempt	102	\$34,611.20
Library Services Supervisor	Exempt	107	\$43,585.35
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Maintenance Support Worker	Non-Exempt	103	\$35,857.83

Position Title	FLSA Status	Pay Grade	Base
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Manager, Accounting	Exempt	115	\$62,748.71
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Business Operations	Exempt	111	\$52,597.55
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, FPSI Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Nursing Lab	Exempt	108	\$45,435.74
Manager, Recruitment	Exempt	112	\$55,227.43
Manager, Student Life	Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Manager, Technology Consulting	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Administrator	Exempt	115	\$62,748.71
Network Technician	Exempt	109	\$47,707.53
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Payroll Manager	Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Exempt	112	\$55,227.43
Production Coordinator	Exempt	114	\$59,760.68
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Project Specialist	Exempt	106	\$41,509.62
Public Safety Officer	Non-Exempt	103	\$35,857.83
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Registration Specialist	Non-Exempt	104	\$37,650.57
Research Analyst	Exempt	111	\$52,597.55
Scholarship Coordinator	Exempt	104	\$37,650.57
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Science Lab Manager	Exempt	108	\$45,435.74
Security Administrator	Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35

Position Title	FLSA Status	Pay Grade	Base
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	Exempt	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Simulation and Information Technology Specialist	Exempt	108	\$45,435.74
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Software Systems Administrator	Exempt	111	\$52,597.55
Special Projects Manager	Exempt	112	\$55,227.43
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Sponsored Programs Manager	Exempt	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Activities Advisor	Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Exempt	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	Exempt	108	\$45,435.74
Student Services Advisor	Exempt	105	\$39,532.50
Student Success Analyst	Exempt	111	\$52,597.55
Student Success Specialist	Exempt	106	\$41,509.62
Student Support Specialist	Non-Exempt	104	\$37,650.57
Supervisor Landscape Services	Exempt	105	\$39,532.50
Sustainability Specialist	Non-Exempt	102	\$34,611.20
Systems Administrator	Exempt	113	\$57,988.80
Systems Analyst	Exempt	111	\$52,597.55
Systems Support Manager	Exempt	107	\$43,585.35
Systems Support Specialist	Exempt	106	\$41,509.62
Technology Consultant	Exempt	107	\$43,585.35
Technology and Event Consultant	Exempt	106	\$41,509.62
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Video/Multimedia Producer	Exempt	108	\$45,435.74
Welding Technologies Instructor	Exempt	111	\$52,597.55
Workforce Service Manager	Exempt	112	\$55,227.43

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

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Food Service Assistant	Non-Exempt	101	\$33,280.00
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Coordinator, Assistant Production	Non-Exempt	102	\$34,611.20
Library Services Specialist	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	Exempt	103	\$35,857.83
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	Exempt	104	\$37,650.57
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Registration Specialist	Non-Exempt	104	\$37,650.57
Scholarship Coordinator	Exempt	104	\$37,650.57
Student Support Specialist	Non-Exempt	104	\$37,650.57
Sustainability Specialist	Non-Exempt	104	\$37,650.57
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Learning Commons Specialist	Exempt	105	\$39,532.50
Librarian - Information Specialist	Non-Exempt	105	\$39,532.50
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Payroll Specialist	Non-Exempt	105	\$39,532.50
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	Exempt	105	\$39,532.50
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
College Admissions Recruiter	Exempt	106	\$41,509.62
Counseling Center Manager	-Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Help Desk Consultant	Exempt	106	\$41,509.62
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	Exempt	106	\$41,509.62
Student Success Specialist	Exempt	106	\$41,509.62
Systems Support Specialist	Exempt	106	\$41,509.62
Technology Consultant	Exempt	107	\$43,585.35
Accounting Coordinator	Exempt	107	\$43,585.35
Adult Education Specialist	Exempt	107	\$43,585.35
Assessment Analyst	Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	Exempt	107	\$43,585.35
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
Communications Skills Specialist	Exempt	107	\$43,585.35
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Simulation Lab	Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Counseling Center Manager	Exempt	107	\$43,585.35
Digital Communications Specialist	Exempt	107	\$43,585.35
Dual Enrollment Advisor	Exempt	107	\$43,585.35



Position Title	FLSA Status	Pay Grade	Base
Emergency Management and Safety Coordinator	-Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	107	\$43,585.35
Executive Coordinator	Exempt	107	\$43,585.35
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	Exempt	107	\$43,585.35
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, Nursing Lab	Exempt	107	\$43,585.35
Manager, Student Life	Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Activities Advisor	Exempt	107	\$43,585.35
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Veterans Affairs Coordinator	-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Academic Coordinator	Exempt	108	\$45,435.74
Applications Specialist	Exempt	108	\$45,435.74
Athletic Trainer	Exempt	108	\$45,435.74
Coordinator of International Student Services	Exempt	108	\$45,435.74
Digital Media Technician	Exempt	108	\$45,435.74
Events Coordinator	Exempt	108	\$45,435.74
Graphic Designer	Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Science Lab Manager	Exempt	108	\$45,435.74
Scholarship Coordinator	Exempt	108	\$45,435.74
Senior Engineering Technician	Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	Exempt	108	\$45,435.74
Student Loans Coordinator	Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Video/Multimedia Producer	Exempt	108	\$45,435.74
Campus Police Sergeant	Exempt	109	\$47,707.53
Case Manager (Student Services)	Exempt	109	\$47,707.53
Communications Technology Manager	Exempt	109	\$47,707.53
Engagement Officer	Exempt	109	\$45,435.74
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53

Position Title	FLSA Status	Pay Grade	Base
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Technician	Exempt	109	\$47,707.53
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Assistant Director of Student Services	Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Instructional Designer	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Systems Support Manager	Exempt	110	\$50,092.90
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Campus Police Lieutenant	Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
Business Operations Manager	Exempt	111	\$52,597.55
Research Analyst	Exempt	111	\$52,597.55
Software Systems Administrator	Exempt	111	\$52,597.55
Student Success Analyst	Exempt	111	\$52,597.55
Systems Analyst	Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base
Welding Technologies Instructor	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Application Developer	Exempt	112	\$55,227.43
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Benefits Manager	Exempt	112	\$55,227.43
Corporate Solutions Manager	Exempt	112	\$55,227.43
Dining Facilities Manager	Exempt	112	\$55,227.43
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Facilities Administrator	Exempt	112	\$55,227.43
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Learning and Development Manager	Exempt	112	\$55,227.43
Recruitment Manager	Exempt	112	\$55,227.43
Payroll Manager	Exempt	112	\$55,227.43
Practicum Coordinator	Exempt	112	\$55,227.43
Special Projects Manager	Exempt	112	\$55,227.43
Workforce Service Manager	Exempt	112	\$55,227.43
Accounting Manager, FPSI	Exempt	113	\$57,988.80
Help Desk Manager	Exempt	113	\$57,988.80
Security Administrator	Exempt	113	\$57,988.80
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Manager	Exempt	113	\$57,988.80
Systems Administrator	Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Coordinator, Instruction and Project	Exempt	114	\$59,760.68
Production Coordinator	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Accounting Manager	Exempt	115	\$62,748.71
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director, Facilities	Exempt	116	\$65,886.15
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15

Manager, Systems Administration	Exempt	116	\$65,886.15
Student Financials Operation Officer	Exempt	116	\$65,886.15

**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
Apprenticeship and Training Representative (ATR) Region 4
Apprenticeship and Training Representative (ATR) Region 6
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
Career Navigator, Project Anchor
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
CSP Contract Support Specialist
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Lead Instructor, Hospitality/Retail Management

Learning Consultant
Learning Consultant Manager
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
Postsecondary Assessment Specialist
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator
Program Administrator
Program Director
Program Director of Integrated Education and Training & (IELCE)
Program Director, Troops 2 Teachers
Program Lead
Program Manager
Program Specialist
Program Specialist I
Program Specialist II
Program Specialist IV
Program Specialist, Eagle Connections
Project Director
Project Manager
Psychometrician
Reading Room Facilitator
Regional Civics Coach - Region 1
Regional Civics Literacy Captain
Regional Workforce Education Coordinator – North Region
Regional Workforce Education Coordinator – South Region
Science Content Specialist
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Business Intelligence Analyst
Senior Learning Specialist
Senior Training 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
Statewide Regional Coordinator
Supervisor of Curriculum and Evaluation
Technical Educator Instructor
Technical Educator Instructor, Building and Trades Career
Technical Reading Instructor
Teen Traffic Safety Program Assistant
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 5, 2024	June 8, 2024	June 14, 2024	Friday, June 28, 2024
June 9, 2024	July 6, 2024	July 12, 2024	Wednesday, July 31, 2024
July 7, 2024	August 3, 2024	August 15, 2024	Friday, August 30, 2024
August 4, 2024	September 7, 2024	September 16, 2024	Friday, September 30, 2024
September 8, 2024	October 5, 2024	October 15, 2024	Thursday, October 31, 2024
October 6, 2024	November 2, 2024	November 15, 2024	Friday, November 29, 2024
November 3, 2024	December 7, 2024	December 12, 2024	Tuesday, December 31, 2024
December 8, 2024	January 4, 2025	January 17, 2025	Friday, January 31, 2025
January 5, 2025	February 1, 2025	February 10, 2025	Friday, February 28, 2025
February 2, 2025	March 8, 2025	March 18, 2025	Monday, March 31, 2025
March 9, 2025	April 5, 2025	April 11, 2024	Wednesday, April 30, 2025
April 6, 2025	May 3, 2025	May 9, 2025	Friday, May 30, 2025
May 4, 2025	June 7, 2025	June 13, 2025	Monday, June 30, 2025

January 21, 2025

**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 – TSC Academic Computing Center (AC/TCA)  
Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project

---

**Item Description**

This item requests approval of the Guaranteed Maximum Price (GMP) for the TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project.

**Overview and Background**

This project includes renovations/improvements to the second and third floors of the Academic Computing Center building#08 for the Tallahassee Collegiate Academy. Construction will be a phased effort that includes selective demolition to specific rooms, walls, ventilation and lighting. Renovations/improvements will consist of installation of new walls, lighting, ventilation, fire suppression and corridors to support fire and life safety requirements. The building will remain partially occupied during the phased construction and is located on the Main (M) Campus - Site 1 , 444 Appleyard Drive, Tallahassee, FL 32304.

The requirements for the GMP solicitation process were reviewed and completed by RAM Construction & Development, LLC. The bid specifications were approved by TSC and RAM Construction & Development, LLC, and released to the public on January 14, 2025. Proposals from sub-contractors to be opened on January 30, 2025 and evaluated accordingly.

The Guaranteed Maximum Price (GMP) for the TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project is \$1,353,361.94 with supporting documents attached.

**Funding/ Financial Implications**

The GMP for this project is \$1,353,361.94. This construction contract will be funded by PECO and Local College funds.

**Past Actions by the Board**

The Board approved the award for the Pre-Qualification of Construction Manager Services for projects at the June 17, 2024 BOT meeting.



**Recommended Action**

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, LLC., for the TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project.

## AGREEMENT BETWEEN THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE STATE COLLEGE AND CONSTRUCTION MANAGER FOR CERTAIN PROJECTS

---

THIS AGREEMENT made this **21st** day of **January, 2025**, between The District Board of Trustees of Tallahassee State College (hereinafter called “TSC”) and **RAM Construction & Development, LLC**, (hereinafter called the Construction Manager”).

Whereas, the primary intent of this Agreement is to obtain construction management services for the TSC project, **TSC Academic Computing Center (AC/TCA) Building#08 - 2nd and 3rd Floor Renovations**.

To carry out the intent of this Agreement, TSC and the Construction Manager agree as set forth below:

### ARTICLE 1

#### Definitions

- 1.1 Terms used in this Agreement shall have the following meanings:
  - 1.1.1 “Contract Documents” means this Agreement and all other documents relevant to the services, projects, and construction addressed in this Agreement.
  - 1.1.2 “Trade Contractor” means any contractor or subcontractor providing construction and/or services related to the projects herein. “Trade Contractor” and “Subcontractor” shall be used interchangeably.

### ARTICLE 2

#### The Construction Team and Extent of Agreement

- 2.1 The Construction Manager agrees to furnish its best skill and judgment and to cooperate with the Architect/Engineer and TSC’s representatives, where applicable, in furthering the interests of TSC and meeting its obligations under this Agreement. The Construction Manager agrees to furnish efficient business administration, management, and superintendence and to use its best efforts to complete the Projects to which it is assigned in an expeditious, competent, and economical manner consistent with the interests of TSC.
- 2.2 The Construction Team: The Construction Manager, TSC, TSC’s representative, and the Architect/Engineer (collectively the “Construction Team”) will work as a team through the commencement of Construction Manager’s services and construction completion. The Construction Manager shall provide leadership to the Construction Team on all matters relating to construction. The Architect/Engineer will provide leadership to the Construction Team on all matters relating to design.
- 2.3 Extent of the Agreement: This Agreement is complementary to the Drawings and Specifications, Project Manuals, Purchase Orders, and any future specific agreements between the parties, and together with them, represents the entire agreement between TSC and the Construction Manager and supersedes all prior negotiations, representations or agreements. If this Agreement conflicts with the Drawings and Specifications, Project Manuals, Purchase Orders, or any other future agreements between the parties, this

Agreement shall control unless expressly provided for otherwise in a writing signed by both parties. Where this Agreement is silent, the requirements of the Drawings and Specifications, Project Manual and purchase orders will prevail. This Agreement may be amended only by written instrument signed by TSC and the Construction Manager.

### ARTICLE 3

#### Construction Manager's Services

- 3.1 The Construction Manager's Basic Services under this Agreement include construction and management services for certain Projects which cost \$0 - \$4,000,000 each (Projects). Each specific Project will be described in a Purchase Order pursuant to the terms of this Agreement. The Purchase Order shall be considered part of the Contract Documents and incorporated into this Agreement. The Construction Manager will submit a guaranteed maximum price proposal for each Project. Should TSC and Construction Manager not reach an agreement (which would be confirmed by a Purchase Order) on the Project, TSC reserves the right to cease negotiations for that Project and perform the work by other means, including but not limited to employing a different construction manager, without affecting this Agreement or any other Project.
- 3.2 The Construction Manager shall cooperate closely with the Architect/Engineer, TSC, TSC's representative, and the building code inspector and shall be responsible for the successful completion of the Projects.
- 3.3 Unless otherwise authorized by TSC, all Work shall be performed under Trade Contracts held by the Construction Manager. **The Construction Manager may not bid any of the Trade Contractor Work** or perform such Work with its own forces or employees unless it obtains prior written consent of TSC. The Construction Manager shall:
  - 3.3.1 Provide preliminary evaluation of the Project and Project budget requirements, each in terms of the other. Assist TSC and the Architect/Engineer in achieving mutually agreed upon Project and Project budget requirements and other design parameters. Provide cost evaluations of alternative materials and systems.
  - 3.3.2 Review all design documents for constructability and compliance with applicable laws, rules, codes, design standards, and ordinances. Prior to bid, without assuming the responsibilities of the Architect/Engineer, the Construction Manager shall bring to TSC's attention any Work or construction items necessary to deliver to TSC an operational and complete Project.
  - 3.3.3 Advise about site use and improvements, selection of materials, building systems, and equipment and methods of Project delivery. Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurements, installation and construction, and factors related to cost.
  - 3.3.4 Provide for a Project Schedule that coordinates and integrates the Construction Manager's services, the Architect/Engineer's services, and TSC's responsibilities with anticipated construction schedules.

- 3.3.5 Coordinate the documents related to Construction Manager's services, consult with TSC and the Architect/Engineer regarding Drawings and Specifications, and recommend alternative solutions whenever design details affect construction feasibility, cost, or schedules.
- 3.3.6 Develop a Project Construction Schedule providing all major elements such as phasing of construction and times of commencement and completion required of each Trade Contractor or subcontractor. Provide the Project Construction Schedule for each set of bidding documents. Continually update cost estimates and make recommendations to keep each Project within the budget.
- 3.3.7 Administer the construction as provided herein and in accordance with any further terms and/or conditions that might apply. Unless otherwise provided for in this Agreement or in the Purchase Order for each individual Project, the Work and Construction Manager's services hereunder will comply with the following: the current edition of AIA Document A201, General Conditions and Supplementary General Conditions; and the document forms and Special Conditions contained in the Project Manual for each Project.
- 3.3.8 For each Project, ensure that the Work is commenced within 10 days after receipt of the executed Purchase Order and Notice to Proceed from TSC.
- 3.3.9 Develop Trade Contractor interest in the Project and conduct pre-bid conferences with interested bidders to review the relevant documents. Take competitive bids on the Work of the various Trade Contractors. The Construction Manager may require bidders to submit bid bonds or other bid security acceptable to the Construction Manager as a prerequisite to bidding on the Work. Analyze and evaluate the results of the various bids and their relationship to budgeted and estimated amounts, and prepare for review with TSC and Architect/Engineer a bid tabulation analysis and such other support data as necessary to properly compare the various bids and their responsiveness to the designated scope of Work. Specifically, review the scope of Work in detail with apparent low and best bidders and attempt to achieve additional savings through negotiation whenever practical. Maintain records of all pre-award interviews with apparent low bidders. Prepare and submit written recommendations to TSC and Architect/Engineer for award of Trade Contracts by the Construction Manager identifying the Minority Business Enterprises to be utilized. Promptly award and execute Trade Contracts with Trade Constructors that are approved by TSC. Provide copies of fully executed Trade Contracts, insurance certificates, and bonds to TSC
- 3.3.10 Manage, schedule and coordinate the Work, including the Work of the Trade Contractors, in conformity with this Agreement and the activities and responsibilities of TSC, Architect/Engineer and Construction Manager in order to complete each Project in accordance with TSC's objectives of cost, time and quality. Develop and maintain a program, acceptable to TSC and Architect/Engineer, to assure quality control of the construction. Supervise the Work of all subcontractors, providing instructions to each when its Work does not conform to the requirements of the plans and specifications and continue to manage each subcontractor to ensure that corrections are made in a timely manner so as to not affect the efficient progress of the Work. Should disagreement occur between the Construction Manager and the Architect/Engineer over acceptability of Work and conformance with the requirements of the specifications and plans, TSC shall be the final judge of performance and acceptability.

- 3.3.11 Maintain exclusively for each Project the level of staff at the Project site necessary to coordinate, manage, and direct the Work and progress of the Trade Contractors on the Project. All of the Construction Manager's on-site management and supervisory personnel shall be consistent with that provided in Construction Manager's response to the Request for Proposals, consistent with the industry standards within the construction industry, and shall not be removed or replaced without TSC's consent which shall not be unreasonably withheld. TSC shall have the right to direct the Construction Manager to remove or replace any on-site personnel whose performance becomes unsatisfactory to TSC. In such event, the Construction Manager shall promptly replace such personnel, without consideration of additional compensation for the replacement.
- 3.3.12 Establish on-site organization and lines of authority in order to carry out the overall plans of the Construction Team. Identify an on-site staff member to represent the Construction Manager, on a daily basis, with authority to negotiate Change Orders and contract modifications on behalf of the Construction Manager. Make available such executive personnel as necessary to execute Change Orders or other contract modifications on behalf of the Construction Manager so as not to delay the progress of the Work.
- 3.3.13 Establish procedures for coordination among TSC, Architect/Engineer, Trade Contractors and Construction Manager with respect to all aspects of the Work. Implement such procedures, incorporate them into a project resource manual, and distribute manuals to the Construction Team.
- 3.3.14 Provide contract administration and recommend approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; and keep a daily log of all site visits and observations.
- 3.3.15 Require of the various Trade Contractors such drawings and specifications as may be necessary to properly coordinate the Work among the Trade Contractors.
- 3.3.16 In coordination with the Architect/Engineer, establish and Implement procedures for the efficient processing and disbursement of shop drawings and samples, as reasonably required to perform the Work and construction contemplated herein.
- 3.3.17 Consider TSC's Minority Business Enterprise ("MBE") requirements when developing bid packages. TSC has established a goal of 30% MBE participation on each Project and the Construction Manager shall encourage and utilize minority enterprises in the performance of the services described in each project, if warranted. The award of subcontracts or trade contracts should include the full diversity of the citizens of the State of Florida, if warranted.
- 3.3.18 Schedule and conduct weekly progress meetings with Trade Contractors to review such matters as job procedures, construction progress, schedules, shop drawing status and other information as necessary. Provide prior notice to TSC and Architect/Engineer of all such meetings, and prepare and distribute minutes of such meetings. Attend periodic Team meetings scheduled by the Architect/Engineer and/or TSC.
- 3.3.19 Review each Project schedule with the various Trade Contractors. Regularly monitor and update each Project schedule as construction progresses. Identify potential variances between scheduled and probable completion dates. Review schedule for Work not started, or incomplete, and make adjustments in the schedule to meet the scheduled completion

date. Provide summary reports of the Work progress and document all changes in each schedule. Regular schedule updates and reports shall be included as part of the monthly project report outlined in Subparagraph 3.3.32 herein. Provide TSC with each Project schedule and discuss the schedule at progress meetings.

- 3.3.20 Determine the adequacy of the Trade Contractors' personnel and equipment, and the availability of materials and supplies to meet each Project schedule. In consultation with TSC and the Architect/Engineer, take necessary corrective actions when requirements of a Trade Contract or a Project schedule are not being met.
- 3.3.21 Whenever TSC-Furnished Contractor-Installed (TSCFCI) materials or equipment are shipped to the Project site, the Construction Manager shall notify TSC and shall be responsible for their acceptance, proper storage, and incorporation into the Work, provided the scope of the TSC-Furnished Contractor-Installed (TSCFCI) work is included within the Guaranteed Maximum Price.
  - 3.3.21.1 TSC may elect to purchase materials and equipment included in any Trade contractor's bid for a portion of the Work directly from the supplier of such materials or equipment in order to achieve sales tax savings. Such materials and equipment are referred to herein as "Direct Purchase Materials". At the time the Construction Manager provides TSC with the bid tabulation analysis as required by this Agreement (which bids shall include the cost of all potential Direct Purchase Materials, freight charges FOB project site, and sales taxes applicable thereto), the Construction Manager shall submit to TSC a list, prepared by applicable Trade Contractors, of materials and equipment appropriate for consideration by TSC as direct Purchase Materials.
  - 3.3.21.2 If TSC elects to purchase any Direct Purchase Materials, it shall so notify the Construction Manager and the construction Manager shall thereafter promptly furnish to the TSC, at least seven (7) days prior to the date such Direct Purchase Materials must be ordered, a purchase order request reflecting the approved Direct Purchase Materials, together with acceptable evidence that the Construction Manager competitively bid for the portion of the Work which includes the Direct Purchase Materials. Acceptable evidence means, at a minimum, that the Construction Manager performed all advertising required by this Agreement, utilized pre-qualification criteria approved by TSC and obtained written, sealed quotes from at least (3) bidders for the applicable portions for the Work; or provide a written explanation if any of the above criteria is not met. In addition, the Construction Manager shall reduce the applicable Trade Contractor's subcontract amount by the cost of the Direct Purchase Materials and sales tax related thereto.
  - 3.3.21.3 Upon TSC's receipt of the purchase order request and supporting materials, TSC will review the same and, if approved, issue a purchase order directly to the supplier of the applicable Direct Purchase Material, with delivery F.O.B. Project site. Upon delivery of the Direct Purchase Materials to the Project site, the Construction Manager shall ensure that the Direct Purchase Materials are as requested in TSC's purchase order. The Construction Manager shall immediately document receipt of the materials and the content of the shipment and shall forward all paperwork including Receiving Reports, Bills of Lading, Packing Slips, Invoices and associated back-up documentation to TSC. Upon receipt of the properly prepared invoice from the supplier, TSC will process the invoices and issue payment directly to the applicable supplier.

- 3.3.21.4 Upon issuance of a purchase order to the material supplier, the Construction Manager shall develop an Owner's Contingency budget within the Schedule of Values. Use of these funds will be at the sole discretion of TSC and may, at the direction of TSC, be incorporated into a deductive change to the Guaranteed Maximum Price.
- 3.3.21.5 At no additional cost to TSC and as required by the Agreement, the Construction Manager shall continue builders risk insurance on the Direct Purchase Materials, naming TSC as the insured or an additional insured. TSC shall reimburse the Construction Manager for the cost of such insurance as provided by the Agreement. \_\_\_\_\_ Initial \_\_\_\_\_ Initial
- 3.3.21.6 Except to the extent modified by this section, the Construction Manager shall be responsible for satisfying all of its other obligations with respect to the Direct Purchase Materials pursuant to this Agreement, as if the direct Purchase Materials had been purchased by it. There shall be no additional charge to TSC for services provided pursuant to this section.
- 3.3.24 The Construction Manager shall develop and maintain an effective system of Project cost control which is satisfactory to TSC. Revise and refine the initially approved Project construction budget, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed. Identify variances between actual and budgeted or estimated costs and advise TSC and Architect/Engineer whenever projected costs exceed budgets or estimates. Cost Control reports shall be included as part of the monthly report outlined in Subparagraph 3.3.32 herein.
- 3.3.25 The Construction Manager shall maintain a system of accounting consistent with generally accepted accounting principles. The Construction Manager shall preserve all accounting records for a period of four (4) years after final acceptance of the Work. TSC shall have access to all such accounting records at any time during the performance of the Work and for a period of four (4) years after final acceptance of the Work.
- 3.3.26 Without assuming any of the Architect/Engineer's responsibilities for design, recommend necessary or desirable changes to TSC and the Architect/Engineer, review requests for changes, and submit recommendations for changes to TSC and Architect/Engineer.
- 3.3.27 When requested by TSC or Architect/Engineer, promptly prepare and submit estimates of probable cost for changes proposed in the Work, including similar estimates from the Trade Contractors. If directed by TSC, promptly secure formal written Change Order Proposals from such Trade Contractors.
- 3.3.28 Be responsible for initiating, maintaining and supervising effective safety programs and require similar programs of the Trade Contractors. The OSHA guidelines shall serve as the basis for the construction safety programs.
- 3.3.29 Promptly notify TSC, in writing, upon receiving notice of filing of any charge of non-compliance from OSHA, or upon receiving notification that a federal or state inspector shall visit or is visiting the Project site.
- 3.3.30 At progress meetings with Trade Contractors, conduct a review of job safety and accident prevention, and prepare minutes of such meetings that will be available to TSC's representative on request.

- 3.3.31 Make provisions for Project security acceptable to TSC, to protect the Project site and materials stored off-site against theft, vandalism, fire and accidents, etc., as required by job and location conditions. Mobile equipment and operable equipment at the site, and hazardous parts of new construction subject to mischief, shall be locked or otherwise made inoperable or protected when unattended.
- 3.3.32 Record the progress of the Project. Submit written monthly progress reports to TSC and the Architect/Engineer including information on the Trade Contractors' Work, the percentage of completion, current estimating, computerized updated monthly Critical Path Method scheduling and project accounting reports, including Estimated Time to Completion and Estimated Cost to Complete. Keep a daily log of activities and the status of each Project available to TSC and the Architect/Engineer. Report and record such additional information related to construction as may be requested by TSC.
- 3.3.33 Schedule and coordinate all inspections and tests required by the specifications and the Building Code Inspector.
- 3.3.34 Ensure that all subcontractors are keeping as-builts up to date. TSC shall have the right to view as-builts at any time. As-builts shall be maintained at the job site.
- 3.3.35 Ensure and document correction of non-conforming and substandard work, in conjunction with TSC's representative.
- 3.3.36 Schedule and coordinate test and balance, substantial completion, building commissioning, and occupancy inspections.
- 3.3.37 Coordinate the delivery of instructions for operating all building systems, including training of maintenance staff of TSC.
- 3.3.38 Prepare final project accounting and provide written evaluation of the Architect/Engineer and major subcontractors.
- 3.3.39 Provide a minimum one-year warranty on all parts and labor. Other warranties as specified.
- 3.3.40 Ensure timely completion of warranty work during the warranty period.
- 3.3.41 Schedule warranty inspections and ensure timely completion of required work generated by the inspections.
- 3.3.42 Assist in the transfer of the Project to TSC, including the delivery of as-builts, warranties, guaranties, and operating instructions.
- 3.3.43 The Construction Manager shall be responsible for the removal, encapsulation, transportation and disposal of any hazardous material, including, without limitation, any asbestos or asbestos-related products as may be required in connection with the Work. Hazardous materials, as described by federal guidelines, brought to the site by the Construction Manager or the Trade Contractors, shall remain their responsibility for proper disposal. Any hazardous material not specifically shown on the documents shall be considered a concealed condition and may be the responsibility of the Construction



Manager in a Change Order increasing the Guaranteed Maximum Price for any additional costs incurred.

- 3.3.44 The Construction Manager shall be responsible for securing an NPDES permit from the Florida Department to Environmental Protection, if applicable. The construction Manager shall maintain a clean site, limiting exposure of litter and hazardous materials to stormwater, and shall be responsible for erosion control and stormwater sediment. The Construction Manager is responsible for any penalties or fines incurred due to improper maintenance of permit documentation or of the site.
- 3.3.45 The Construction Manager shall report all injuries to any personnel on the job site, no matter how minor, to TSC's project manager within 24 hours of occurrence.

#### ARTICLE 4

##### TSC's Responsibilities

- 4.1 TSC shall designate a representative to act on its behalf. This representative, or his/her designee, will monitor the progress of the Work, serve as liaison with the Construction Manager and the Architect/Engineer, receive and process communications and paperwork, and represent TSC in the day-to-day conduct of the Project. The Construction Manager will be notified in writing of the representative and of his/her designee or any changes thereto.
- 4.2 TSC may retain an independent inspector to evaluate and advise as to the Construction Manager's services, the Work, the construction, and whether all applicable laws and regulations are being met. Such inspector shall not interfere or prevent the performance of the Work or construction.

#### ARTICLE 5

##### Schedule

- 5.1 The number of days for performance of the Work shall be established as part of the GMP and reflected in the Purchase Order Amendment for each Project
- 5.2 In the event TSC desires to accelerate the schedule for any portion of the Work, TSC shall notify the Construction Manager in writing. Within seven (7) days, the Construction Manager shall give TSC a revised Guaranteed Maximum Price for the acceleration which shall become a Change Order upon acceptance. TSC may then direct the Construction Manager to increase its staff and require its Trade Contractors to increase their manpower, or to work such overtime hours as may be necessary to accomplish the required acceleration in accordance with the approved Change Order. In such event, TSC shall reimburse the Construction Manager for the costs of such acceleration subject to the Guaranteed Maximum Price. In no event shall the Construction Manager be entitled to compensation in excess of the adjusted Guaranteed Maximum Price. The Construction Manager shall require accurate daily records of all costs of the required acceleration and shall provide such records to TSC.
- 5.3 TSC shall have the right to occupy, or use, any portion of the Work or area that is completed ahead of schedule. If use or occupancy ahead of schedule affects the Cost of the Work or

the schedule for the Work, the use or occupancy will be treated as a change in the Work in accordance with Article 10, herein.

## ARTICLE 6

### Guaranteed Maximum Price

- 6.1 The “Guaranteed Maximum Price” (“GMP”) includes Cost of the Work required by the Contract Documents for each Project, the Construction Manager’s Fee as defined in Article 7 herein, and the Construction Contingency as defined in Article 9 herein. The GMP will be established according to the formula herein and based on the Contract Documents for each Project. The GMP is subject to modification as allowed in this Agreement or for changes in the Work as provided in Article 10 herein. An acceptable detailed cost breakdown containing all costs that makeup the GMP shall be given to TSC prior to a purchase order being given.
- 6.2 The GMP will only include those taxes in the Cost of the Work which are legally enacted at the time the GMP is established. The anticipated tax savings under the Direct Material Purchase program shall be listed as a line item on the GMP.
- 6.3 All cost savings for the not-to-exceed value of the GMP shall be returned to TSC as part of the net aggregate savings established when final accounting is submitted upon final completion of the Work. “Cost savings” are the net difference obtained by deducting from the adjusted or final GMP, the Construction Manager’s Fee, the expended portions of the Construction Manager’s contingency and the actual expenditures representing the Cost of the Work as defined in Article 8 herein. Liquidated damages, if any, are different from and is not a part of, this calculation.
- 6.4 By execution of this Agreement, the Construction Manager certifies that all factual unit costs supporting the fees specified in this Agreement are accurate, complete and current at the time of negotiations; and that any other factual unit costs that may be furnished TSC in the future to support any additional fees that may be authorized will also be accurate and complete. The fees specified in this Agreement and any additional fees that may be authorized in the future shall be adjusted to exclude any significant sums which TSC determines was due to inaccurate, incomplete, or non-current factual unit costs.
- 6.5 Adjustments to the GMP will be made as permitted by this Agreement or future Contract Documents.
- 6.6 In no event will TSC be obligated to pay the Construction Manager more than the adjusted or final GMP.

## ARTICLE 7

### Payments to Construction Manager

- 7.1 In consideration of the performance of the Agreement, TSC agrees to pay the Construction Manager, as compensation for its services, as follows:
- 7.1.1 Upon acceptance of the GMP, which includes the Construction Manager’s Fee, the Cost of the Work, and the Construction Contingency, payment will be made monthly according to

the following procedure. No later than the fifth (5<sup>th</sup>) of every month after the Purchase Order has been executed, the Construction Manager shall furnish copies of all invoices and evidence of expenditures related to the Work and construction, including, but not limited to, those related to the Trade Contractors, subcontractors, services, fees, and equipment. At the time of the furnishing of such invoices and evidence of expenditures, the Construction Manager shall also furnish an itemized statement for all expenditures during the period for which it seeks payment from TSC. The itemized statement shall provide the following in an easily understandable format: (1) the total payment sought for that period; and (2) a brief description and amount for each of the services, goods, and/or expenses for which payment is sought for that period. Within thirty (30) days of receipt of the properly submitted documents from the Construction Manager, TSC shall make payment to the Construction Manager pursuant to the terms of this Agreement and the Contract Documents.

7.1.2 Within seven working days from receipt of payment from TSC, the Construction Manager shall pay each Trade Contractor and/or subcontractor out of the amount paid to the Construction Manager on account of such Trade Contractor's and/or subcontractor's Work, the amount to which said Trade Contractor and/or subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Construction Manager on account of said Trade Contractor's and/or subcontractor's Work. The Construction Manager shall, by appropriate agreement with each Trade Contractor and/or subcontractor, require each Trade Contractor and/or subcontractor to make payments to its subcontractors in a similar manner.

7.1.3 As provided by Section 215.422, Florida Statutes, if a warrant in payment of an invoice is not mailed by TSC within 40 days after receipt of the invoice and receipt, inspection and approval of the services, TSC shall pay to the Construction Manager, in addition to the amount of the invoice, interest at the rate established in the Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is mailed to the Construction Manager. These provisions apply only to undisputed amounts for which payment has been authorized. Invoices or pay requests returned to the Construction Manager due to preparation errors will result in a payment delay. Payment requirements do not start until the documents required in this Article (Article 7) are properly submitted to TSC. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 488-2924 or by calling the State Comptroller's Hotline, (800) 848-3792.

7.2 The Construction Manager's fee for each project under this agreement shall be **8.94%**. Included in the Construction Manager's Fee is the following:

7.2.1 The cost of its home or branch office employees or consultants not at the Project site, including the cost of all pension contributions, hospitalizations, bonuses, phone, fuel and vehicle allowances, vacations, medical insurance assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries and other company overhead expenses for said home office employees.

7.2.2 General operating expenses of the Construction Manager's principal and branch offices other than the field office at the Project site.

- 7.2.3 Any part of the Construction Managers' capital expenses, including interest on the Construction Manager's capital employed for the Work.
- 7.2.4 Overhead and profit, or general expenses of any kind, except as may be expressly included in Article 8 herein, as Cost of the Work.
- 7.2.5 All travel and per diem costs of Construction Manager's employees and consultants.
- 7.2.6 The cost of estimating services which may be required during the construction phase in locations other than the Project site.
- 7.2.7 Minor expenses such as telegrams, long distance telephone calls, postage, office supplies, expressage, and similar items in connection with the Work.
- 7.2.8 All other expenses or costs associated in any way with the Work or construction contemplated in this Agreement, other than those provided for in Article 8 herein, as Cost of the Work.
- 7.3 Adjustments in the fee will be made as follows:
  - 7.3.1 Where otherwise allowed by this Agreement.
  - 7.3.2 For approved changes as evidenced by properly executed Change Orders.
  - 7.3.3 For delays in the Work caused solely by TSC, the Construction Manager shall be entitled to an additional fee to compensate the Construction Manager for its increased expenses. The amount of this increased fee shall be equal to the amount of the increased reasonable expenses as properly and timely submitted by the Construction Manager.

## ARTICLE 8

### Cost of the Work

- 8.1 The term "Cost of the Work" shall mean costs incurred in the Work as described and defined in Paragraph 8.2, below, and paid or incurred by the Construction Manager less any reimbursement for scrap value and discounts, subject to Article 11, herein. The term "wages" used herein shall include the straight time and overtime pay and the cost of associated employee benefits. Employee benefits include, but are not limited to, unemployment compensation, social security, compensated absences, and other mandatory and customary contributions and fringe benefits insofar as such costs are based on wages, salaries, or other remuneration paid to employees of the Construction Manager.
- 8.2 TSC agrees to pay the Construction Manager for the Cost of the Work as defined in Article 8, herein, through completion of the Work. Such payment shall be in addition to the Construction Manager's Fee as stipulated in Article 7, herein.
- 8.3 Cost of the Work for each Project includes and is limited to actual expenditure for the following cost items:

- 8.3.1 Subject to prior approval by TSC, wages paid for labor in the direct employ of the Construction Manager other than those provided under Article 7, herein, as part of the Construction Manager's Fee, in the performance of the Work under applicable collective bargaining agreements, or under a salary or wage schedule agreed upon by TSC and Construction Manager, and including such welfare or other benefits, if any, as may be payable with respect thereto.
- 8.3.2 The cost of all materials, supplies and equipment incorporated in the Work or stored on site, including cost of transportation and storage thereof shall be included in the Cost of Work.
- 8.3.3 Payments made by the Construction Manager to Trade Contractors for their Work performed pursuant to Trade Contracts with the Construction Manager.
- 8.3.4 Cost of the premiums for all insurance or bonds including Trade Contractor bonds which the Construction Manager is required to procure by this Agreement, or other insurance or bonds subsequently deemed necessary by the Construction Manager, and agreed upon by TSC.
- 8.3.5 Sales, use, gross receipt, or similar taxes related to the Work imposed by any governmental authority and for which the Construction Manager is liable.
- 8.3.6 Building and operating permit fees, inspection and filing fees, sewer and water fees, and deposits lost for causes other than the Construction Manager's own negligence. If royalties or losses and damages, including cost of defense, are incurred which arise from a particular design, process or the product of a particular manufacturer or manufacturers specified by TSC or Architect/Engineer, and the Construction Manager had no reason to believe there would be infringement of patent rights, such royalties, losses and damages shall be paid by TSC and the GMP shall be adjusted by Change Order to compensate the Construction Manager for the increased costs. If the Construction Manager has actual knowledge that use of the particular design, process or product would infringe a patent(s) and fails to provide written notice to TSC before using such design, process or product, then no royalties, losses or damages arising from use of such design, process or product shall be a Cost of the Work
- 8.3.7 Cost of removal and disposal of all debris including clean-up and trash removal.
- 8.3.8 Cost incurred due to an emergency affecting the safety of persons and/or property.
- 8.3.9 Legal costs reasonably, and properly, resulting from prosecution of the Work for TSC provided, however, that they are not the result of the Construction Manager's own negligence or malfeasance. Legal costs incurred in connection with disputes solely between the Construction Manager and TSC or incurred in connection with disputes solely between the Construction Manager and Trade Contractors are the responsibility of the Construction Manager and shall not be included in the Cost of the Work.
- 8.3.10 Cost to the Construction Manager of temporary electric power, lighting, water and heat required for the performance of the Work, or required to protect the Work from weather damage.
- 8.3.11 Cost to the Construction Manager of temporary safety-related protection including barricades and safety equipment, temporary roads and parking, dust control, pest control, installation and operation of temporary hoists, scaffolds, ladders and runways, and

- temporary project signs and costs of permits and fees necessary for the Work and construction contemplated by this Agreement.
- 8.3.12 Cost of watchmen or similar security services.
- 8.3.13 Cost of surveys, measurements and layout work reasonably required for the execution of the Work or the requirements of the Agreement.
- 8.3.14 Cost of preparation of shop drawings, coordination plans, photographs, or as-built documents not included in Trade Contracts.
- 8.3.15 Cost of data processing services required in the performance of the services as outlined in this Agreement.
- 8.3.16 All costs for reproduction of documents required or produced in connection with this project.
- 8.3.17 All costs directly incurred in the performance of the Work and not included in the Construction Manager's Fee set forth in Article 7, herein.
- 8.3.18 Cost of deductibles for insurance claims.
- 8.3.19 Cost, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workmen which are employed or consumed in the performance of the Work.
- 8.3.20 Rental charges of all necessary machinery and equipment, including hand tools used in the performance of the Work, whether rented from the Construction Manager or others, including installation repairs and replacements, dismantling, removal, costs of lubrication, transportation and delivery costs thereof.
- 8.3.21 Costs associated with setting up and demobilizing tool sheds, project field offices, temporary fences, temporary roads, and temporary fire protection.
- 8.3.22 The cost of its field employees, herein, or their approved replacements, including the cost of all pensions, contributions, hospitalization, bonuses, vacations, medical insurance, assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries for said field employees (Labor Burden). TSC will reimburse labor burden as a percentage of the total allowable benefits as established by the U.S. Bureau of Labor Statistics for the construction industry. The Labor Burden will be determined for each member of the jobsite team billable under staffing costs. The Labor Burden must be reviewed and approved by TSC before the commencement of the project and preparation of the GMP.
- 8.3.23 Cost of equipment such as typewriters, cameras, radios, telephone service at the site, computers, pagers, copiers, facsimile equipment, dictating units, trailers, vehicles and furniture purchased or rented by the Construction Manager, subject to approval by TSC.
- 8.3.24 All costs associated with the bidding of the work to Trade contractors, including advertising and document reproduction, whether these costs are incurred prior to or after the execution of a GMP Amendment to this Agreement.

## ARTICLE 9

### Construction Contingency

- 9.1 The GMP will include an agreed upon sum as the construction contingency which is included for the purpose of defraying the expenses due to unforeseen circumstances relating to the construction. The Construction Manager will be required to furnish documentation evidencing expenditures charged to this contingency prior to the release of funds by TSC. Documentation for use of the contingency shall be determined by the Construction Team. The Architect/Engineer shall verify the actual costs. Expenditures charged to the contingency shall have a signed authorization by TSC's representative prior to the expenditure being made. No funds shall be expended from the contingency fund without the written consent of TSC's representative. Such authorization shall not be unreasonably withheld. Remaining unused funds shall be credited in the final invoice to TSC.

## ARTICLE 10

### Changes in the Work

- 10.1 TSC, without invalidating this Agreement, may order changes in the Work within the general scope of this Agreement consisting of additions, deletions, or other revisions. All changes in the Work shall be authorized by TSC and identified by a Change Order which shall describe all changes, additions, deletions, and/or revisions of the Work and the corresponding changes in the Cost of the Work and Construction Manager's Fee. Except in cases of emergency endangering life or property, the Construction Manager shall allow no Changes in the Work without the prior written approval of TSC.

## ARTICLE 11

### Discounts

- 11.1 All quantity discounts shall accrue to TSC. All trade discounts, rebates and refunds, and all returns from the sale of surplus materials and equipment shall be credited to TSC.

## ARTICLE 12

### Insurance

- 12.1 At its own expense, Construction Manager shall obtain for itself and its personnel before providing any services, and will maintain the following insurance coverage throughout the term of this Agreement. Construction Manager shall name TSC as an additional insured on each insurance policy and provide a certificate of insurance evidencing such coverage to TSC upon request.
- 12.2 Comprehensive general liability insurance coverage (including, but not limited to, contractor's commercial liability coverage and automobile liability coverage for any vehicles

of Construction Manager) for services, Work, and construction contemplated under this Agreement, for limits not less than \$1 million per occurrence.

- 12.3 Property insurance upon the entire Work at the site for the full insurable replacement value thereof. This insurance shall include the interests of TSC, the Construction Manager, subcontractors, and Trade Contractors. Property damage coverage shall include “all risk” coverage for physical loss or damage to the property, equipment, and items.
- 12.4 Worker’s compensation insurance in the statutory coverage amount as required by the laws of the jurisdiction in which the services, Work, and construction are performed.
- 12.5 TSC may unilaterally elect to purchase Builders Risk insurance under a TSC Provided Insurance Program, in which case the Construction Manager will not be required to provide insurance, but will provide coordination with TSC and TSC’s insurance administrator, as required.

### ARTICLE 13

#### Indemnity

- 13.1 Construction Manager agrees to indemnify, hold harmless and defend TSC, the State of Florida, its agencies, and all of their respective officers, employees, agents, and representatives from and against all liens, claims, demands, charges, suits, proceedings, causes of action of any type, in law or equity, liabilities, damages, penalties, fines, assessments, losses and expenses, including but not limited to interest, reasonable attorney’s fees and costs of suit, to the fullest extent permitted by Florida law, including but not limited to:
  - 13.1.1 Construction Manager’s failure to comply with the terms of this Agreement.
  - 13.1.2 Any bodily injury death or property damage, as a result of, or related to or connected with the work or construction contemplated under this Agreement
  - 13.1.3 Payment of withholding taxes, social security taxes, benefits (if applicable), unemployment and any other payroll deductions as required by law.
  - 13.1.4 Breach of any warranty.
  - 13.1.5 Failure to comply with the applicable federal, state, and local laws, statutes, ordinances, rules, regulations, codes, orders and/or programs related to the Work and the construction contemplated under this Agreement

### ARTICLE 14

#### Payment and Performance Bond

- 14.1 For projects in excess of \$100,000 the Construction Manager shall secure a Payment and Performance Bond for 100% of the sum, up to the Guaranteed Maximum Price. The surety company issuing the bond must be licensed to do business in Florida and must have a Best



Rating of "A." The form of the Payment and Performance Bond shall be consistent with that provided for in A.I.A. Document A-312, latest edition.

## ARTICLE 15

### Miscellaneous Provisions

- 15.1 **BINDING EFFECT:** TSC and Construction Manager respectively bind themselves, their partners, successors, assigns and legal representatives of the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither TSC nor Construction Manager shall assign this Agreement without the written consent of the other.
- 15.2 **CONTROLLING LAW AND VENUE:** This Agreement shall be governed by the laws of the State of Florida. Venue for any lawsuit or action related to the breach or non-performance of any provision of this Agreement shall be in a court of competent jurisdiction in Leon County, Florida.
- 15.3 The Construction Manager warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Construction Manager) to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm (other than a bona fide employee working solely for the Construction Manager) any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.
- 15.4 As required by Section 287.058, Florida Statutes, this contract may be unilaterally canceled by TSC for refusal by the Construction Manager to allow public access to all documents, papers, letters, or other material subject to the provision of Chapter 119, Florida Statutes, and made or received by the Construction Manager in conjunction with the contract.
- 15.5 The Construction Manager warrants that neither it, nor any supplier, subcontractor, or consultant employed or to be employed in connection with this Project has been on the convicted vendor list for a public entity crime within the past 36 months, as required by Section 287.133, Florida Statutes.
- 15.6 **DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
- 15.7 **STANDARD OF PERFORMANCE:** Construction Manager shall provide the services under this Agreement in accordance with generally accepted industry standards of care and competence. Construction Manager hereby warrants that its personnel have the professional qualifications, skill, and competence to carry out the services contemplated in this Agreement.
- 15.8 **RELATIONSHIP:** The parties to this Agreement agree that the relationship created by this Agreement is that of an independent contractor. Nothing in this Agreement or any Work

Order shall be deemed to create an employment, partnership, agency, or joint venture relationship between the parties, the parties' staff or representatives.

- 15.9 TERM: This Agreement shall be in effect for the complete duration of this specific project from the date of execution of this Agreement. The terms and conditions herein shall apply equally to all extensions. It is hereby agreed that if each specific sub- project is not "Substantially Complete" or within such further time if any, as in accordance with the provisions of the contract documents should be allowed for such substantial completion, the contractor shall pay to Owner as liquidated damage for such delay, and not as a penalty, \$1,500.00 (One Thousand Five Hundred dollars and no cents) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion has been fully accomplished. It is also hereby agreed that if each project is not finally completed in accordance with the requirement of the contract documents, the contractor shall pay to the owner as liquidated damages for such delay, and not as a penalty, one-fourth of the rate indicated above.
- 15.10 LICENSURE; COMPLIANCE WITH LAWS AND REGULATIONS: Construction Manager warrants that it is, and will remain during the term of this Agreement, a general contractor licensed in the State of Florida. Construction Manager further warrants that it will require all Trade Contractors and subcontractors to produce sufficient documentation to ensure they are properly licensed to perform the Work and construction contemplated in this Agreement. At all times related to the Work and construction contemplated in this Agreement, the Construction Manager must comply with all local, state and federal laws, rules, regulations and codes, and must require all Trade Contractors and subcontractors to do the same.
- 15.11 PERMITS AND LICENSES: Construction Manager shall obtain or require the Trade Contractors and subcontractors to obtain all necessary permits and licenses for the Work and construction contemplated under this Agreement. TSC is not responsible for obtaining such permits and licenses (unless TSC is the only entity which can obtain such permits and licenses).
- 15.12 NO MINIMUM AMOUNT OF SERVICES: The parties understand and agree that Construction Manager is not guaranteed any amount of fees, payments, or services during the term of this Agreement.
- 15.13 ENTIRE AGREEMENT: This Agreement and any future Work Orders and Contract Documents executed pursuant hereto constitute the entire Agreement of the parties and supersede all prior and contemporaneous agreements and understandings with respect thereto. No other document, including any agreement between TSC and Construction Manager shall be deemed to modify the terms of this Agreement unless expressly stated in writing to do so and signed by both parties.
- 15.14 SEVERABILITY: If any provision of this Agreement shall be deemed invalid or unenforceable, it shall be modified to the extent necessary to cure such invalidity or unenforceability, provided, however, that if such modification is not possible without creating a conflict with any other material term or condition of this Agreement, such invalid or unenforceable provision shall be deemed stricken from this Agreement.

15.15 PREVAILING PARTY'S ATTORNEY'S FEES: If any party initiates a lawsuit or cause of action based on this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred as a result of said lawsuit or cause of action.

\*\*\*\*\*

IN WITNESS WHEREOF, the parties have affixed their signatures, effective on the date first written above.

**\*\*\*\*\* CONSTRUCTION MANAGER \*\*\*\*\***

***RAM Construction & Development, LLC***

\_\_\_\_\_  
Witness

By:\_\_\_\_\_

\_\_\_\_\_  
Witness

Date:\_\_\_\_\_

**\*\*\*THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE STATE COLLEGE\*\***

***TALLAHASSEE STATE COLLEGE***

\_\_\_\_\_  
Witness

By:\_\_\_\_\_

\_\_\_\_\_  
Witness

Date:\_\_\_\_\_



---

# **Guaranteed Maximum Price (GMP) Proposal**

---

*Prepared For:*

**Tallahassee State College**

*Project:*

**2nd and 3rd Floor Improvements to  
the AC building**

*Prepared By:*

**RAM Construction and Development, LLC**

20 RAM Blvd.

Midway, Florida 32343

Phone: (850) 671-7267

Email: [estimator@ramflorida.com](mailto:estimator@ramflorida.com)

**January 7, 2025**

**PROPOSAL PROJECT DESCRIPTION:**  
**TSC 2nd & 3rd Floor Improvements**



Date: 01/07/25

**PROPOSAL SUMMARY**

<b>DIVISION - 1 GENERAL EXPENSE/ COSTS</b>		\$	175,915.77
<b>DIVISION - 2 DEMOLITION/SITWORK</b>		\$	45,521.00
<b>DIVISION - 3 CONCRETE</b>		\$	3,798.00
<b>DIVISION - 4 MASONRY</b>		\$	4,915.00
<b>DIVISION - 5 METALS</b>		\$	4,961.00
<b>DIVISION - 6 CARPENTRY</b>		\$	6,573.00
<b>DIVISION - 7 MOISTURE PROTECTION</b>		\$	13,859.00
<b>DIVISION - 8 DOORS &amp; WINDOWS</b>			
	Doors	\$	101,980.00
	Windows	\$	14,500.00
<b>DIVISION - 9 FINISHES</b>			
	Flooring	\$	103,070.00
	Painting	\$	20,610.00
	Drywall	\$	93,400.00
	Ceilings	\$	39,825.00
<b>DIVISION - 10 SPECIALTIES</b>		\$	7,510.00
<b>DIVISION - 11 EQUIPMENT</b>		\$	-
<b>DIVISION - 12 FURNISHINGS</b>		\$	-
<b>DIVISION - 13 SPECIAL CONSTRUCTION</b>		\$	-
<b>DIVISION - 14 CONVEYING SYSTEMS</b>		\$	-
<b>DIVISION - 15 MECHANICAL</b>			
	Fire Protection	\$	11,978.00
	Plumbing	\$	79,257.00
	HVAC	\$	199,609.00
<b>DIVISION - 16 ELECTRICAL</b>		\$	156,689.00
	<b>SUBTOTAL</b>	\$	<b>1,083,970.77</b>
		Percentage Applied	
<b>PRE-CONSTRUCTION PHASE FEE</b>		0.00%	\$ -
<b>CONTINGENCY</b>		12.00%	\$ 130,076.49
<b>INSURANCE AND BONDS</b>		Calculated depending on size	
	Performance & Payment Bond		17,530.79
	Builder's Risk Insurance	0.3200%	4,315.71
	Excess General Liability	0.4775%	6,406.53
<b>CONSTRUCTION FEE (OH &amp; P - DMS FEE</b>			
<b>CURVE COMPLEXITY " C ")</b>		8.94%	\$ 111,061.65
			<b>\$ 1,353,361.94</b>

**ADDITIONAL INFORMATION:**



## GMP - Divisional Take Off Detail

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
<b>Division 1 - General Conditions</b>									
<b>PROJECT STAFF</b>									
Site Superintendent (full time)	22.0	wks	1,576.92			\$ 34,692.24	\$ -	\$ -	
Project Management (50% time allocation)	22.0	wks	961.50			\$ 21,153.00	\$ -	\$ -	
Project Engineer (100% time allocation)	22.0	wks			375.89	\$ -	\$ -	\$ 8,269.58	
Project Foreman (100% time allocation)	14.0	wks	800.00			\$ 11,200.00	\$ -	\$ -	
<b>COMMUNICATION</b>									
Telephones- Cell/lpad Superintendent	22.0	wks			46.16	\$ -	\$ -	\$ 1,015.52	
Progress Photos	2.0	ea			500.00	\$ -	\$ -	\$ 1,000.00	
On-site Proj. Mngmt Software (Procor)	1.0	ls			2,877.51	\$ -	\$ -	\$ 2,877.51	
<b>PERMITS &amp; FEES</b>									
Building/Demo Permit	1.0	allow			6,150.00	\$ -	\$ -	\$ 6,150.00	
<b>TEMPORARY UTILITIES</b>									
Temp. Access/Repair/Maintenance	1.0	ls			2,250.00	\$ -	\$ -	\$ 2,250.00	
Temp. Fencing	1.0	ls			5,500.00	\$ -	\$ -	\$ 5,500.00	
<b>TEMPORARY FACILITIES</b>									
Small Tools/Storage Trailer Use (RAM)	22.0	wks			75.00	\$ -	\$ -	\$ 1,650.00	
Storage Box Trailer	5.0	mon			450.00	\$ -	\$ -	\$ 2,250.00	
Temporary Toilets & OSHA Req. Wash Station	5.0	mon			425.00	\$ -	\$ -	\$ 2,125.00	
<b>PROJECT MAINTENANCE</b>									
Periodic Clean-Up	22.0	wks			280.00	\$ -	\$ -	\$ 6,160.00	
Dump Fees	14.0	ea			550.00	\$ -	\$ -	\$ 7,700.00	
Final Clean-Up	12000.0	SF			0.80	\$ -	\$ -	\$ 9,600.00	
<b>SAFETY/ SECURITY</b>									
Safety- Equipment/Fall Protection/First Aid	22.0	wks			125.00	\$ -	\$ -	\$ 2,750.00	
Safety Inspections	5.0	mon			250.00	\$ -	\$ -	\$ 1,250.00	
<b>TESTING</b>									
<b>EQUIPMENT</b>									
Staff Vehicles	22.0	wks			196.15	\$ -	\$ -	\$ 4,315.30	
Misc. Rental Equipment (Scaffolds, lifts, etc)	5.0	mon			525.00	\$ -	\$ -	\$ 2,625.00	
Fuel, Maintenance and Repairs (RAM)	22.0	wks			150.00	\$ -	\$ -	\$ 3,300.00	
<b>OTHER</b>									
Document Reproduction	1.0	ls			1,150.00	\$ -	\$ -	\$ 1,150.00	
Consumables & Expendables	22.0	wks			75.00	\$ -	\$ -	\$ 1,650.00	
Small Tools Use (RAM)	22.0	wks			80.00	\$ -	\$ -	\$ 1,760.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ 33,522.62	\$ -		
<b>Sub Total</b>						\$ 100,567.86	\$ -	\$ 75,347.91	\$ 175,915.77
<b>Division 2 - Demolition/Sitework</b>									
Selective Demo 2nd & 3rd Floor	1.0	ls			38,000.00	\$ -	\$ -	\$ 38,000.00	
Floor Protection	1.0	ls			7,521.00	\$ -	\$ -	\$ 7,521.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 45,521.00	\$ 45,521.00
<b>Division 3 - Concrete</b>									
Pourback and Patching	1.0	ls			3,798.00	\$ -	\$ -	\$ 3,798.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 3,798.00	\$ 3,798.00
<b>Division 4- Masonry</b>									
Masonry Patches	1.0	ls			4,915.00	\$ -	\$ -	\$ 4,915.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 4,915.00	\$ 4,915.00
<b>Division 5 - Metals</b>									
Misc Metal	1.0	ls			4,961.00	\$ -	\$ -	\$ 4,961.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 4,961.00	\$ 4,961.00
<b>Division 6 - Carpentry</b>									
Fire Rated Blocking	1.0	ls			6,573.00	\$ -	\$ -	\$ 6,573.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 6,573.00	\$ 6,573.00
<b>Division 7- Thermal &amp; Moisture Protection</b>									
Insulation	1.0	ls			13,859.00	\$ -	\$ -	\$ 13,859.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 13,859.00	\$ 13,859.00
<b>Division 8 - Doors</b>									
Doors, Frames, and Hardware	1.0	ls			101,980.00	\$ -	\$ -	\$ 101,980.00	

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 101,980.00	\$ 101,980.00
<b>Division 8 - Glass</b>									
Temporary Glass Removal for Material Transport	1.0	ls			7,800.00	\$ -	\$ -	\$ 7,800.00	
Glass reinstallation	1.0	ls			4,500.00	\$ -	\$ -	\$ 4,500.00	
Lift Rental	1.0	ls			2,200.00	\$ -	\$ -	\$ 2,200.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 14,500.00	\$ 14,500.00
<b>Division 9 - Flooring</b>									
Raised Floor Removal + Storage	1.0	ls			27,986.00	\$ -	\$ -	\$ 27,986.00	
Raised Floor Reinstallation	1.0	ls			29,658.00	\$ -	\$ -	\$ 29,658.00	
Flooring Sub	1.0	ls			42,229.00	\$ -	\$ -	\$ 42,229.00	
Floor Prep	1.0	ls			3,197.00	\$ -	\$ -	\$ 3,197.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 103,070.00	\$ 103,070.00
<b>Division 9 - Paint</b>									
Painting Sub	1.0	ls			18,860.00	\$ -	\$ -	\$ 18,860.00	
Masking + Floor Protection	1.0	ls			1,750.00	\$ -	\$ -	\$ 1,750.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 20,610.00	\$ 20,610.00
<b>Division 9 - Drywall and Hard Ceilings</b>									
Drywall + Metal Studs Sub	1.0	ls			89,200.00	\$ -	\$ -	\$ 89,200.00	
Scaffolding	1.0	ls			4,200.00	\$ -	\$ -	\$ 4,200.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 93,400.00	\$ 93,400.00
<b>Division 9 - Ceilings</b>									
ACT Sub	1.0	ls			39,825.00	\$ -	\$ -	\$ 39,825.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 39,825.00	\$ 39,825.00
<b>Division 10 - Specialties</b>									
Signage	1.0	allow			3,750.00	\$ -	\$ -	\$ 3,750.00	
Toilet Accessories	2.0	ea			1,880.00	\$ -	\$ -	\$ 3,760.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 7,510.00	\$ 7,510.00
<b>Division 11 - Equipment</b>									
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ -	\$ -
<b>Division 12 - Furnishings</b>									
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ -	\$ -
<b>Division 13 - Special Construct.</b>									
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ -	\$ -
<b>Division 14 - Conveying System</b>									
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ -	\$ -
<b>Division 15 - Fire Protection</b>									
Fire Protection Sub	1.0	ls			11,978.00	\$ -	\$ -	\$ 11,978.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 11,978.00	\$ 11,978.00
<b>Division 15 - Plumbing</b>									
Plumbing Sub	1.0	ls			79,257.00	\$ -	\$ -	\$ 79,257.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 79,257.00	\$ 79,257.00
<b>Division 15 - HVAC</b>									
Mechanical Sub	1.0	ls			192,381.00	\$ -	\$ -	\$ 192,381.00	
Duct Jacks, Hoisting Equipment	1.0	ls			1,978.00	\$ -	\$ -	\$ 1,978.00	
Test + Balance	1.0	ls			5,250.00	\$ -	\$ -	\$ 5,250.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 199,609.00	\$ 199,609.00
<b>Division 16 - Electrical</b>									
Electrical Sub	1.0	ls			148,799.00	\$ -	\$ -	\$ 148,799.00	
Data Extensions	1.0	ls			7,890.00	\$ -	\$ -	\$ 7,890.00	
Payroll Tax & Ins./Sales Tax			50%	7.5%		\$ -	\$ -		
<b>Sub Total</b>						\$ -	\$ -	\$ 156,689.00	\$ 156,689.00

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
Category Totals						\$100,567.86	\$ -	\$983,402.91	\$1,083,970.77
						<b>GRAND TOTAL (ALL DIVISIONS)</b>			<b>\$1,083,970.77</b>
						<b>GRAND TOTAL FROM DIVISION RECAP</b>			<b>\$1,083,970.77</b>
						<b>VARIANCE (CHECK IF NOT ZERO)</b>			<b>\$ -</b>

LEGEND		
<b>SF</b> - Square Feet	<b>ALLOW</b> - Allowance Item	<b>MON</b> - Per Month
<b>LF</b> - Linear Feet	<b>EA</b> - Each Per Item	<b>WKS</b> - Per Week
<b>CY</b> - Cubic Yards	<b>LS</b> - Lump Sum	<b>DAYS</b> - Per Day
<b>SY</b> - Square Yards	<b>NIC</b> - Not in Contract	





## Tallahassee State College AC Building 2<sup>nd</sup> & 3<sup>rd</sup> Floor Improvements

Prepared by: RAM Construction and Development, LLC

### CLARIFICATIONS and QUALIFICATIONS

1. Bid is based on drawings prepared by: BKJ Architecture
2. Performance and payment bonds are included.
3. Building permit fees allowance of \$6,150.00 included
4. A \$3,750 allowance for Signage/logos is included in this GMP pricing.
5. Parking/staging requirements. Windows will be removed from the 2<sup>nd</sup> and 3<sup>rd</sup> floor and temporarily boarded for transportation of new material and demolition materials. Contractor staging area to have temporary fencing panels.
6. Testing and balancing of HVAC System is included in this scope of work and will be performed by a mechanical contractor and not a certifying agency.
7. To meet the anticipated project schedule, submittal review time will need to be less than ten (10) business days. Request for information (RFI) review & response time will need to be less than five (5) business days.
8. We anticipate the project duration to be 150 calendar days. This is based on the start date of March, 2025. The start date of the project will be based on a notice to proceed or the issuance of the building permit, whichever is later. Material lead times, market conditions, labor shortages and supply chain issues could affect the overall project duration and cause delays out of our control. As a construction manager for similar projects, we are aware of these current market issues and will work diligently with the architect of record and Owner to accelerate the procurement of materials and propose alternative/value engineering options that will keep the project moving forward to the Owner's satisfaction.
9. Lead times for wood doors and welded metal frames are currently 6 to 8 weeks from submittal approval.
10. Included in our estimate is a 12% contingency amount to be used for unforeseen conditions and Owner changes/modifications. Unused contingency funds will be returned to the Owner upon completion of the project.

Invitations to Prospective Bidders: January 14, 2025

Sealed Bid Opening: January 30, 2025

Award Contracts to Prospective Low Bidders: February 4, 2025

Submittals, Material Procurement, and Site Coordination: February 4, 2025 to Spring Break.

See phasing plan for 2<sup>nd</sup> and 3<sup>rd</sup> floor for work performed during Spring Break and Summer Break.





