



October 14, 2019

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, October 14, 2019 Board Meeting.

The meeting will be held on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida.

Should you have any questions, please contact me.

Sincerely,

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, October 14, 2019**  
**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. September 16, 2019 Meeting  
Request Board approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

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

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

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

2. Attorney Invoice – Bryant Miller Olive, P.A. (August 2019)  
Authorize payment of invoice as presented.
3. Human Resources Report  
Approve the report as presented.

4. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
6. Architect Invoices  
Authorize payment of architectural invoice(s) as presented.

### ***TCC Foundation***

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

### ***Administrative Services***

8. Construction Status Report  
Presented as an information item only.
9. Change to Salary Schedule  
Approve updates to the 2019 – 2020 Salary Schedule as presented.
10. Fund Analysis - September  
For information only, no Board action required.
11. Policy Manual Changes  
Approve revision of College policies as presented.

### ***Information Technology***

12. Wireless Network Upgrades  
Authorize the College to enter into contracts with Presidio Networked Solutions and Delta Technologies to replace the aging wireless network currently in use at the College at a total cost not to exceed \$1,238,659.41
13. Authorizing a Lease/Purchase Financing Agreement for Wireless Network Upgrades  
Approve authorizing the College to enter into a lease/purchase agreement with HPE Financial Services, not to exceed \$1,093,461.81.

## **BOARD OF TRUSTEES**

## **PUBLIC COMMENT**

## **WORKSHOP**

## **PRESIDENT'S REPORT**

**NEXT MEETING DATE**

November 18, 2019

Location: **Center for Innovation**

**ADJOURNMENT**





**Administrative Services**

9. Renewal of Professional Services Contract – Legal Services

Trustee Messersmith said he was very pleased with our contract for legal services.

Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.

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

10. Policy Manual Changes

President Murdaugh stated we would like to pull this item.

11. Construction Status Report

Presented as an information item only.

12. C-Cure Door Lock Upgrades

President Murdaugh stated we would like to pull this item.

13. Disposal of Real Property

President Murdaugh said we have never used this facility, it does not meet current building code and is now occupied by the Sheriff’s Office. With new legislation, the space counts against us in space utilization and the Sheriff’s Office has indicted they are willing to accept the building at no cost.

Approve the disposal of real property at 339 East Jefferson Street, Quincy, FL 32351.

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

14. Policy Manual Changes

Trustee Messersmith verified this is a new policy.

Approve addition of College policy as presented.

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

15. Fund Analysis - August

For information only, no Board action required.

**Student Affairs**

16. District Board Policy 10-17 Student Activity and Service Fees

Trustee Messersmith asked who would appoint the at-large and student club students, with Dean Jones replying the Director of Student Life. President Murdaugh stated we have over the years avoided procedure in policy. VP Rowland said a full procedure will be posted later.

Approve requested changes to Board Policy 10-17 Student Activity and Service Fees.

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

**BOARD OF TRUSTEES**

17. Board Self-Evaluation Policy

President Murdaugh said we have circulated information to the Board and feel the first step







October 14, 2019

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

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

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

**SUBJECT:** Attorney Invoice – Bryant Miller Olive, P.A. (August 2019)

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$3,075.00

**Recommended Action**

Authorize payment of invoice as presented.



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

Invoice Date: September 10, 2019  
 Invoice No. 70314  
 Client No. 25480.006

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

Purchase Order No. PO-010844

Statement of Legal Services

			Hours	
08/01/2019	JCC	Review agreement and funding issues	0.90	
08/07/2019	JCC	Telephone conference with client (C. Grause) / salaries	0.20	
08/07/2019	DMH	Telephone conference with client (B. Wills) / faculty	0.40	
08/08/2019	DMH	Review email / bargaining	0.10	
08/16/2019	JCC	Review non-economic provisions for negotiations	1.30	
08/26/2019	JCC	Review CBA / health insurance	0.20	
08/26/2019	JCC	Telephone conference with client (C. Grause) / health insurance	0.30	
08/26/2019	JCC	Analyze waiver issue / group health issue	0.90	
08/28/2019	JCC	Travel to Tallahassee	4.00	No Charge
08/29/2019	JCC	Conference with client and attend UFF negotiations	8.00	
<b>Current Services</b>			12.30	\$3,075.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	11.80	\$250.00	\$2,950.00
Denise M. Heekin	0.50	\$250.00	\$125.00

Payments

08/29/2019	Payment	ACH Rcv'd 8/29/19 Invoice 69688 & 69867	5,550.00
			5,550.00

Tallahassee Community College

Invoice Date: September 10, 2019  
Invoice No. 70314  
Client No. 25480.006

Total Current Work	\$3,075.00
Previous Balance Due	\$450.00
Balance Due	\$3,525.00

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:  
101 North Monroe Street, Suite 900  
Tallahassee, FL 32301  
850-222-8611 FEIN 59-1315801

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



October 14, 2019

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

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

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

**SUBJECT:** Human Resources Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

Pursuant to College Policy 04-06 and 04-17, the College brings forth a request to approve appointments, separations and outside employment.

**Past Actions by the Board**

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

**Funding/ Financial Implications**

This item is funded by the 2019-2020 Operating Budget.

**Recommended Action**

Approve the report as presented.

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

Name	Position	Department	Effective Date
Dianna Scherlin	Associate Dean	Healthcare Professionals	August 26, 2019

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Michael Jefferson	Public Safety Officer	Campus Police	August 26, 2019
Sonia James	Program Coordinator, Online Training	Business and Industry Services	September 5, 2019
Steven Wood	AMTC- Program Manager	Business and Industry Services	September 5, 2019
Martin Chavez	Senior Science Lab Assistant	Math and Science Department	September 10, 2019
Lindsey Goodman	Staff Assistant II	Business and Industry Services	September 23, 2019

**Original Appointments - Faculty**

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

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Shelby Martinez	Teacher Aide	DOC - Central Florida Reception Center	August 26, 2019
Catherine Taylor	Project Manager	DOE - Test Development Center	September 3, 2019
Janet Maconi	Training Specialist II	DJJ - Training	September 3, 2019
Ryann Ellingsworth	Training Specialist II	DJJ - Training	September 3, 2019
Paula Capps	Career Development Specialist	Compass 100 DOC Gulf C.I.	September 16, 2019
Scott Stephens	Project Coordinator for TCC Spark!	Workforce Development	September 16, 2019
Randolph Shoaff	Technical Educator Instructor	DOC- Vocational Training	September 23, 2019

**Re-Appointments (All Employees)**

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

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
Ysonde Jensen	Alumni & Friends Association Coordinator	TCC Foundation	September 21, 2019	August 31, 2024

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
LaPortia Dasher	Staff Assistant	Talent Search	August 22, 2019	Resigned
Ismail Cukadar	Psychometrician	DOE Test Development Center	August 23, 2019	Resigned
Robert Diman	Workforce Innovation Recruitment Specialist	Workforce Development	August 23, 2019	Dismissed
Rob Rinehart	Maintenance Technician I	Facilities Maintenance	August 25, 2019	Resigned
Carla Dorneus	Simulation Program Manager	Healthcare Professionals	August 30, 2019	Resigned
Cindy Callaway	Career Development Specialist	Compass 100 DOC Reception & Medical	August 30, 2019	Resigned
Conquista Cooper	Simulation Lab Coordinator	Simulation Program	August 31, 2019	Resigned
David Barron	Senior Custodian	Custodial	August 31, 2019	Retired
Patti Paul	Teacher Aide	DOC Northwest Reception Center	August 31, 2019	Retired
Richard Rubin	Program Coordinator	Institutional Effectiveness	August 31, 2019	Resigned
Skip Greenfield	Publications Coordinator	Communications	September 6, 2019	Resigned

Da Qun Ni	Learning Commons Specialist	Learning Commons	September 6, 2019	Deceased
Theresa Sterling	Career Development Specialist	Compass 100 DOC Jefferson C.I.	September 17, 2019	Resigned
Erica Bush	Program Specialist I	Talent Search	September 18, 2019	Dismissed
Jessica Hirsch	Conference and Events Coordinator	Conference and Events	September 19, 2019	Resigned
Nancy Berlin Jones	Human Resources Manager	Human Resources	September 19, 2019	Resigned
Cara Sneider	Career Development Specialist	Compass 100 DOC Avon Park C.I.	September 20, 2019	Resigned

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Alra Ross Brooks	Math Faculty	Mathematics	FBC Thomasville	Musician
Angelina Kuleshova	Math Faculty	Mathematics	Univ. of Texas	On-Line Co-Facilitator
Bob Ballard	Executive Director	Wakulla Environmental Institute	Restord Tech	Owner
Brian Kupfer	Political Science Faculty	BSSE	Norwich University	Teach On-line
Cernal Hudson	Maintenance Technician II	FPSI Facilities	FSU Boosters	Parking Attendant
Gina Creuziger	Training Specialist II	DJJ Training	Pasco Sheriff Office	Hospital Detail Officer
Guy Dormeus	Math Faculty	Mathematics	FL State College of MED	Facilitator
Jacqueline Edwards	Staff Assistant I	Science and Math	Twin Oaks Forensic	Case Manager
Jacqueline Edwards	Staff Assistant I	Science and Math	FSU School of Medicine	Facilitator
Jacqueline Edwards	Staff Assistant I	Science and Math	Uber	Driver
Michael Trim	Maintenance Technician II	FPSI Facilities	Seminole Booster	Parking Attendant
Nadine Gordon	Biological Science Faculty	Biological Science	Southern NH University	Teach On-line
Rachel Austin-Hickey	Biological Science Faculty	Biological Science	Fairfield Inn & Suites	Front Desk Associate
Raksha Patel	Math Faculty	Mathematics	WestEd	Adjunct Faculty
Ryan Wright	Staff Assistant II	Healthcare Professionals	FSU Strozier Library	Clerical Staff
Shekitta Allen	Learning Commons Specialist	Learning Commons	FSU College of Business	On-Line Mentor
Stephen Banister	Director of Library Services	Academic Affairs	Publix	Customer Service
Susanne Wood	Health Education Faculty	Wellness	Self	Consultant
Suzanne Ferrell-Locke	Math Faculty	Mathematics	Fiveable, Inc.	Teach On-line
Wilbert Butler	Biological Science Faculty	Biological Science	STEM Gym	Owner

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

<b>None to Report</b>				
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October 14, 2019

**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 – Fiscal Agent

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**Item Description**

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

**Overview and Background**

The following are recommended for approval.

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

Florida Department of Education – Support for Implementation and Maintenance of 2016 Charter Schools Program – Amendment 7

This amendment is a no-cost extension through 9/30/20. The total budget remains \$1,957,913 and there is no impact on the deliverables of the grant.

Florida Department of Education – Support for the Implementation of John McKay Scholarship Program for Students with Disabilities – Amendment 1

This amendment is a no-cost extension through 10/31/19. The total budget remains \$292,500 and there is no impact on the deliverables of the grant.

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

None at this time.

**Past Actions by the Board**

Florida Department of Education – Support for Implementation and Maintenance of 2016 Charter Schools Program – Amendment 7

Amendments 5 and 6 were approved at the April 2019 Board of Trustees meeting. The initial award was approved at the April 2017 Board of Trustees Meeting.

Florida Department of Education – Support for the Implementation of John McKay Scholarship Program for Students with Disabilities – Amendment 1

Initial award approved at the September 2018 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts.

**Recommended Action**

Authorize funding for the awards and contracts as presented.





October 14, 2019

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

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

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

**SUBJECT:** Sponsored Programs – Provider

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**Item Description**

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

**Overview and Background**

The following are recommended for approval.

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

Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program

This award is to provide direct student support services and job placement for disadvantaged/special needs students. This project helps to develop academic, career and technical skills of students who elect to enroll in career and technical education programs. The amount of this award is \$297,579, including indirect cost rate of 5%. The funding period is from 7/1/2019 through 6/30/20.

Florida Department of Transportation – Florida Student Traffic Safety - SADD - Amendment 3

This amendment reduces software by \$1,000 to provide for the purchase of scheduling software. This is an administrative adjustment to move the purchase between budget line items. The total budget remains \$274,500 and there is no impact on the deliverables of the grant.

Florida Department of Education – Troops to Teachers – Amendment 4

This amendment provides a no-cost extension from May 14, 2019 through September 30, 2019. The total budget remains \$346,927 and there is no impact on the deliverables of the grant.

TCC Foundation – Community Human Service Partnership, City of Tallahassee – Amendment 1

This amendment reduces Training and Other budget lines by \$5,000 and increases personnel services for an AmeriCorps Vista contract agreement for the 19/20 fiscal year. The total budget remains \$30,000 and there is no impact on the deliverables of the grant.

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

None at this time.

**Past Actions by the Board**

Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program

This award is an annual allocation of funding.

Florida Department of Transportation – Florida Student Traffic Safety - SADD - Amendment 3

Amendment 2 was approved at the September 2019 Board of Trustees meeting. The initial award was approved at the October 2018 Board of Trustees meeting.

Florida Department of Education – Troops to Teachers – Amendment 4

Amendments 2 and 3 were approved at the March 2019 Board of Trustees meeting. The initial award was approved at the October 2018 Board of Trustees meeting.

TCC Foundation – Community Human Service Partnership, City of Tallahassee – Amendment 1

The initial award was approved at the November 2018 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The indirect earned from the above awards is \$14,170.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



October 14, 2019

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

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

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoices submitted in the month of September 2019.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$0.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$1,297.50

**Past Actions by the Board**

The Board last authorized architect invoices at the August 19, 2019 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoice(s) as presented.



Destin  
Tallahassee  
Pensacola  
Panama City

Tallahassee Community College  
Trey Kimbrel  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice number 17064\_0919  
Date 08/28/2019

Project 17064 TCC ADMINISTRATION BUILDING  
STAIR WALLS REPLACEMENT

Professional Architectural Services

This invoice reflects Construction Administration Services including:  
Site visits, RFI and Pay App review, submittals, coordination with contractor

PO-007643-2 for first \$24,780.00  
PO-011098 for last \$4,205.00

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
<b>Tasks 1 &amp; 2</b>	6,600.00	100.00	6,600.00	6,600.00	0.00
<b>CO #2</b>					
<b>CO #2 Tasks 1 &amp; 2</b>	6,645.00	100.00	6,645.00	6,645.00	0.00
<b>CO #2 Task 3</b>	10,550.00	100.00	10,550.00	10,550.00	0.00
<b>CO #2 Tasks 4 &amp; 5</b>	5,190.00	75.00	2,595.00	3,892.50	1,297.50
Subtotal	22,385.00	94.20	19,790.00	21,087.50	1,297.50
Total	28,985.00	95.52	26,390.00	27,687.50	1,297.50

Invoice total **1,297.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_0919	08/28/2019	1,297.50	1,297.50				
	Total	1,297.50	1,297.50	0.00	0.00	0.00	0.00

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



October 14, 2019

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

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

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

**SUBJECT:** TCC Foundation Update

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**Item Description**

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

**Overview and Background**

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

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

- October 25: Talon's Pantry Unveiling & Press Conference, 10:00 a.m., Student Union
- October 29: Donuts with Donors Healthcare Scholarship Breakfast, 8:00 a.m., Ghazvini
- October 30: Donor Recipient Scholarship Luncheon, 11:30 a.m. – 1:00 p.m., Student Union
- November 15: Building Legacies Seminar, 8:30 a.m. – 12:00 p.m., Ghazvini

**Past Actions by the Board**

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

**Funding/ Financial Implications**

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

**Recommended Action**

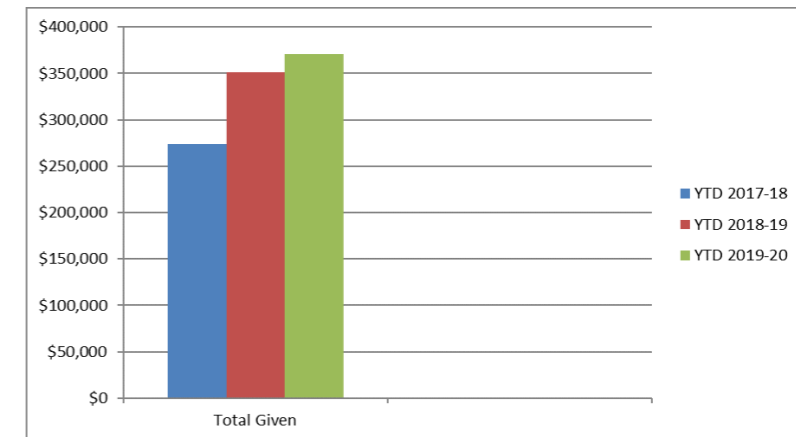
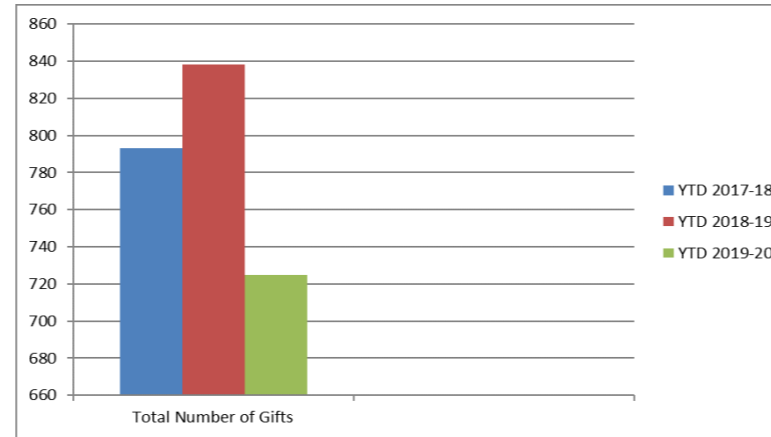
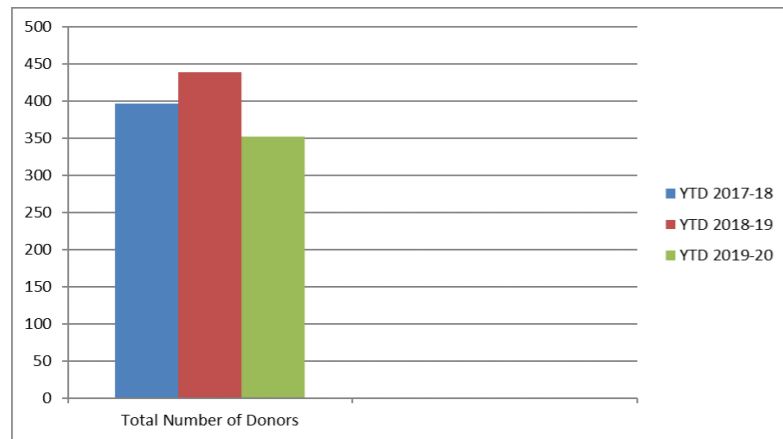
None required. Report provided for information only.

# TCC Foundation - Financial Update FY 19/20

## July - September 24

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		<b>Total Received</b>	\$274,147	\$351,159
	<b>Scholarship amount</b>	\$113,428	\$146,993	\$221,409
	<b>Program support amount</b>	\$82,608	\$139,506	\$82,747
	<b>Facility support amount</b>	\$49,904	\$30,430	\$30,771
	<b>Unrestricted support amount</b>	\$28,207	\$34,230	\$36,249
	<b>Number of Donors</b>	397	439	352
	<b>Number of Gifts</b>	793	838	725
	<b>Net assets of the TCC Foundation</b>	\$17,488,144	\$17,966,488	\$17,446,398

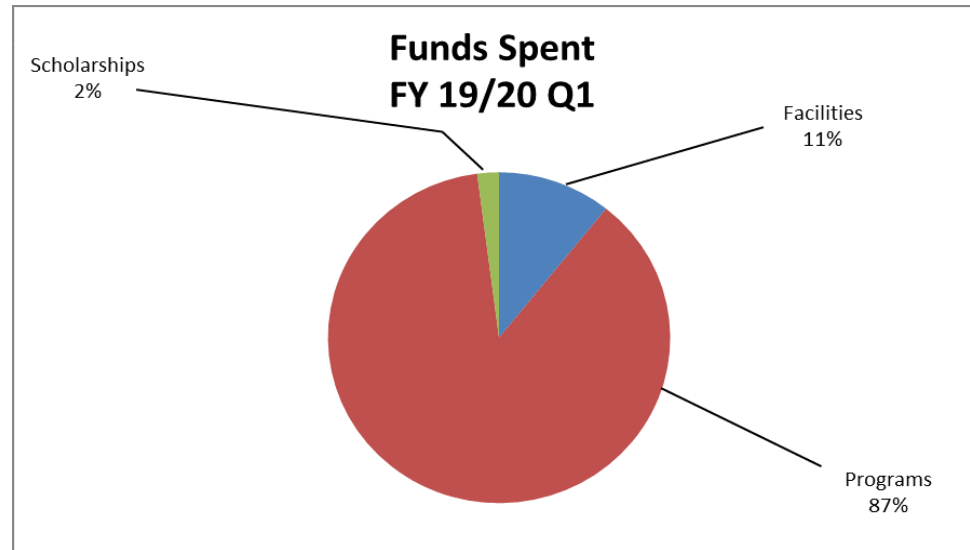
TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		<b>Cash</b>	\$274,097	\$340,308
	<b>Gift in Kind</b>	\$50	\$10,851	\$10,000
	<b>Planned Gifts</b>	\$0	\$0	\$25,000
	<b>Total Raised - Pledges Received</b>	\$26,300	\$103,900	\$90,407
	<b>Grants Received</b>			12 grants total \$1,964,040
	<b>Grants Applied For</b>			2 grants total \$4,367,000
	<b>Pledges Expected by 6/30/2020</b>			\$644,158



# TCC Foundation - Funds Spent FY 19/20

Funds Spent FY 2019-2020 First Quarter

Fund Category	Amount Spent
Facilities	\$46,671
Programs	\$378,226
Scholarships	\$8,875
<b>Total</b>	<b>\$433,772</b>





October 14, 2019

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

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

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

**SUBJECT:** Construction Status Report

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

None.

**Funding/ Financial Implications**

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

**Recommended Action**

Presented as an information item only.



## CONSTRUCTION STATUS REPORT – AS OF OCTOBER 2019

### MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovations – HSS 111	95%	March 2019	Underway
Foundation Classroom Renovations – CH 245	100%	Fall 2019	Underway
Foundation Classroom Renovations – CH 254	100%	Fall 2019	Underway
Foundation Classroom Renovations – CH 259	100%	Fall 2019	Underway
Foundation Classroom Renovations – CH 260	100%	Fall 2019	Underway
Administration Building Glass Wall	90%	TBD	Underway
AMTC Welding Lab	5%	TBD	Design Phase
Conversion of TESA Locks to C-Cure	5%	Jan 2020	Proposal pending October BOT approval
C-Cure Lock System Upgrade (Software)	95%	Dec 2019	Migration Main Campus Complete; FPSI in progress
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 672 Trip Hazards and Replaced 25 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 140,684 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

### GADSDEN (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
DM – Bldg. 9 - Old Dorm roof damage	25%	Nov 2019	Underway
AM – Bldg. 1 - Defensive Tactics roof damage	25%	Nov 2019	Underway

## CENTER FOR INNOVATION (SITE 4)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## GENERAL NOTES/COMMENTS

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### FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
DH 205 - Classroom Renovations	\$ 42,550.24
EN 116 - Classroom Renovations	\$ 58,008.03
CH 137 - Classroom Renovations	\$ 96,381.51
CT 257 - Classroom Renovations	\$ 90,756.01
HSS 111 - Classroom Renovations	\$ 44,679.45
CH 254, 255 & 256 - Classroom Renovations	\$ 56,194.78
CH 259, 258 & 257 - Classroom Renovations	\$ 60,787.19
CH 260, 261 & 262 - Classroom Renovations	\$ 69,687.83
CH 245, 246, 247 & 248 - Classroom Renovations	\$ 72,331.54



October 14, 2019

**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:** Change to Salary Schedule

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**Item Description**

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

**Overview and Background**

The College brings forth a request to update the existing Annual Salary Schedule, 2019 - 2020.

- Pages 21 - 22: Addition, deletion and title changes of Managerial/Professional positions
- Pages 23 – 34: Deleted pay grades lower than 114 (Minimum College annual salary is \$24,960 or \$12.00 an hour)

**Past Actions by the Board**

The Board previously approved the revised Salary Schedule effective July 1, 2019.

**Funding/ Financial Implications**

This item is funded by the 2019-2020 Operating Budget.

**Recommended Action**

Approve updates to the 2019 – 2020 Salary Schedule as presented.



# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2019 - 2020**

**Prepared by the Office of Human Resources**

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## **INTRODUCTION**

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

## **PURPOSE**

This Salary Schedule is designed to meet the following objectives:

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

## **ACCREDITATION**

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

## **EQUITY STATEMENT**

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

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

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

## **WEBSITE**

This Salary Schedule may be viewed online at:

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

## **GENERAL PROVISIONS**

### **Effective Date**

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

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee.

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

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

### **Contracts and Grants Personnel**

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

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

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

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

**Wireless Allowance Plans**

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

**Terminal Pay**

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

**Other Provisions**

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

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



## **SALARY STATEMENT**

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

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

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE).

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

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

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

#### **Administrative Positions**

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

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

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

### **Faculty**

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards.

- Faculty Librarians

### **Classified Staff/Professional**

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

### **Classified Staff**

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

### **Time Limited**

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

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

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

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

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

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

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

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

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

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the

appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

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

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

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

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

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

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

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

### **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

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

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

### **TEMPORARY ASSIGNMENTS**

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

#### **Interim Positions**

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

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

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

### **Additional Duties**

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College.

### **Extraordinary Task or Project**

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

### **Overlap in Position**

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

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

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

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

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

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

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

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

## **WORK SCHEDULE**

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

## **FULL-TIME FACULTY**

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

## ADJUNCTS (Credit/Contract Hours)

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

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

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

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

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

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

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

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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

<b>Academic Credentials</b>	<b>Credit Hour Rates</b>
Doctorate	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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

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

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

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

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

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



## ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

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

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

Academic Credentials	Clock Hour Rates
Doctorate	\$28
Masters	\$26
Bachelors	\$23

## DIS COURSES

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

<b>Academic Credentials</b>	<b>1 credit hr</b>	<b>3 credit hrs</b>	<b>4 credit hrs</b>	<b>5 credit hrs</b>
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):

<b>Academic Credentials</b>	<b>Maximum Hourly Rates</b>
Doctorate	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

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

### **Shift Differential**

Custodial Workers that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$.50 hourly increment to their base pay as a shift differential. The hourly increment will be based on a ~~2,080-hour~~ 2,080-hour work year for full-time employees.

### **Service Credit**

Custodial Workers shall receive a one (1) pay grade increase and be retitled Senior Custodian on the first day of the month following achievement of ten (10) years of service in that classification.

### **Trainee Status**

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

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

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

Contract Provisions: Employees hired in Head Coach, Assistant Coaches and Athletic Director positions shall be on annual contract.

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

### **Other Classified Staff Provisions**

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

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

## RETIREES

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

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

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

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

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

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

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

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

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

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

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in the TCC Policy Manual. If this payment is less than the maximum, the balance of the employee's unused annual leave shall be paid at termination of employment, not to exceed the maximum payout for annual leave in the TCC Policy Manual.

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

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

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

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

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

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

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

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the sick leave payout policy as stated in the Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS and shall have completed seven (7) years of service at the College.

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

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

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

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

## **TIME LIMITED EMPLOYEES**

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

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

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

### **Work-study Students**

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

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

### **Other Time Limited Provisions**

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

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

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

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

### **Contracts & Grants**

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

## APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

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

Position Title
Assistant Director of Facilities and Energy
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
<del>Associate Dean, Academic Partnerships &amp; College Success</del>
Chief of Staff
<del>College Registrar and Director of Admissions</del>
Controller
<u>Dean, Enrollment Services/College Registrar</u>
Dean, Student Services
Dean, Student Success
Director of Advising and New Student Orientation
Director of Athletics
Director of Budget and Cost Analysis
Director of Business & Office (FPSI)
<u>Director of Business and Workforce Development</u>
Director of Business Process Improvement
Director of Call Center
Director of Career Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
<del>Director of Communications and Public Information</del>
<u>Director of Development</u>
Director of Educational Research
Director of Enterprise Systems



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

**APPENDIX B**  
**Classified Staff Positions & Paygrades**

*(matrix does not include FLSA adjustments)*

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist I	Classified Staff	<del>114</del> 110	NE	<del>\$21,529</del> 24,960	<del>\$25,620</del> 29,702	<del>\$34,579</del> 41,452.80
Accounting Specialist II	Classified Staff	<del>112</del> 114	NE	<del>\$24,960</del> 23,286	<del>\$29,702</del> 27,710	<del>\$40,452</del> 37,400.95
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions -and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	E	\$26,193	\$31,170	\$42,070.31

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director of the Learning Commons	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the Director	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Assistant to the Vice President	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	<del>114111</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$22,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Campus Police Dispatcher	Classified Staff	<del>114111</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$22,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
<u>Campus Police Lead Dispatcher</u>	<u>Classified Staff</u>	<u>114</u>	<u>NE</u>	<u>\$24,960</u>	<u>\$29,702</u>	<u>\$40,452.80</u>
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Center for Innovation Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Career Pathways Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Career Placement Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Services Counseling Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Cashier	Classified Staff	<del>114109</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$20,704</del>	<del>\$29,702</del> <del>\$24,634</del>	<del>\$40,452.80</del> <del>\$33,248.98</del>
Cashiering Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Center Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Circulation Technician	Classified Staff	<del>114113</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$24,217</del>	<del>\$29,702</del> <del>\$28,819</del>	<del>\$40,452.80</del> <del>\$38,896.34</del>
CIT Support Technician	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$25,186</del>	<del>\$29,702</del> <del>\$29,971</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Classroom Technologies Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Client Support Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Clinic Assistant, Dental Programs	Classified Staff	<del>114113</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$24,217</del>	<del>\$29,702</del> <del>\$28,819</del>	<del>\$40,452.80</del> <del>\$38,896.34</del>
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Communications and Marketing Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Communications Editor	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Skills Specialist	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Community Contract Consultant	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Computer Lab Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Computer Operations Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Computer Programmer/Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Support Technician	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Technician Lab Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Conference and Events Assistant	Classified Staff	<del>114</del> <del>111</del>	<del>NE</del>	<del>\$24,960</del> <del>\$22,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Conference and Events Coordinator	CS Professional	<del>230</del> <del>224</del>	E	<del>\$47,173</del> <del>\$37,281</del>	<del>\$56,136</del> <del>\$4,365</del>	<del>\$75,767.05</del> <del>\$59,880.08</del>
Conference and Events Specialist	Classified Staff	114	NE	<del>\$24,960</del> <del>\$25,186</del>	<del>\$29,702</del> <del>\$29,974</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	<del>114</del> <del>111</del>	<del>NE</del>	<del>\$24,960</del> <del>\$22,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	<del>114</del> <del>106</del>	<del>NE</del>	<del>\$24,960</del> <del>\$18,403</del>	<del>\$29,702</del> <del>\$21,900</del>	<del>\$40,452.80</del> <del>\$29,558.69</del>
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	<del>114</del> <del>113</del>	<del>NE</del>	<del>\$24,960</del> <del>\$24,217</del>	<del>\$29,702</del> <del>\$28,819</del>	<del>\$40,452.80</del> <del>\$38,896.34</del>
Digital Communications Specialist	CS Professional	218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	<del>114</del> <del>111</del>	<del>NE</del>	<del>\$24,960</del> <del>\$22,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Director, Wakulla Center	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Emergency Management <del>Accreditation</del> Accreditation and Safety Manager	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	<del>114</del> 109	<del>NE</del>	<del>\$24,960</del> \$20,704	<del>\$29,702</del> \$24,634	<del>\$40,452.80</del> \$33,248.98
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant I	Classified Staff	<del>118</del> 223	<del>NE</del>	<del>\$29,464</del> \$35,848	<del>\$35,062</del> \$24,659	<del>\$47,323.47</del> \$57,577.00
<del>Executive Assistant II</del>	<del>Classified Staff</del>	<del>119</del>	<del>NE</del>	<del>\$30,643</del>	<del>\$36,465</del>	<del>\$49,217.36</del>
<del>Executive Assistant III</del>	<del>Classified Staff</del>	<del>120</del>	<del>E</del>	<del>\$31,868</del>	<del>\$37,923</del>	<del>\$51,185.15</del>
Executive Coordinator	Classified Staff	<del>120</del> 225	E	<del>\$38,773</del> \$31,868	<del>\$46,140</del> \$37,923	<del>\$62,275.28</del> \$51,185.15
Facilities Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	NE	\$34,469	\$41,018	\$55,361.76
Facilities Supervisor	Classified Staff	118	E	\$29,464	\$35,062	\$47,323.47
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Financial Aid Assistant	Classified Staff	<del>114110</del>	<del>NENE</del>	<del>\$24,960\$21,529</del>	<del>\$29,702\$25,620</del>	<del>\$40,452.80</del> <del>\$34,579.41</del>
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	<del>114112</del>	<del>NENE</del>	<del>\$24,960\$23,286</del>	<del>\$29,702\$27,710</del>	<del>\$40,452.80</del> <del>\$37,400.95</del>
Food Service Assistant	Classified Staff	<del>114106</del>	<del>NENE</del>	<del>\$24,960\$18,403</del>	<del>\$29,702\$21,900</del>	<del>\$40,452.80</del> <del>\$29,558.69</del>
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Foundation Development and Communications Associate	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Projects Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Scholarship Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Foundation Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Gadsden Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Gear Up Administrative Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Health Care Education Manager	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
High Liability Training Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Housing Service Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Human Resources Aide	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960\$25,186</del>	<del>\$29,702\$29,971</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Human Resources Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
Human Resources Specialist III	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Human Resources Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
HVAC/Building Automation Specialist	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Information Specialist	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Information Technology Project Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Information Technology Support Specialist I	Classified Staff	<del>114111</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$2,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Information Technology Support Specialist II	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$5,186</del>	<del>\$29,702</del> <del>\$29,971</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Information Technology Trainer	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Designer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Network Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Instructional Technologist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Instructional Technology Specialist	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
International Student Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
International Student Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	<del>114108</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$19,905</del>	<del>\$29,702</del> <del>\$23,687</del>	<del>\$40,452.80</del> <del>\$31,969.96</del>
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
<del>Learning Commons Technical Manager</del>	<del>CS Professional</del>	<del>225</del>	<del>E</del>	<del>\$38,773</del>	<del>\$46,140</del>	<del>\$62,275.28</del>
Learning Commons Specialist Success Coach	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Technical Assistant I	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$5,186</del>	<del>\$29,702</del> <del>\$29,971</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41



POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<u>Maintenance Computer Operations Specialist</u>	<u>Classified Staff</u>	<u>118</u>	<u>NE</u>	<u>\$29,464</u>	<u>\$35,062</u>	<u>\$47,323.47</u>
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01
Manager, <del>Technology</del> and <del>Technology and</del> Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Web Developer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Media Production Specialist I	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Media Production Specialist II	CS Professional	221	E	\$35,848	\$42,659	\$57,577.00
Media Relations Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Mental Health Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Professional Counselor	CS Professional	225	E	\$38,733	\$46,140	\$62,275.28
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	<del>114112</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$23,286</del>	<del>\$29,702</del> <del>\$27,710</del>	<del>\$40,452.80</del> <del>\$37,400.95</del>
Publications Coordinator	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Purchasing Assistant	Classified Staff	<del>114113</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$24,217</del>	<del>\$29,702</del> <del>\$28,819</del>	<del>\$40,452.80</del> <del>\$38,896.34</del>
Purchasing Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Purchasing Technician	Classified Staff	<del>114110</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$24,529</del>	<del>\$29,702</del> <del>\$25,620</del>	<del>\$40,452.80</del> <del>\$34,579.41</del>
Receiving Clerk	Classified Staff	<del>114110</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$24,529</del>	<del>\$29,702</del> <del>\$25,620</del>	<del>\$40,452.80</del> <del>\$34,579.41</del>
Recruitment Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Registration Specialist	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Research Analyst	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Scholarship Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Science Lab Manager	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Senior Accountant	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Senior Cashier	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$5,186</del>	<del>\$29,702</del> <del>\$29,974</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Senior Contracts and Grants Accountant	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Senior Custodian	Classified Staff	<del>114107</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$9,193</del>	<del>\$29,702</del> <del>\$22,776</del>	<del>\$40,452.80</del> <del>\$30,740.23</del>
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Enrollment Clerk	Classified Staff	<del>114112</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$3,286</del>	<del>\$29,702</del> <del>\$27,710</del>	<del>\$40,452.80</del> <del>\$37,400.95</del>
Senior Financial Aid Assistant	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$5,186</del>	<del>\$29,702</del> <del>\$29,974</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Senior Program Development Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Senior Science Lab Assistant	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Senior Staff Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Senior Systems Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
SEP Disability Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Service Learning and Civic Engagement Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Social Media & Digital Content Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	<del>114111</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$2,390</del>	<del>\$29,702</del> <del>\$26,644</del>	<del>\$40,452.80</del> <del>\$35,962.33</del>
Staff Assistant II	Classified Staff	<del>114114</del>	<del>NENE</del>	<del>\$24,960</del> <del>\$5,186</del>	<del>\$29,702</del> <del>\$29,974</del>	<del>\$40,452.80</del> <del>\$40,452.80</del>
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Stores Clerk	Classified Staff	<u>114407</u>	<u>NENE</u>	<del>\$24,960</del> \$9,193	<del>\$29,702</del> \$22,776	<del>\$40,452.80</del> \$30,740.23
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
<u>Student Life, Coordinator</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$35,848</u>	<u>\$42,659</u>	<u>\$57,577.00</u>
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	<u>114409</u>	<u>NENE</u>	<del>\$24,960</del> \$0,704	<del>\$29,702</del> \$24,634	<del>\$40,452.80</del> \$33,248.98
Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
System Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Systems Programmer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Systems Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC Online Support Staff	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Technology Outreach Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Technology Project Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Technology Services Assistant	Classified Staff	<u>114414</u>	<u>NENE</u>	<del>\$24,960</del> \$5,186	<del>\$29,702</del> \$29,974	<del>\$40,452.80</del> \$40,452.80
Telecommunications and Network Systems Technician	Classified Staff	<u>114412</u>	<u>NENE</u>	<del>\$24,960</del> \$3,286	<del>\$29,702</del> \$27,710	<del>\$40,452.80</del> \$37,400.95
Telecommunications Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Testing and Retention Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Testing Specialist	Classified Staff	<u>114412</u>	<u>NENE</u>	<del>\$24,960</del> \$3,286	<del>\$29,702</del> \$27,710	<del>\$40,452.80</del> \$37,400.95

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Transfer and Graduation Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Transfer Program Assistant	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
<u>Virtual Learning Commons Manager</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$38,773</u>	<u>\$46,140</u>	<u>\$62,275.28</u>
Volunteer and Peer Support Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Wakulla Center Manager	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Web <del>Collaboration</del> and Collaboration and Special Projects Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Administrator and Application Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
June 16, 2019	July 13, 2019	July 19, 2019	Wednesday, July 31, 2019
July 14, 2019	August 10, 2019	August 16, 2019	Friday, August 30, 2019
August 11, 2019	September 7, 2019	September 17, 2019	Monday, September 30, 2019
September 8, 2019	October 5, 2019	October 18, 2019	Thursday, October 31, 2019
October 6, 2019	November 2, 2019	November 15, 2019	Friday, November 29, 2019

November 3, 2019	December 7, 2019	December 9, 2019	Friday, December 13, 2019
December 8, 2019	January 11, 2020	January 17, 2020	Friday, January 31, 2020
January 12, 2020	February 8, 2020	February 14, 2020	Friday, February 28, 2020
February 9, 2020	March 14, 2020	March 13, 2020	Tuesday, March 31, 2020
March 15, 2020	April 11, 2020	April 16,2020	Thursday April 30, 2020
April 12, 2020	May 9, 2020	May 15, 2020	Friday, May 29, 2020
May 10, 2020	June 13, 2020	June 17, 2020	Tuesday, June 30, 2020
June 14, 2020	July 11, 2020	July 17, 2020	Friday, July 31, 2020

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# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2019 - 2020**

**Prepared by the Office of Human Resources**



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## **INTRODUCTION**

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

## **PURPOSE**

This Salary Schedule is designed to meet the following objectives:

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

## **ACCREDITATION**

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

## **EQUITY STATEMENT**

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

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

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

## **WEBSITE**

This Salary Schedule may be viewed online at:

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

## **GENERAL PROVISIONS**

### **Effective Date**

October 14, 2019

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

If an error has been noted in regards to wages, compensation, initial or promotional placement and is discovered, the wages of that employee will be adjusted accordingly. In the case of underpayment, the employee's pay rate will be adjusted in the present year. In the event of an overpayment, the College will collect all monies owed via payroll deduction or through the College's collection process if for a former employee.

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

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

### **Contracts and Grants Personnel**

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

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

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

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

**Wireless Allowance Plans**

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

**Terminal Pay**

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

**Other Provisions**

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

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

## **SALARY STATEMENT**

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

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

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE).

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

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

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

#### **Administrative Positions**

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

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

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

### **Faculty**

These positions are officially designated by the Board as instructional. The primary and predominant activities of such positions involve direct instruction. These positions are considered exempt positions under FLSA standards.

### **Non-Teaching Faculty**

The primary duties of such positions involve library or learning resources support services, counseling, academic advisement, career advisement and student support services. These positions are considered exempt positions under FLSA standards.

- Faculty Librarians

### **Classified Staff/Professional**

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

### **Classified Staff**

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

### **Time Limited**

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

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

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

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

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

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

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

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

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

**Classified Staff** - The starting salary for persons in a Classified Staff Position will be at the minimum of the salary range. The appointment salary may increase by up to ten percent (10%) of the market rate by the

appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

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

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

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

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

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

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

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

## **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

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

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

## **TEMPORARY ASSIGNMENTS**

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

### **Interim Positions**

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

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

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

### **Additional Duties**

An employee may be assigned additional duties due to hard to fill or challenging recruiting efforts (documented by unsuccessful advertisements); or the current incumbent who is responsible for the work is absent due to a serious health condition; or some other situation creates an undue hardship on the operations of the College.

### **Extraordinary Task or Project**

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

### **Overlap in Position**

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

## **RECLASSIFICATION/ORGANIZATIONAL CHANGES**

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

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

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

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

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

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

## **WORK SCHEDULE**

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



## **FULL-TIME FACULTY**

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

## ADJUNCTS (Credit/Contract Hours)

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

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

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

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

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

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

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

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$876
Masters	\$812
Bachelors	\$738
Less than Bachelors with program specific credentials and Associate degree	\$654

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$51
Masters	\$45
Bachelors	\$38
Less than Bachelors with program specific credentials and Associate degree	\$35

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

Academic Credentials	Credit Hour Rates
Doctorate	\$846
Masters	\$786
Bachelors	\$713
Less than Bachelors with program specific credentials and Associate degree	\$630

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

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

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

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

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

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

## ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Masters	\$39
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29
Professional certification or licensure	\$28

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

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

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

Academic Credentials	Clock Hour Rates
Doctorate	\$28
Masters	\$26
Bachelors	\$23

## DIS COURSES

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

<b>Academic Credentials</b>	<b>1 credit hr</b>	<b>3 credit hrs</b>	<b>4 credit hrs</b>	<b>5 credit hrs</b>
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):

<b>Academic Credentials</b>	<b>Maximum Hourly Rates</b>
Doctorate	\$44.72
Masters	\$31.20
Bachelors	\$28.08
Associate	\$27.04
Professional certification or licensure	\$26.00

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

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

### **Shift Differential**

Custodial Workers that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$.50 hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

### **Service Credit**

Custodial Workers shall receive a one (1) pay grade increase and be retitled Senior Custodian on the first day of the month following achievement of ten (10) years of service in that classification.

### **Trainee Status**

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

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

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

Contract Provisions: Employees hired in Head Coach, Assistant Coaches and Athletic Director positions shall be on annual contract.

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

### **Other Classified Staff Provisions**

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

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



## RETIREES

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

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

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

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

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

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

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

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

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

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

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in the TCC Policy Manual. If this payment is less than the maximum, the balance of the employee's unused annual leave shall be paid at termination of employment, not to exceed the maximum payout for annual leave in the TCC Policy Manual.

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

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

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

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

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

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

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

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the sick leave payout policy as stated in the Policy Manual.

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

### **Reemployment Provisions for Retirees**

Retirees shall have retired per 121.091(1) FS or 238.07, FS and shall have completed seven (7) years of service at the College.

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

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

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

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

## **TIME LIMITED EMPLOYEES**

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

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

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

### **Work-study Students**

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

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

### **Other Time Limited Provisions**

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

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

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

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

### **Contracts & Grants**

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

## APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

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

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

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

**APPENDIX B**

## Classified Staff Positions & Paygrades

*(matrix does not include FLSA adjustments)*

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Academic Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Academy Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Accounting Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Accounting Specialist II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Adult Education Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Application Developer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Applications Support Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Assistant Coach	Classified Staff	115	E	\$26,193	\$31,170	\$42,070.31
Assistant Controller	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant Director, Student Services & Chief Judicial Officer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Assistant Director, User Services for Instructional Technologies	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Director of Admissions	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Director of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Human Resource Director	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Assistant Director of the Learning Commons	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant Registrar	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant to the Dean	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the Director	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Assistant to the President	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Assistant to the Vice President	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Athletic Trainer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Auxiliary Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Business Services and Corporate Training Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Call Center Representative	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lead Dispatcher	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Campus Police Lieutenant	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Campus Police Officer	Classified Staff	120	NE	\$31,868	\$37,923	\$51,185.15
Campus Police Sergeant	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Recreation and Sports Facility Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Campus Resource Advisor	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
Center for Innovation Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76

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



<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Conference and Events Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Content & Digital Strategy Manager	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Contracts and Grants Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Contracts and Grants Manager	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Courier	Classified Staff	107	NE	\$19,193	\$22,776	\$30,740.23
Criminal Justice Instructional Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Custodial Shift Supervisor	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Custodial Superintendent	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Custodial Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Data Integration Specialist	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Dental Clinic Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Digital Communications Specialist	CS Professional	218	E	\$30,643	\$36,465	\$49,217.36
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Director, Wakulla Center	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Disability Services Coordinator	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Distance Learning Student Service Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Distance Learning Support Technician	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Distributed Computer Systems Analyst	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Educator Preparation Institute Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Emergency Management	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Accreditation and Safety Manager						
EMS Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
EMS Technology Clinical Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Engineering Technician	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Enrollment Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Environmental Health/Safety Specialist	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Environmental Safety Technician	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Equipment Mechanic	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Executive Assistant	Classified Staff	223	E	\$35,848	\$42,659	\$57,577.00
Executive Coordinator	Classified Staff	225	E	\$38,773	\$46,140	\$62,275.28
Facilities Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	NE	\$34,469	\$41,018	\$55,361.76
Facilities Supervisor	Classified Staff	118	E	\$29,464	\$35,062	\$47,323.47
Facilities Superintendent	Classified Staff	118	NE	\$28,331	\$33,714	\$45,503.50
Finance and Accounting Administrator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Financial Aid Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Food Service Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Foundation Alumni Relations Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Foundation Development and Communications Associate	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Foundation Development Associate	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Foundation Development Officer	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28

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

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
International Student Advisor	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
International Student Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
Learning Commons Success Coach	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Learning Management Systems Administrator	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	220	E	\$31,868	\$37,923	\$51,185.15
Library Services Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Library Technical Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Library Technical Assistant II	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Mail Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Support Worker	Classified Staff	110	NE	\$21,529	\$25,620	\$34,579.41
Maintenance Computer Operations Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Auxiliary	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Manager, Client Support	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Data Warehouse and Web Technologies	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Help Desk	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Manager, Server Database Administrator	CS Professional	232	E	\$51,022	\$60,716	\$81,950.01
Manager, Technology and Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Manager, Web Developer	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manufacturing Technology Project Manager	CS Professional	233	E	\$53,063	\$63,145	\$85,227.89
Marketing Research and Digital Communication Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Media Production Specialist I	CS Professional	219	E	\$30,643	\$36,465	\$49,217.36
Media Production Specialist II	CS Professional	221	E	\$35,848	\$42,659	\$57,577.00
Media Relations Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Mental Health Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Network Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Network and Computer Systems Specialist	CS Professional	225	NE	\$38,773	\$46,140	\$62,275.28
Network Systems/Data Communications Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Network Technician	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Office Manager	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Office Manager/Dispatcher Supervisor	Classified Staff	117	E	\$28,331	\$33,714	\$45,503.50
Production Coordinator	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Production Media Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Professional Counselor	CS Professional	225	E	\$38,733	\$46,140	\$62,275.28
Program Assistant	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Program Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator for Online Solutions	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Coordinator for Online Training	CS Professional	221	E	\$33,143	\$39,440	\$53,233.28
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Program Specialist for Corporate Solutions	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12

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

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Sign Language Interpreter	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Sign Language Interpreter Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Simulation & Information Tech Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Simulation Program Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Simulator Lab Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Social Media & Digital Content Coordinator	CS Professional	217	E	\$28,331	\$33,714	\$45,503.50
Software Distribution Specialist	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Sports Facility Manager	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Sports Information Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant I	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Staff Assistant II	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
STEM Center Coordinator	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Store Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Stores Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Student Accounts Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Accounts Manager	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Accounts Specialist/Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Development Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76
Student Involvement Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Judicial Advisor	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Student Judicial Assistant	CS Professional	218	E	\$29,464	\$35,062	\$47,323.47
Student Life, Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Recruiter	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Student Support Technology Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	120	E	\$31,868	\$37,923	\$51,185.15
Supplies Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80

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



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

<b>Start Date</b>	<b>End Date</b>	<b>Time &amp; Attendance Lock Out Dates</b>	<b>Pay Date</b>
June 16, 2019	July 13, 2019	July 19, 2019	Wednesday, July 31, 2019
July 14, 2019	August 10, 2019	August 16, 2019	Friday, August 30, 2019
August 11, 2019	September 7, 2019	September 17, 2019	Monday, September 30, 2019
September 8, 2019	October 5, 2019	October 18, 2019	Thursday, October 31, 2019
October 6, 2019	November 2, 2019	November 15, 2019	Friday, November 29, 2019
November 3, 2019	December 7, 2019	December 9, 2019	Friday, December 13, 2019
December 8, 2019	January 11, 2020	January 17, 2020	Friday, January 31, 2020
January 12, 2020	February 8, 2020	February 14, 2020	Friday, February 28, 2020
February 9, 2020	March 14, 2020	March 13, 2020	Tuesday, March 31, 2020
March 15, 2020	April 11, 2020	April 16,2020	Thursday April 30, 2020
April 12, 2020	May 9, 2020	May 15, 2020	Friday, May 29, 2020
May 10, 2020	June 13, 2020	June 17, 2020	Tuesday, June 30, 2020
June 14, 2020	July 11, 2020	July 17, 2020	Friday, July 31, 2020

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October 14, 2019

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

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

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

**SUBJECT:** Fund Analysis - September

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/25/2019.

**Overview and Background**

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

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

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College  
Fund Analysis  
Unrestricted Current Fund  
As of September 25, 2019**

<b>REVENUE</b>	<b>Budgeted</b>	<b>Received Year to Date</b>	<b>Budgeted Balance</b>				
Student Fees	\$ 25,141,465	10,698,340	\$ 14,443,125				
State Support	34,179,013	7,195,241	\$ 26,983,772				
Federal Support	375,000	96,794	\$ 278,206				
Other Revenue	580,000	838,008	\$ (258,008)				
Non-Revenue Sources	1,567,691	-	\$ 1,567,691				
<b>TOTAL REVENUE</b>	<b>\$ 61,843,169</b>	<b>\$ 18,828,383</b>	<b>\$ 43,014,786</b>				
<b>EXPENSES</b>	<b>Budgeted</b>	<b>Expended Year to Date</b>	<b>Sep Expenses</b>	<b>% of YTD Expenses</b>	<b>Prior Year (PY) Budget</b>	<b>PY YTD Expenses</b>	<b>PY % of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>							
Administrative	\$ 3,500,735	\$ 865,260	\$ 287,849	25%	\$ 3,203,115	\$ 830,078	26%
Instructional	12,178,112	3,227,150	\$ 922,249	26%	11,071,010	3,481,443	31%
Non-Instructional	16,204,691	4,073,544	\$ 1,341,050	25%	16,740,894	3,885,009	23%
OPS	5,557,476	1,069,378	\$ 462,977	19%	5,879,441	1,067,497	18%
Personnel Benefits	10,702,155	2,468,380	\$ 800,374	23%	10,372,933	2,477,360	24%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 48,143,169</b>	<b>\$ 11,703,712</b>	<b>\$ 3,814,499</b>	<b>24%</b>	<b>\$ 47,267,393</b>	<b>\$ 11,741,387</b>	<b>25%</b>
<b><u>CURRENT EXPENSES</u></b>							
Services	\$ 4,843,864	\$ 801,339	\$ 310,988	17%	\$ 4,774,375	\$ 1,093,513	23%
Material & Supplies	3,329,612	716,166	\$ 270,705	22%	3,341,739	442,212	13%
Other Current Charges	5,276,525	1,271,016	\$ 307,707	24%	5,133,886	1,251,637	24%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 13,450,000</b>	<b>\$ 2,788,521</b>	<b>\$ 889,400</b>	<b>21%</b>	<b>\$ 13,250,000</b>	<b>\$ 2,787,362</b>	<b>21%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 61,843,169</b>	<b>\$ 14,492,234</b>	<b>\$ 4,703,899</b>	<b>23%</b>	<b>\$ 61,217,393</b>	<b>\$ 14,528,749</b>	<b>24%</b>

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

**Issued in September 2019**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-011180	9/3/2019	TeamDynamix Solutions LLC	100,000.00	TeamDynamix Site License	Exempt per FAC 6A-14.0734(2)(G) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-011232	9/11/2019	M&B Enterprises of Central Florida LLC, dba Storm Ready Services	150,000.00	Windstorm Mitigation Services, Mobile Home Tie-Down Program	TCC RFP 2018-05



October 14, 2019

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

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

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

**SUBJECT:** Policy Manual Changes

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**Item Description**

This item requests Board approval of Policy Manual changes in Chapters 3.0 – General Administration and 4.0 – All Personnel.

**Overview and Background**

The College brings forth a request to modify the College’s Policy Manual. Highlights of these changes are outlined below.

03-19 – Children on Campus - Updated to provide guidelines for addressing issues of minor children on campus.

04-49 – Background Screening – Updated the exemption review panel personnel – Section C(9)(b).

**Funding/ Financial Implications**

None.

**Past Actions by the Board**

The Board has approved previous revisions to Chapters 3 and 4 of the College’s Policy Manual.

**Recommended Action**

Approve revision of College policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<p><b>TITLE:</b> <del>Student, Faculty, and Staff Child Care Services</del> <del>Children on Campus</del></p>	<p><b>NUMBER:</b> 03-19</p>
<p><b>AUTHORITY:</b> Florida Statute: <a href="#">1001.64</a>, <a href="#">1001.65</a> <del>Florida Administrative Code: 6A-14.0261</del></p>	<p><b>SEE ALSO:</b>  <u><a href="#">Administrative Procedure 03-19AP: Student, Faculty, and Staff Child Care Services Children on Campus</a></u></p>
<p><b>DATE ADOPTED:</b> 12/1/97, <del>revised</del> 9/21/09, <u>10/14/19</u></p>	

~~The College does not provide child care services. Unsupervised children are not allowed on College campuses, centers, or instructional sites. Students, faculty, and staff are expected to arrange for their personal child care in such a manner as to prevent the involvement of the College. The College assumes no responsibility for supervision of the children of students, faculty, or staff.~~

~~Students, faculty, and staff of the College may not bring children to classes or other instructional environments or leave children unattended on campus. College employees may not bring children to their work stations.~~

~~Students failing to comply with this policy will not be admitted to classes and may be asked to leave campus until off campus child care arrangements can be made.~~

~~Children may be allowed on campus when the best interest of the College is served (i.e., to meet requirements of instructional programs, to attend College scheduled events open to the public, and as approved by the immediate supervisor).~~

**A. PURPOSE**

The purpose of this Children on Campus Policy is to ensure the health, safety, and welfare of minor children on campus, and to establish guidelines for supervisors and course instructors who are responsible for addressing issues of minor children in the workplace and classrooms of Tallahassee Community College (TCC or College.) It also outlines responsibilities for parents and caregivers of any minor child(ren) they are permitted to bring to College facilities, whether they are students, employees or guests.

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## **B. POLICY STATEMENT**

This policy does not prohibit children from the campus when the purpose of their visit is to participate in activities or programs specifically approved and scheduled for their benefit, or for specific campus events open to the general public.

The College campus is designed to provide an environment conducive to academic and work activities performed by students and employees. The College will not accommodate minor children in College workplaces, classrooms, laboratories, physical plant areas or other areas not open to the general public without proper permission from an immediate supervisor and/or authorized member of the College community.

- Children visiting the College for any reason must be under direct supervision at all times.
- A student, or employee bringing a child to campus is solely responsible for the child's supervision, safety and actions, and may not ask another student, or employee to accept responsibility for looking after the child.
- The College will not accept liability for any child on campus.



**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Children on Campus	<b>NUMBER:</b> 03-19
<b>AUTHORITY:</b> Florida Statute: <a href="#">1001.64</a> , <a href="#">1001.65</a>	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/97, 9/21/09, 10/14/19	

**A. PURPOSE**

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**B. POLICY STATEMENT**

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- Children visiting the College for any reason must be under direct supervision at all times.
- A student, or employee bringing a child to campus is solely responsible for the child’s supervision, safety and actions, and may not ask another student, or employee to accept responsibility for looking after the child.
- The College will not accept liability for any child on campus.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Background Screening	<b>NUMBER:</b> 04-49
<b>AUTHORITY:</b> Florida Statute: 435, 110.1127 Fair Credit Reporting Act	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• DBOT Policy: 04-08 Recruitment, Eligibility, and Selection</li> <li>• DBOT Policy: 04-09 Inprocessing of New Employees</li> </ul>
<b>DATE ADOPTED:</b> 10/16/17, <u>10/14/19</u>	

**A. POLICY STATEMENT**

The safety of our students, faculty and staff is of paramount importance to Tallahassee Community College. Consistent with this concern for student safety, in compliance with Florida law, and as delineated below, the College requires background screening of:

- all job applicants who are being considered for employment;
- current employees offered a transfer or reclassification in employment to a safety sensitive position , or a position of special trust or responsibility;
- employees who hold positions of special trust or responsibility as a condition of continued employment; and
- volunteers.

**B. DEFINITIONS**

Background screenings – the review of prior employment records and completion of employment reference check.

Job Applicant - an individual who has acknowledged formal interest in an advertised position submitted through an official employment application and the official application process of the College.

*Tallahassee Community College  
District Board of Trustees Policy*

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Employee – any person employed by the College, full or part-time; including, but is not limited to, other personal services (OPS), federal work study, adjunct, grant or contracted staff.

Volunteer - any person who performs or renders services to or on behalf of the College without compensation, except reimbursement for actual expenses.

Level 1 background screening - in accordance with Florida Statutes 435.031, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

Level 2 background screening - in accordance with Florida Statutes 435.042, includes, but is not limited to, fingerprinting for statewide criminal history records checks through the FDLE, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

Positions of Special Trust or Responsibility –

- positions involved with the financial responsibilities and obligations of the college;
- positions providing care to children, the developmentally disabled or vulnerable adults for fifteen hours or more per week;
- positions with access to sensitive information such as social security numbers or other personally identifiable information.

Safety Sensitive Position – any position including a supervisory or management position, in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires that the employee carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position in which a momentary lapse in attention could result in injury or death to another person.

~~Behavioral Intervention Team (BIT)—A College committee composed of the Chief of Police for TCC, the Human Resources Director, and representatives of student affairs, student services and other College departments.~~

Moral Turpitude – conduct that is contrary to justice, honesty or morality. Moral turpitude means, in general, a departure from ordinary standards of honesty, good morals, justice or ethics.

*Tallahassee Community College  
District Board of Trustees Policy*

*Page 4.49-2*

## C. RESPONSIBILITIES AND EXPECTATIONS

### 1. Cost

The cost of the background screening as a condition of employment, continued employment or required for volunteers, will be borne by the College.

### 2. Refusal to Cooperate/ False Information

Any person who is required to undergo a background screening and who refuses to cooperate or submit fingerprints shall be disqualified for employment in such position or, if employed, may be dismissed. Volunteers are subject to the same exclusion or separation provided by this procedure.

Failure to adhere to the time schedule established for submission of documents may be cause for non-consideration of employment, or if a current employee, disciplinary action.

False or misleading statements, ~~or~~ answers, or omissions made by a person in connection with seeking employment may disqualify a person from employment with the College or, if discovered after employment, may result in disciplinary action, including termination. Each case shall be considered on its own merits. Volunteers are subject to the same exclusion or separation provided by this procedure.

A background screening may be conducted on current employees, if the College has reason to believe an employee falsified his/her employment application and/or other personnel related documents; if the employee occupies a position of special trust or responsibility or a position located in safety sensitive areas and a background screening was not conducted at the time of hire; or for other justifiable reasons.

### 3. Confidential Information

The information contained in reports received from the FDLE or the FBI shall be handled in accordance with applicable agreements between the College and these agencies. The College shall ensure that screenings are conducted in compliance with applicable laws and regulations. Records relating to criminal history checks, if retained after review, shall be securely maintained by Human Resources for the applicable retention period as appropriate.

### 4. Required Notification

Current employees and volunteers shall notify their immediate supervisor and Human Resources, within three (3) business days, of any arrest for a felony or first degree misdemeanor.

## 5. Credit Check

A Credit Check must be performed for an individual in any position that handles money, sensitive banking information, or has access to student and/or college financial records.

## 6. Drivers' License Check

A Drivers' License check is required to verify that a candidateapplicant possesses a valid driver's license and to verify the candidateapplicant's driving history for any position whose duties include, but are not limited to, operating licensed motor vehicles (including golf carts) owned/rented by the College or for business of the College. A Drivers' license/driving record may be checked annually at the discretion of College management.

If unfavorable information is detected, the Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

## 7. Level 1 Screening

A Level 1 background screening is required for all external job applicants who are finalists for full and part-time positions and all current employees offered a transfer or reclassification in position.

A Level 1 background screening is required for all volunteers prior to beginning volunteer service.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information.

If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the candidateapplicant has been cleared for hiring, and will proceed with the selection and hiring process.

If the background screening results in negative findings, the College will make an individualized assessment of the particular candidateapplicant and the job in question and consider, among other relevant information:

- the nature and seriousness of the offense(s);
- the amount of time that has elapsed since the offense(s);
- the number and type of offenses;
- the accuracy and completeness of the information provided by the applicantfinalist;
- the nature of the position in question and the relationship of the offense to the responsibilities of the position; and
- whether employment would pose an unacceptable level of risk to the College.

The Director of Human Resources, after discussion with the responsible Vice President will produce a final decision.

### **8. Level 2 Screening**

A Level 2 Criminal Background Screening and Fingerprinting is required for persons in a position of special trust or responsibility or who are in a safety sensitive position.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information. If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the candidateapplicant has been cleared for hiring, and will proceed with the selection and hiring process.

Any individual who is in a position of special trust or responsibility; or who is located in a safety sensitive area may be disqualified from employment or continued employment with the College by reason of:

- conviction of a first-degree misdemeanor or a felony;
- entering a plea of nolo contendere or, when a jury verdict of guilty is rendered but adjudication of guilt is withheld, with respect to a first-degree misdemeanor or a felony;
- or
- conviction of a crime involving moral turpitude.

Results that indicate any criminal history will be reviewed based on its implications for the safety and security of the campus community and in accordance with Florida Statute 435.02. The security background investigation must ensure that no one subject to this requirement has been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged, for any offense listed in Florida Statutes 435.04.

The Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

### **9. Disqualification**

If the College has reasonable cause to believe grounds for the denial of employment or the termination of an employee exist as a result of a background screening, the Director of Human Resources will notify the candidateapplicant or employee, in writing, of their rights pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure. This notification will include direction for contesting the disqualification or requesting an exemption from disqualification.

#### **a. Contesting the Disqualification**

If the College determines that denial of employment or termination is warranted, the particular ~~candidate~~ applicant or employee, pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure, will be provided the opportunity to present supporting documentation or evidence if they feel the information or negative findings from the background screening are in error.

In accordance with Florida Statute 435.06, the only basis for contesting the disqualification is proof of mistaken identity. It shall be the responsibility of the affected ~~job~~ applicant or employee to contest his/her disqualification or to request exemption from disqualification.

### **b. Requesting an Exemption from Disqualification**

In accordance with Florida Statute 435.07, the College may grant an employee or candidate ~~applicant~~ for employment an exemption from disqualification on the following grounds:

- felonies for which at least 3 years have elapsed since the person was lawfully released from confinement, supervision or non-monetary conditions imposed by the Court for the disqualifying felony;
- misdemeanors (or offenses that were felonies when committed, but are now misdemeanors) for which the person has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court; and
- findings of delinquency for offenses that would be felonies if committed by an adult and the record has not been sealed or expunged, when at least 3 years have elapsed since the person completed or has been lawfully released from confinement, supervision, or nonmonetary conditions imposed by the Court.

In addition, for anyone requesting an exemption from disqualification, if they were ordered by the court to pay any fee, fine, fund lien, civil judgment, application, cost of prosecution, trust, or restitution as part of the judgment and sentence for any disqualifying felony or misdemeanor, must provide proof that the court ordered amount has been paid in full.

~~If a Request for an exemption from disqualification are reviewed by a panel consisting of is made, it will be considered by the College's Vice President of Administrative Services, Chief of Police and Equity Officer Behavioral Intervention Team (BIT) for final disposition. It is the responsibility of tThis groupe Assistant Vice President of Administrative Services, Chief of Police and Equity Officer BIT shall to consider theall results of the background screening, and additional verified facts provided by the individual. It is the responsibility of the Assistant Vice President of Administrative Services, Chief of Police and Equity Officer BIT to apply applicable rule and law. It is the responsibility of BIT to and carefully determine the impact of the individual's employment on the College's campus community and its the potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their The Assistant Vice President of Administrative Services, Chief of Police and Equity Officer BIT will make a recommendation to the president, who will must issue a final determination.~~





**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Background Screening	<b>NUMBER:</b> 04-49
<b>AUTHORITY:</b> Florida Statute: 435, 110.1127 Fair Credit Reporting Act	<b>SEE ALSO:</b>  • DBOT Policy: 04-08 Recruitment, Eligibility, and Selection • DBOT Policy: 04-09 Inprocessing of New Employees
<b>DATE ADOPTED:</b> 10/16/17, 10/14/19	

**A. POLICY STATEMENT**

The safety of our students, faculty and staff is of paramount importance to Tallahassee Community College. Consistent with this concern for student safety, in compliance with Florida law, and as delineated below, the College requires background screening of:

- all job applicants who are being considered for employment;
- current employees offered a transfer or reclassification in employment to a safety sensitive position , or a position of special trust or responsibility;
- employees who hold positions of special trust or responsibility as a condition of continued employment; and
- volunteers.

**B. DEFINITIONS**

Background screenings – the review of prior employment records and completion of employment reference check.

Job Applicant - an individual who has acknowledged formal interest in an advertised position submitted through an official employment application and the official application process of the College.

Employee – any person employed by the College, full or part-time; including, but is not limited to, other personal services (OPS), federal work study, adjunct, grant or contracted staff.

Volunteer - any person who performs or renders services to or on behalf of the College without compensation, except reimbursement for actual expenses.

Level 1 background screening - in accordance with Florida Statutes 435.03, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

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## **C. RESPONSIBILITIES AND EXPECTATIONS**

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- the accuracy and completeness of the information provided by the applicant;
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- entering a plea of nolo contendere or, when a jury verdict of guilty is rendered but adjudication of guilt is withheld, with respect to a first-degree misdemeanor or a felony; or
- conviction of a crime involving moral turpitude.

Results that indicate any criminal history will be reviewed based on its implications for the safety and security of the campus community and in accordance with Florida Statute 435. The security background investigation must ensure that no one subject to this requirement has been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged, for any offense listed in Florida Statutes 435.04.

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- misdemeanors (or offenses that were felonies when committed, but are now misdemeanors) for which the person has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court; and
- findings of delinquency for offenses that would be felonies if committed by an adult and the record has not been sealed or expunged, when at least 3 years have elapsed since the person completed or has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court.

In addition, for anyone requesting an exemption from disqualification, if they were ordered by the court to pay any fee, fine, fund lien, civil judgment, application, cost of prosecution, trust, or restitution as part of the judgment and sentence for any disqualifying felony or misdemeanor, must provide proof that the court ordered amount has been paid in full.

Requests for exemption from disqualification are reviewed by a panel consisting of the College's Vice President of Administrative Services, Chief of Police and Equity Officer for final disposition. It is the responsibility of this group to consider the results of the background screening and additional verified facts provided by the individual and determine the impact of the individual's employment on the College's campus community and its potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their recommendation to the president, who will issue a final determination.



October 14, 2019

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

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

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

**SUBJECT:** Wireless Network Upgrades

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**Item Description**

This item requests that the District Board of Trustees authorize the College to enter into contracts with Presidio Networked Solutions and Delta Technologies to replace the aging wireless network currently in use at the College at a total cost not to exceed \$1,238,659.41. The contracts with Presidio Networked Solutions are not to exceed \$1,093,461.81 and will include all hardware, software, professional services and any other costs associated with the procurement and installation of a new wireless network. The contracts with Delta Technologies are not to exceed \$145,197.60 and will include all wiring costs, access point installation and related professional services for the new wireless network.

**Overview and Background**

The wireless network currently in use at the College is over a decade old and contains critical components that are their end-of-life and end-of-support from the manufacturer (Cisco). In addition to hardware and software obsolescence, the current system does not meet the academic, administrative or guest needs of the College community. This request will allow the College to procure and install a new wireless network using Aruba technology at all 8 College locations. The new system will be designed using state of the art technology that will not only meet current College needs but also provide a platform for future needs and growth.

**Funding/ Financial Implications**

This item is a part of the College's FY 2019-20 Technology Plan and will be procured per FDOE Rule 6A-14.0734(2)(g) for IT purchases. Funding for this project are provided from the College's local funds.

**Past Actions by the Board**

N/A

**Recommended Action**

Authorize the College to enter into contracts with Presidio Networked Solutions and Delta Technologies to replace the aging wireless network currently in use at the College at a total cost not to exceed \$1,238,659.41



# Wireless Refresh – Design & Installation

## STATEMENT OF WORK

TALLAHASSEE COMMUNITY COLLEGE

9/9/19

## PROPOSAL TEAM

Name	Company/Function	Phone	Email
Emily Phares	Presidio Account Manager	850-524-3230	ephares@presidio.com
Patricio Chandia	Presidio Solution Architect	407-641-0466	pchandia@presidio.com

## REVISION HISTORY

Revision	Revision Date	Name	Notes
V0.1	7/15/19	Patricio Chandia	First Internal Release
V1.0	7/16/19	Patricio Chandia	First Client Release
V2.0	8/14/19	Patricio Chandia	Second Client Release
V3.0	8/17/19	Patricio Chandia	Third Client Release
V4.0	9/9/19	Patricio Chandia	Fourth Client Release

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## 1. EXECUTIVE OVERVIEW

### 1.1. Introduction

Presidio Networked Solutions, LLC (“Presidio”) is pleased to propose the following solution to The District Board of Trustees of Tallahassee Community College (“TCC”). This Statement of Work (“SOW”) defines the scope of work to be accomplished by Presidio. The tasks to be performed by Presidio are defined and the responsibilities of Presidio and TCC are contained herein as well.

Any deviations that arise during the proposed project and/or any changes to this Statement of Work will be processed through the procedure described in the Project Change Request Process section. The investigation and the implementation of changes may result in modifications to the charges or other terms of this Statement of Work.

Presidio will configure the systems outlined within this Statement of Work, with a unique set of authentication credentials, unless otherwise provided by TCC. Upon the completion of the engagement, Presidio will provide TCC with all user names, passwords, and additional authentication information that were implemented during the engagement. Presidio strongly recommends that these that credentials be changed upon the completion of the engagement.

### 1.2. Solution and Approach Overview

The rapid increase of mobile devices and applications is making Wi-Fi the preferred method of network access. This trend presents school systems with both tremendous opportunities and unique challenges.

With these technology trends TCC wants to ensure efficient operations and provide an unprecedented staff and student experience at their campus. TCC Information Technology department desires to upgrade their wireless network to meet wireless demands.

Deploying a wireless network requires thoughtful planning and design, as well as periodic monitoring to meet expectations for bandwidth, throughput, reliability and security. With this in mind, Presidio highly recommends conducting the following steps to meet new wireless network requirements at TCC:

- Design phase: understand customer requirements for each area
- Design phase: Perform Wi-Fi Design assessment/Predictive Survey
- Design Phase: Finalize Bill of Materials
- Implementation phase: Detail Workshop
- Implementation phase: Hardware staging
- Implementation phase: Hardware implementation
- Implementation phase: Post installation wireless assessment and network tuning
- Implementation phase: Knowledge transfer
- Implementation phase: As-built documentation

#### Wireless Requirements

TCC provided the following requirements to develop this scope of work and pricing for the wireless design and implementation.

- Coverage Area
  - Classrooms
    - 25 to 30 students per room
    - Scope of three (3) wireless clients per user
    - At least one AP per classroom
  - Office Space
  - Gymnasium
  - Lecture Halls
  - Dorms: One (1) AP per room
  - Mechanical rooms

Wireless Refresh – Design & Implementation

- Signal needed to reach the door of the mechanical room
  - Outdoor Areas
    - Selected Common Areas
  - Excluded areas
    - Elevators
- Wireless Requirements
  - Data / voice coverage for smartphones, laptops, Tablets, mobile VoIP telephony, door locks and access controls
  - Signal to Noise ratio (SNR): SNR shall be above 25 dBm for data applications.
  - Received Signal Strength Indicator (RSSI): -65 dBm coverage area
  - AP Radios: All AP's shall include dual radio bands of 2.4 GHz and 5GHz with data link protocols IEEE 802.11 b, g, n, ac and AX
  - Dorms - one access point per room
  - Classrooms - One access point per room
  - Wi-Fi 6 certified devices, with the possible exception of the hotel-style APs used in the FPSI dorms
  - 5 Mbps per user

• Building Information

Square Footage estimate was gathered from floorplans provided by customer

Main Campus	Estimated SQ FT
English Building 1st Floor	21345
English Building 2nd Floor	20898
Science Math Annex 1st Floor	8703
Science Math Annex 2nd Floor	7898
Academic Support Building 1st Floor	8611
Academic Support Building 2nd Floor	8312
Moore Science Lecture Hall	10840
Communications and Humanities 1st Floor East	11895
Communications and Humanities 2nd Floor East	15561
Communications and Humanities 1st Floor West	15590
Communications and Humanities 2nd Floor West	15588
Dental Hygiene Building 1st Floor	18024
Dental Hygiene Building 2nd Floor	18207
Academic Computing Center 1st Floor	16074
Academic Computing Center 2nd Floor	14262
Academic Computing Center 3rd Floor	14194
Center Building 2nd Floor	88873
Center Building 1st Floor	8956

TPP 1st floor - south	25274
TPP 1st floor - north	14693
Dorm Annex Building 1st Floor	6105
TPP 2nd Floor - north	15349
TPP 2nd Floor - South	25759
Hughes West Building 1st Floor	25301
Fine and Performing Arts Center 1st Floor	37703
Fine and Performing Arts Center 2nd Floor	34671
Lifetime Sport Center 1st floor	60249
Support Services 1st Floor	18612
Science and Math Building 1st Floor East Wing	34827
Science and Math Building 1st Floor West Wing	34827
Science and Math Building 2nd Floor East Wing	33495
Science and Math Building 2nd Floor West Wing	33495
University Center 1st and 2ndFloor	8941
Baseball Field House 1st Floor Plan	9809
Baseball Complex	1151
Administration Building 1st Floor Plan	26220
Administration Building 2nd Floor Plan	17793
Central Utility Plant	7569
Library - Learning Commons Building 1st Floor	53300
Library - Learning Commons Building 2nd Floor	48902
Softball Field	0
Softball Field House	7067
Student Union Building 1st Floor	49803
Student Union Building 2nd Floor	42341
Utility Plant	
Center for workforce development 1st floor	20375

Center for workforce development 2nd floor	20109
Wetherell History and Social Science Bldg. 1st Floor	20417
Wetherell History and Social Science Bldg. 2nd Floor	20109
Computer Technology Building 1st Floor	20417
Computer Technology Building 2nd Floor	20109
Construction Industrial Applied Technology Building 1st Floor	2550
#54 Vacant Building	13806
Mailroom Shipping and Receiving Building	16230
<b>TCC Ghazvini Center for Healthcare Education</b>	
Ghazvini Center for healthcare Education 1st floor	59062
Ghazvini Center for healthcare Education 2nd floor	48721
Ghazvini Center for healthcare Education 3rd floor	13100
<b>Center for Innovation</b>	
Capital Center TCC level	10000
Capital Center TCC level 1st floor	10000
<b>Transportation and Logistics Center</b>	
Ryder Building - Eagles Nest	9014
<b>Florida Public Safety Institute</b>	
Defensive Tactics Building 1st Floor	23625
Range Building 1 <sup>st</sup> floor	11991
Classroom Building A 1st Floor	16435
Classroom Building A 2nd Floor	18762
Administration Building 1st floor	14693
Administration Building 2nd floor	14693
Dining Hall 1st Floor	12787

Dorm Annex Building 1st Floor	6105
Conference Center Building 1st Floor	11025
<b>Gadsden Center</b>	
Gadsden Center 1st floor	6000
<b>Wakulla Center</b>	
Wakulla Center 1st floor	4000
<b>Wakulla Environmental Institute</b>	
Wakulla Environmental Institute 1st floor	6000

### 1.3. Locations

Work will be done at the following locations. All work will be performed on site unless otherwise specified.

Site Name	Address	On-Site / Remote Services
TCC	444 Appleyard Drive, Tallahassee FL 32304	On-site/Remote
Center for Innovation	300 West Pensacola Street, Tallahassee FL 32301	On-site/Remote
Florida Public Safety Institute	74 College Drive Suite, Havana FL 32333	On-site/Remote
Ghazvini Center for Healthcare Education	1528 Surgeon Drive, Tallahassee FL 32308	On-Site/Remote
Wakulla Environmental Institute	170 Preservation Way, Crawfordville FL 32327	On-Site/Remote
Gadsden Center	223 Pat Thomas Parkway, Quincy FL 32351	On-site/Remote
Wakulla Center	2932 Crawfordville Highway, Crawfordville FL 32327	On-site/Remote
Transportation and Logistics Center	850 Appleyard Drive , Tallahassee FL 32302	On-site/Remote

## 2. SCOPE OF WORK

Presidio has developed a project methodology that utilizes best practices from our experience throughout the project lifecycle. Our process begins during the presales process as we gather critical data points, design the appropriate solution, and set reasonable expectations. This process continues through project delivery as our Account Management, Project Oversight, and Service Delivery teams work together with TCC to manage and deploy TCC



solution as effectively and efficiently as reasonably possible, within the constraints of the agreed upon scope, budget, and timeline.

## 2.1. Project Initiation and Kickoff

Once the Statement of Work has been executed and the proper financial and legal approvals are received, the following occurs:

- The Presidio Professional Services organization officially opens the project and assigns a Project Manager; this assignment is dependent upon the deliverables and requirements elected within the Statement of Work.
- Once the Project Manager has been assigned, the Initiation Phase begins. During the Initiation Phase, there will be Presidio Project Oversight and Technical Management teams who perform a thorough evaluation of the project scope; they identify the Project Team most appropriate for the technical and business requirements described.
- When the Project Team is assembled, an Internal Kick-off Meeting is held; during this meeting, the Presidio Account Management and Solutions Architecture teams brief the Project Team and formally hand over the technical execution of the project. Stakeholder identification, solution briefing, TCC responsibilities, and estimated timelines are all topics discussed during the Internal Kick-off Meeting.
- Once the internal kick-off has occurred, the project moves forward with the scheduling of a formal Project Kickoff with TCC.
- The TCC Project Kickoff is led by the Presidio Project Manager and marks the official beginning of the work associated with the approved Statement of Work. The purpose of the Project Kickoff is to:
  - Introduce the project manager and service delivery team
  - Review resources, roles, and responsibilities
  - Review project goals and objectives
  - Review scope
  - Review high-level design (if applicable)
  - Review change control process
  - Review milestone process
  - Review escalation process
  - Review TCC responsibilities
  - Review current product ship dates and delivery addresses (if applicable)
  - Review project timeline expectations

## 2.2. Planning and Design

The Planning and Design Phase incorporates detailed discovery, analysis, planning, and knowledge transfer. The results of this phase include detailed, functional, design specifications, and a specific project and migration plan, as well as testing plans. Detailed planning is necessary to ensure that the proposed solution will meet project requirements and help to reduce risk of an unsuccessful or unexpectedly expensive Deployment Phase. This phase incorporates the designs and details of the pre-PO planning and design and creates an actionable plan with the Presidio technical delivery engineers and 3<sup>rd</sup> party resources as needed. The Planning & Design documents are the technical and operational foundation for a successful execution.

Depending on the number of services offerings included within this Statement of Work, multiple technical Planning and Design meetings may be required.

In an effort to realize scheduling efficiencies, multiple planning and design sessions may be combined; this depends on the availability of Presidio and TCC resources.

During the Planning and Design session, the following occurs:

- The Presidio team utilizes a design checklist to ensure that all necessary information is discussed and clearly articulated to TCC team.
- Capabilities and features of the solution as elected in Statement of Work are explained.
- Technical and logistical requirements expected from TCC are explained.

### **Design & Survey Phase Project Scope**

The design process is the time to prepare for the installation of a wireless network that addresses TCC's design criteria. This will allow the delivery team to verify the predictive surveys that were conducted in the Pre-Purchase Order ("pre-PO") meetings. Below are the components of the survey process:

- Agree and document the functional specification.
- Receive information on buildings, walls, environmental factors from TCC to adequately survey the sites for desired coverage.
- Complete survey based on the functional specifications and building information.
- Document the survey results.

### **Survey Requirements Workshop**

Presidio delivery engineers, project manager and TCC will begin the project by conducting an in-depth Design Survey Project Kickoff. Design assessment guidelines will be created that will outline the decisions made during this meeting. Network Engineers from Presidio will use the guidelines to conduct the wireless assessment and final design. This guidelines document will include:

- Confirmation of the areas to be covered by a wireless survey
  - Confirm the areas which are considered high density
- Minimum connection speed to be achieved in each area to be covered
- Expected user densities in each area to be covered
- Applications to be delivered and service levels to be achieved in each area to be covered
- Frequency bands to be supported
- Standards to be supported
- Resilience expectations
- Aesthetics
- Project plan
  - Project time line
  - Project engineering resources
  - Project status report and calls

The technical workshop phase should be held in person with as many Presidio and TCC resources in attendance as is reasonable.

### **RF Coverage Testing: Predictive Wireless Design**

Presidio will use RF analysis software and the floor plans provided by TCC to logically survey the in-scope spaces and generate a wireless site survey report.

The predictive survey will be performed to utilize the maximum benefit of the latest Wi-Fi 6 wireless technology for both the 2.4 GHz and 5 GHz frequency ranges. The goal of the survey is to estimate the proper position and quantity of access points to provide the client density and wireless coverage for modern mobility applications, including the use of laptops and portable devices.

Presidio will generate a Wireless Site Survey Report that will illustrate the recommended location of each access point, including a heat map showing anticipated wireless coverage throughout each location.

The report will include the final equipment Bill of Materials (BoM) to indicate the equipment required to provide coverage in accordance with the survey findings and TCC's stated coverage requirements. The final bill of materials will be developed after the final design is complete. Presidio will not order any equipment until the design phase is complete.

#### Wireless Design

TCC intends to have Presidio conduct a wireless design at the following locations:

TCC
Center for Innovation
Florida Public Safety Institute
Ghazvini Center for Healthcare Education
Wakulla Environmental Institute
Gadsden Center
Wakulla Center
Transportation Center
Main Campus

### Survey overview

This phase will include the following steps:

#### Initial Walkthrough

- Access building type
- Anticipate difficult zones
- Confirm surveyed areas
- Check details of area not mentioned on the main coverage map
- Check unexpected roaming path

#### Select Proper Survey Model

- Data / Voice
- Data High Density

#### Determine Proper Deployment Characteristics

- Dense deployment
- Highly mobile (Many cells; high-reliability; fast-moving clients) versus nomadic (temporary position)

#### Define Client Devices to be deployed

- Maximum Tx Power level
- Receiver Sensitivity
- Antenna

#### Determine Physical requirements:

- Power
- Understand cable considerations
- Mounting considerations
- Outdoor grounding and lightning protection
- Coordinate Presidio network engineer schedule
- Dorm rooms will require one (1) AP per room.
  - College to verify room count

## 2.3. Design/Survey Deliverables

Documentation will be created by Presidio and provided as part of the Project deliverables. Some of these deliverables will be delivered as a single document. The deliverables for the design phase are listed below:

### Design Phase Deliverables

Presidio will provide written project documentation defining the following aspects of the project:

- Design assessment guidelines (details from the Survey Workshop)
- Site survey report by building
  - Access point numbers and location descriptions
  - Wireless coverage heat maps
- Appendices
  - Output from Site Survey Tool
  - Bill of Materials
  - WiFi 6 certifications of devices, with the possible exception of the APs in the FPSI dorms
  - Any differential statements if equipment deviates from the WiFi 6 specifications
  - Integration and migration plan to move from TCC's current wireless network to the new Aruba wireless network

Each deliverable material above will be approved in accordance with the following procedure:

- Within five (5) business days, TCC will either accept the deliverable material or provide the Presidio Project Manager a written list of requested changes. If no written response is received from TCC within five (5) business days, either accepting or requesting changes, the deliverable material shall be deemed accepted.
- If a written list of requested changes is received within five (5) business days, the Presidio Project Team will make the agreed upon revisions and will, within five (5) business days, re-submit the updated version to TCC.
- At that time TCC has five (5) business days to review and request changes for the final document. If no written response is received from TCC within five (5) business days, either accepting or requesting changes, then the deliverable material shall be deemed accepted.
- Deliverable documentation will be delivered using one of these methods: via email, uploaded to a portal or provided on a physical media and it may be provided in either an encrypted or unencrypted format. If TCC requests a specific delivery method and format, Presidio will use that method for all documentation delivery and format otherwise, the sender will choose a delivery method and format that they feel is appropriate given the content of the documentation.

## 2.4. Implementation Phase Solution Overview

Presidio will design and implement a wireless network based on Wi-Fi 6 (802.11ax) to meet TCC wireless requirements. Designed to address connectivity issues for high density networks, the new 802.11ax (Wi-Fi 6) standard improves the performance of the entire network. New features allow multiple clients to transmit simultaneously, increasing network capacity by up to 4 times compared to 802.11ac.

The following section is a primary implementation plan. This plan is intended to provide only a high-level overview. A revised/final implementation plan will be created during the kickoff phase.

The follow section is a listing of the hardware to be installed and configured during this engagement. Actual AP numbers may vary depending on the output of the surveys during the Design Phase. The AP numbers below are a "not to exceed" quantity. The actual number of APs to be ordered will be refined during the Design phase and Presidio will order the quantities agreed to in writing by TCC & Presidio as the Bill of Materials following the design phase.

- Core Infrastructure
  - (1) Aruba MM-VA-5K Mobility Master
    - Customer must provide VM environment

- To achieve redundancy (2) instances of Mobility Master will be installed
  - (1) Aruba Airwave Appliance
  - (2) Aruba ClearPass Appliance
    - (15000 Access Licenses)
- Main Campus
  - (2) Aruba 7220 Wireless Controller
  - (532) Aruba AP-515
  - (43) Aruba AP-365
- TCC Wakulla Environmental Institute
  - (1) Aruba 7008 Wireless Controller
  - (5) Aruba AP-515
- TCC Wakulla Center
  - (1) Aruba 7008 Wireless Controller
  - (6) Aruba AP-515
- TCC Gadsden Center
  - (1) Aruba 7008 Wireless Controller
  - (3) Aruba AP-515
  - (1) Aruba AP-365
- TCC Transportation and Logistics Center
  - (3) Aruba AP-515
  - (1) Aruba AP-365
- TCC Center for Innovation
  - (2) Aruba 7030 Wireless Controller
  - (29) Aruba AP-515
- TCC Ghazvini Center for Healthcare
  - (2) Aruba 7030 Wireless Controller
  - (44) Aruba AP-515
  - (4) Aruba AP-365
- TCC Florida Public Safety and Dorms
  - (2) Aruba 7210 Wireless Controller
  - (60) Aruba AP-515
  - (14) Aruba AP-365
  - (236) Aruba AP-303H

## 2.5. Implementation Planning & Design Workshop

The purpose of the planning phase is to allow the lead senior engineer from Presidio to fully understand both the technical and business requirements as they relate to this SOW and how best to technically configure the equipment to accomplish the desired results. Presidio often uses design workshops as the method for the Presidio lead engineer to come away with all of the information required to pre-configure, test, and implement the solution. Workshops will be scheduled in-advance. Attendance and participation by key project members is essential.

If during a workshop it is determined that additional tasks are required to be performed by Presidio that are not outlined in this SOW or were not originally intended to be part of this project, a change order will be utilized to make modifications to this project and SOW.

A System Engineering Report (“SER”) will be developed as part of this phase. This report will include detail information needed implement this network. The following items will be included as part of this document

- Design and Architecture Overview
- Naming convention

- IP information
- Configuration Templates
- Migration plan: from existing wireless network to new wireless network for uninterrupted TCC coverage.
- Project implementation plan
- Project timeline

The technical workshop phase will be held in person with as many Presidio and TCC resources in attendance as is reasonable.

## 2.6. Preparation & Staging

Presidio maintains staging facilities where staging and field consultants perform pre-building, base configuration, and testing of equipment before delivery to a TCC site. To realize efficiencies during the staging process, the use of the Presidio facility for staging is preferred. Presidio invites TCC to visit the facility during the staging of their equipment. The specific staging activities are indicated in this Statement of Work; for details, see the section 2.5 Preparation & Staging.

Depending on the agreed upon project deployment schedule and phases determined in the Design phase or workshop, the Staging phase may be repeated multiple times during the project life cycle.

The purpose of this phase is to burn-in the new equipment that has been purchased as part of this project and to ensure that all equipment is functioning properly. If there is any Dead on Arrival (DOA) equipment or if any equipment fails prior to the signed acceptance of completion of the project by TCC, it is up to Presidio to RMA any defective equipment. Presidio will perform the following tasks:

- Perform inventory of all hardware ordered by TCC.
- Stage all equipment for installation at Presidio's Orlando warehouse. Presidio will be responsible for all items that will be staged at their facility.
- Presidio will stage the Access Points, which includes the following:
  - Label all access points (Naming scheme to be determined during the Design workshop)
  - Create packaged access point bundles to ensure all items are accounted for, per each access point location.
  - This will include all necessary parts for an access point installation (AP, cabling, antenna, and mount hardware)
- Perform baseline configuration of core components.
  - Presidio will stage and baseline (2) Aruba Mobility Masters
  - Presidio will stage and baseline (2) Aruba 7220 wireless controller for the main campus
    - Primary and HA controllers
  - Presidio will stage and baseline (9) remote campus wireless controllers
    - (4) Aruba 7030 Wireless Controllers
    - (3) Aruba 7008 Wireless Controllers
    - (2) Aruba 7210 Wireless Controllers
  - Presidio will stage (1) Aruba Airwave appliance
  - Presidio will stage (2) Aruba ClearPass Appliances
- Perform burn in and test equipment for DOA components

## 2.7. Deployment & Project Implementation

During the Project Implementation phase, the Presidio Project Team performs configuration, deployment, and migration of the technologies as indicated in this Statement of Work..

The following are some essentials regarding the Implementation phase:

- Depending on the project phases defined and agreed upon in the Design phase, the Project Implementation phase may occur multiple times.
- To minimize the impact on TCC's business, it is strongly recommended that deployments and migrations occur during a scheduled change control window. The number of migrations included in the project will be determined in the Design phase.

- Prior to any migration, the Presidio Project Team will work with TCC's project team to co-author a Migration or Cutover Checklist document as well as a Test and Acceptance document to ensure that the migration of the technical services are properly planned and followed.
- This checklist exists to ensure that the overall functionality is working as designed and TCC will be required to accept the authenticity of the checklist via signature. Therefore, it is essential that TCC participate in creation of the migration/cutover and the test and acceptance checklist.

Based on information gathered during the technical workshop the Presidio lead engineer will install the equipment as much as possible offline. Once approved by TCC, Presidio will integrate the equipment into the network and start the implementation process. Once implementation has been completed, Presidio will perform a series of system functionality tests and failover tests as identified during the technical workshop and requirements gathering. Presidio will ensure that the new Aruba network works seamlessly in conjunction with the current TCC wireless network during deployment and until such time as the present TCC wireless network is decommissioned.

#### Delivery of Equipment from Presidio's Orlando Warehouse to TCC

Presidio will arrange for the equipment being staged at the Presidio Orlando warehouse to be delivered to the appropriate TCC locations as specified by TCC. Each delivery of equipment shall be preceded by a written Bill of Lading that will indicate, at a minimum, the specific items included in the shipment, the location where they will be delivered, the method of delivery and the anticipated delivery date. Upon delivery, TCC will ensure that the items and quantities match those indicated on the Bill of Lading. Presidio is responsible for all items at the staging facility and during shipment until TCC signs for receipt.

#### Aruba Mobility Master Installation and Integration

- Perform VM installation of (2) MM-VA-5K Mobility Master. (TCC will be purchasing (1) Aruba Mobility Master, with the ability to deploy (2) instances for redundancy).
- Perform licensing installation
- Perform configurations for integration with core switch and remote campus controllers
- Baseline configurations per the SER, including all hostnames, IP addressing, SNMP and other basic configuration details to ensure network connectivity.

#### Aruba Controllers Installation and Integration

- Perform hardware installation of (2) Aruba 7220 Wireless Controllers for the Main Campus
- Perform hardware installation of (2) Aruba 7030 Wireless Controllers for the Center for Innovation
- Perform hardware installation of (3) Aruba 7008 Wireless Controllers for the Remote campuses
- Perform hardware installation of (2) Aruba 7030 Wireless Controllers for TCC Ghazvini Center for Healthcare
- Perform hardware installation of (2) Aruba 7210 Wireless Controllers for TCC Florida Public Safety and Dorms
- Perform configurations for integration with core switch
- Baseline configurations per the SER, including all hostnames, IP addressing, SNMP and other basic configuration details to ensure network connectivity.

#### Aruba Airwave Installation and Integration.

- Perform hardware installation of (1) Aruba Airwave Appliance.
- Perform configurations for integration with network and wireless controller
- Baseline configurations per the SER, including all hostnames, IP addressing, SNMP and other basic configuration details to ensure network connectivity.
- Configure floor maps and AP's.

#### Aruba ClearPass Installation and Integration

- Infrastructure Review

- Install and configure (2) hardware appliance of ClearPass
  - Create Profiling configuration
  - Integrate Aruba controllers as NAS devices
  - Build and configure authentication policy for 802.1x wireless network
  - Up to 10 Authorization policies for 802.1x
  - Configure up to 50 dACL entries and 5 dACL groups
  - Up to 5 identity profiles for device types
  - Three (3) Guest access policies (including self-sign-in) for wireless network
  - Integrate Aruba ClearPass with Active Directory
  - Aruba ClearPass TACACS template for up to 2 network devices (routers/switches)
  - Provide support up for cutover activities include:
    - testing features and functionality
    - 802.1x Authentication (PEAP/EAP-TLS)
    - Guest Portal Authentication (No Custom HTML)
    - Device Profiling
  - **Note: ClearPass scope covers wireless network only**

#### Access Point Installation and Integration

- AP installation will be done by TCC's cabling vendor. The cabling vendor will use the information provided by Presidio for AP placements after the Design phase.
- Presidio will schedule the cabling vendor, receive weekly status reports, confirm AP locations have been installed at the proper locations, and notify the vendor of any incorrect AP placements.
- Presidio will assist in RMAs or reorders if necessary during the cabling & installation process, but will not be held responsible if the cabling vendor breaks or damages any APs, and will not be held liable for any necessary replacement of APs or components during deployment if damages are not caused by Presidio employees.
- Presidio will configure AP settings.

#### Post-Installation Survey, Tuning and Training

- Upon final completion of an area Presidio will perform a post-installation survey and tune the network for optimal performance. The survey will be conducted only upon deployment of the planned access point count per area.
- During this phase the Presidio engineer will verify AP installation location and mounting, and perform load testing to ensure the wireless network meets the specifications in this SOW.
- Presidio is responsible for all costs associated with any additional wiring, access points, or controllers that may be necessary to ensure that the requirements of this SOW are met, especially those in Section 1.2.
- TCC will approve the completion of each building per milestones listed in Section 2.9.

## **2.8. Training & Knowledge Transfer**

Presidio will be providing training and knowledge transfer as part of this project. Services will include:

- Knowledge transfer
- Controller overview
- Airwave overview
- ClearPass overview
- From Aruba
  - Aruba Controller and AP technical training – (2) Seats
  - Aruba Airwave technical training – (2) Seats
  - Aruba ClearPass technical training – (2) Seats
- Presidio is providing a Fixed Fee Price as part of this Statement of Work.

## **2.9. Professional Services Milestones**

Presidio will bill TCC upon TCCs signed acceptance of the completion of each Professional Services Milestone listed below. For line item pricing associated with each Milestone, please see Appendix I.



Milestone Name
<b><u>Design Phase</u></b>
TCC Wireless Design Project Kickoff and Design Workshop
TCC Main Campus Design
Center of Innovation
Florida Public Safety Institute
Gadsden Center
Ghazvini Center for Healthcare Institute
Transportation Center
Wakulla Center
Wakulla Environmental Institute
TCC Wireless Design Closeout
<b><u>Implementation &amp; Deployment Phase</u></b>
TCC Wireless Implementation Project Kickoff and Workshop
TCC Wireless Core Implementation
TCC Main Campus Implementation
TCC Center for Innovation Implementation
TCC Florida Public Safety Implementation
TCC Gadsden Center Implementation
TCC Ghazvini Center Implementation
TCC Transportation Center Implementation
TCC Wakulla Center Implementation
TCC Wakulla Environmental Institute Implementation
TCC Knowledge Transfer
TCC Wireless Implementation Documentation
TCC Wireless Implementation Project Closeout

## 2.10. Implementation Deliverables

Documentation will be created by Presidio and provided as part of the Project Deliverables. Some of these deliverables may be delivered as a single document. The specific documentation to be provided depends on your chosen solution(s); several example documentation items are listed below. Additional documentation and/or printed documentation is available upon request for an additional cost.

Deliverable	Format
-------------	--------

System Engineering Report (“SER”) Document	PDF
Hardware Inventory	Excel
As-Built Documentation	PDF
System Manual	URL
Configuration Files	Text File
Post installation Survey and Tuning Report	PDF

Each deliverable material above will be approved in accordance with the following procedure:

- Within five (5) business days, TCC will either accept the deliverable material or provide the Presidio Project Manager a written list of requested changes. If no written response is received from TCC within five (5) business days, either accepting or requesting changes, the deliverable material shall be deemed accepted.
- If a written list of requested changes is received within five (5) business days, the Presidio Project Team will make the agreed upon revisions and will, within five (5) business days, re-submit the updated version to TCC.
- At that time TCC has five (5) business days to review and request changes for the final document. If no written response is received from TCC within five (5) business days, either accepting or requesting changes, then the deliverable material shall be deemed accepted.
- Deliverable documentation will be delivered in one of the following formats, depending on the size and/or type: email, uploaded to a portal, or provided on a physical media and it may be provided in either an encrypted or unencrypted format. If TCC requests a specific delivery method and format, Presidio will use that method for all documentation delivery and format otherwise, the sender will choose a delivery method and format that they feel is appropriate given the content of the documentation.

## 2.11. First Day in Service

Post-Cutover Support, also known as First Day in Service (“FDIS”), occurs after each major migration. Presidio is including 5 business days of first day support. As part of this support, the Presidio Project Team works alongside TCC’s project team to assist with support of the systems within Presidio’s control during the allotted FDIS. This helps to:

- Ensure that the deployed applications and services are performing as designed.
- Proactively identify and resolve issues related to the services provided by Presidio within the Statement of Work.
- Assist with approved changes during FDIS as requested.

## 2.12. Project Closure

At the completion of the project, Presidio will perform a Project Closure meeting. Presidio and TCC will perform the following activities

- Review the final deliverables for the engagement.
- Review project objectives to ensure that they have been completed as outlined within the SOW.
- Have both Presidio and TCC sign the final project milestone and acceptance document.
- Identify any follow up items or actions that may be required or desired by TCC to perform or have quoted for follow up projects.
- Transfer of operational responsibility to TCC.

## 2.13. Project Timeline

Below is a high level overview of the project timeline. This is an example timeline and will be adjusted based on the outcome of the design workshop.

Phase Name & Description	Estimated Timeline
Design/Survey: Project Kickoff	1 Day
Design/Survey: Survey Requirements Workshop	2 Days
Design/Survey: Wireless Predictive Surveys Performed/Edited	2 to 3 weeks
Implementation: Design Workshop	5 days
Implementation: Equipment Staging	2 weeks
Implementation: Core Infrastructure Installation - Controllers - Management	3-6 Weeks – Contingent on AP installation by TCC's cabling vendor
Implementation: Access Point Installation/Post Site Survey/Tuning (Per Building)	4 Weeks – Contingent on AP installation by TCC's cabling vendor
Implementation: Knowledge Transfer	3-5 Days
Implementation: Project Closeout	2 days

## 3. PROJECT MANAGEMENT

Presidio will provide a Project Manager (PM), who will be single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the overall project timeline, scope, budget management, resource scheduling/tracking, communication planning, and execution in accordance with the Presidio Lifecycle Methodology.

Included in our Project Management offering for this engagement are the following:

- Kickoff meeting with presentation (onsite)
- Planning and design session facilitation(onsite)
- Project status meeting and reporting
  - Frequency of this task will be determined during the design workshop
- Working calls as required (remote)
- Project plan development and management
- Agenda, meeting minutes and risk, and issue and action item tracking
- Deliverable/milestone tracking
- Resource scheduling and oversight
- Scope/budget Management
- Project closeout (onsite)

### 3.1. Project Change Request Process

In the event that both Presidio and TCC agree to a change in this Statement of Work, a written description of the agreed upon change will be prepared using a Project Change Request (PCR) form, which both parties must sign. The PCR form will be used to describe the change, the rationale for the change, and to specify any change in the

charges, estimated schedule, or other terms. When charges are necessary to analyze a change, Presidio will provide a written estimate and begin the analysis upon written authorization from TCC. The terms of a mutually agreed upon Change Authorization will prevail over those of this Statement of Work or any previous Change Authorization.

## 4. RESOURCES

Presidio approaches project execution from a skills-based perspective. Our Execution Team is made up of individuals who have specific skill sets that will be utilized at different times during a given project. This allows us to provide a very specialized workforce to TCC and utilize the appropriate resource for the task required. The actual assignment of resources/contact names will be distributed after PO is issued and a start date is determined.

### 4.1. Presidio Engineering Resources

- **Practice Manager(s)** – the technical manager and regional team lead of the field consulting team. The Practice Manager provides resource and technical oversight assistance to the Project Manager and ensures availability of technical resources and escalation paths for field consultants. Contact information: Terry Vaughn; [tvbaughn@presidio.com](mailto:tvbaughn@presidio.com); 850-270-2981.
- **Architect / Senior Engineer(s)** – the technical escalation points for Engineer(s) and Project Oversight teams. An Architect or Senior Engineer is a subject matter expert within a certain technology or field. This senior level resource will be the principal technical resource for the engagement and will have ownership of the final deliverables. Resource(s) will be assigned once start date is established.
- **Engineer(s)** – one or more individuals assigned to complete technical project tasks. Assignment of these resources depends upon the skill set of the task(s) and the timeline(s) within which the task(s) must be completed. These individuals report directly to the Project Manager for task assignment updates and to the Practice Manager or Architect/Senior Engineer for technical escalation needs. Resource(s) will be assigned once start date is established.

The following Presidio resources will be engaged on this project:

- Senior Network Engineer
- Wireless Engineer
- Senior Wireless Engineer
- Project Manager

Contact information for the project team personnel will be distributed by the Project Manager.

### 4.2. TCC Resources

Throughout the project, TCC resources may be required for completion of specific tasks, providing key information or data, oversight, review, and approvals. The responsibilities of TCC are outlined in this document.

The following TCC resources will be engaged on the design/survey project:

- IT manager
- IT Network Engineer

The following TCC resources will be engaged on implementation project:

- Network Engineer
- Wireless Engineer

Contact information for the project team personnel will be distributed by the Project Manager.

## 5. ASSUMPTIONS

Presidio makes the following assumptions in developing this Statement of Work. These assumptions serve as the foundation to which the project estimate, approach and timeline were developed. By signing this SOW, TCC agrees

that these assumptions are correct and valid. Any changes to the following assumptions must be processed using the Presidio Change Management Process and may impact the project duration and labor requirements.

## 5.1. General Assumptions

The following project assumptions are made and will be verified as part of the engagement:

1. Most Presidio activities will take place during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays). Presidio acknowledges that some tasks will require work after hours.
2. Any items or tasks not explicitly listed as in-scope within this SOW are considered to be outside of the scope and not associated with this SOW and price.
3. If integration of the product is performed at a Presidio facility, then transfer of ownership (acceptance) occurs upon the receipt and integration of goods at Presidio, regardless of shipment, as manufacturers will not accept returns of opened products. Presidio will be responsible for all equipment located at Presidio facilities or in transit from Presidio facilities to TCC and will provide proof of insurance upon request.
4. Presidio may engage subcontractors and third parties in performing a portion of this work.
5. Presidio will not make changes to the configuration of any network equipment after it has been accepted by TCC in writing.
6. Some activities included in this project may be performed on Presidio's premises.
7. Additional required tasks discovered after the execution of this SOW that are not mentioned in this SOW will require a Project Change Request.

## 5.2. General TCC Responsibilities

The following items are listed as responsibilities of TCC for this engagement. TCC is responsible for performing the items and activities listed in this section or arranging for them to be performed by a third-party if appropriate.

1. Provide a single TCC point of contact with the authority and the responsibility of issue resolution and the identification, coordination and scheduling of TCC personnel to participate in the implementation of the SOW.
2. Participate in any required design sessions or workshops.
3. TCC will procure all appropriate hardware, software, licensing and media required for implementation of the SOW through Presidio and/or financial organization.
4. Supply current equipment configuration for review if applicable.
5. Schedule appropriate maintenance windows for system upgrades or installs and notify user community.
6. Provide all required physical access to TCC's facility (identification badge, escort, parking decal, etc.), as required by TCC's policies; and provide all required functional access (passwords, IP address information, etc.), as required for Presidio to complete the tasks.
7. Provide to Presidio all required IP addresses, passwords, system names, and aliases.
8. Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
9. Provide adequate facilities for the installation of the hardware.
10. Provide high-speed access to the Internet for verification of device support requirements and for software downloads.
11. Verify operation of the installed/upgraded equipment.
12. Provide Presidio administrator access on appropriate devices for the completion of the engagement.
13. Provide remote access for troubleshooting and configurations related to the project - preferably VPN access, as necessary.
14. Provide requested documentation or information needed for this project ASAP, unless otherwise agreed to by all parties.
15. Ensure all Cat. 5 (or higher) and fiber cable infrastructure is in place and tested (for all sites).

16. Provide patch cables and complete necessary fiber or CAT5 cable terminations to patch panels for new switching and routing infrastructure.

### 5.3. Escalation Path

TCC’s experience is of the utmost importance to Presidio. If at any time a TCC feels the need to escalate an issue or concern, please consider the escalation points and options described below.

#### Level 1

- **Account Manager** – TCC’s first point of escalation is always their Account Manager. The AM can facilitate additional escalation if required and coordinate meetings between the required people within Presidio and TCC in order to swiftly resolve any issues. Contact information: Emily Phares; [ephares@presidio.com](mailto:ephares@presidio.com); 850-524-3230.
- **Project Manager** –The Project Manager is an escalation point for any concerns or questions. The Project Manager will be assigned upon PO; contact information will be sent upon award.
- **Practice Manager** – for technical issues, the Service Delivery team will reach out to the manufacturer’s support avenues within one (1) hour of identifying an issue. If additional technical escalation is warranted, the Presidio Practice Manager will be contacted after that time. Contact information: Terry Vaughn; [tvaughn@presidio.com](mailto:tvaughn@presidio.com); 850-270-2981.

#### Level 2

- **Service Delivery Director** – if the issue is not resolved within an hour, the Service Delivery Director will be contacted for additional escalation and action. For technical issues escalated by the Delivery Team, the Service Delivery Director will:
  - Contact and speak with TCC via phone to explain the status
  - Develop a plan of action
  - Communicate the plan of action status and completion to TCC
  - Contact the Operations team, as required, to request additional resources, as required, in order to execute the plan of action.
  - Contact information: Dino DeMarco; [ddemarco@presidio.com](mailto:ddemarco@presidio.com); 407-409-8239

#### Level 3

- **Project Management Office (PMO) Director** – for projects that include Project Management, the PMO Director is the second escalation point for any non-technical concerns or questions. Contact information: Joel King; [jking@presidio.com](mailto:jking@presidio.com); 407-641-0437.
- **Services Vice President** – if the issue or concern cannot be addressed or resolved within Level 1 or Level 2 of the escalation process, the issue will be raised to the executive level for visibility and resolution. Contact name: Stephen Kerekes, [skerekes@presidio.com](mailto:skerekes@presidio.com); 904-638-5632.

### 5.4. Technical Support after Completion

For non-critical support, including system expansion options, assessments, audits, and related services, or services that are not covered by a support contract with Presidio or another vendor, Presidio offers a variety of options including Fixed Fee, Hourly Rate, or Daily Rate options. Pricing for these services is not included in this Statement of Work.

Managed Services Clients	Non-Managed Services Clients
Technical support for the solution implemented within the scope of this SOW can be obtained by: <ul style="list-style-type: none"> <li>• calling 800-330-7060</li> <li>• sending an email to <a href="mailto:servicedesk@pims.presidio.com">servicedesk@pims.presidio.com</a></li> </ul>	Aruba’s technical support is available via phone or support case online through <a href="#">Aruba Support Portal (ASP)</a> .  North America Phone Support Contacts: 1-800-943-4526 or 1-408-754-1200  Aruba Support Portal (ASP):

<https://asp.arubanetworks.com/>

The Aruba Support provides 7x24 support on all hardware and software, including replacement parts, software patches and updates, and configuration assistance

## 6. PRICING

Presidio is providing a Fixed Fee Price as part of this Statement of Work. Please reference Appendix I for a line item breakdown of Aruba Hardware/Software/Support and Presidio Professional Services.

Presidio will bill TCC upon completion of each Professional Services Milestone. Milestones are listed in Section 2.9, and the cost associated with each milestone is listed in Appendix I. Invoices may contain multiple Milestones. If finance terms are agreed upon and signed by TCC, Presidio will bill the financial institution on behalf of TCC.

If TCC requires a change in the scope of work, the parties will negotiate in good faith to generate a written change order documenting the additional labor and requirements that will be mutually agreed upon by the parties prior to onset of the additional work. Payment terms are subject to credit department approval and will be negotiated and documented on a valid purchase order or other financial document. Presidio payment terms are Net-30. If TCC fails to provide a notice of acceptance or a statement of issues to be resolved within 30 (30) business days of formal notification of project conclusion, the project will be deemed accepted and TCC will be invoiced.

### 6.1. Expenses

Travel and incidental expenses incurred by Presidio in association with the execution of this Statement of Work are included in the amounts listed above.

### 6.2. Travel Time

Travel to and from the work site(s) by Presidio resources in association with the execution of this Statement of Work is included in the pricing.

## 7. TERMS AND CONDITIONS

The following terms and conditions shall govern this Statement of Work (SOW) unless a valid Master Services & Product Agreement between the parties, if any, for professional services has been executed and is in force at the time any SOW is executed; in which case the terms of the Master Services & Product Agreement shall govern to the extent that they are inconsistent with this SOW.

1. Purchase Orders, Invoicing, Payment and Acceptance. Any purchase order submitted by The District Board of Trustees Tallahassee Community College "TCC" in connection with this SOW shall be deemed subject to these Additional Terms and this SOW. Unsigned, electronically submitted purchase orders shall be deemed to include TCC's electronic signature and shall be binding to the extent accepted by PRESIDIO. PRESIDIO's performance of such purchase order shall not constitute PRESIDIO's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, TCC agrees that its signature below grants PRESIDIO the right to invoice TCC and authorizes payment to PRESIDIO for the amounts owed. Further, TCC represents that PRESIDIO can rely on such TCC signature for payment.

PRESIDIO shall invoice TCC for the Services in accordance with the terms stated in the SOW. The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that TCC pays using a credit card or debit card.

TCC shall make payment to PRESIDIO within thirty (30) days from the date of receipt of invoice. Except for taxes due on PRESIDIO's net income, TCC shall pay all taxes. PRESIDIO reserves the right to bill TCC for additional work requested by TCC and performed by PRESIDIO, and for applicable expenses incurred by PRESIDIO pursuant to providing such additional services, which are not described in this SOW.

Unless otherwise indicated in this SOW, TCC agrees that staff augmentation services and services performed on a time and materials basis shall be deemed accepted as performed. Unless otherwise indicated in this SOW, Projects shall be deemed accepted upon the earlier of PRESIDIO's receipt of a signed Milestone Completion and Acceptance document which has been signed and dated by an authorized representative of TCC, or thirty (30) calendar days from the date of the delivery of the milestone deliverable. If acceptance is refused, TCC shall provide, in writing to PRESIDIO, its reasonable basis for refusal, prior to the expiration of the thirty (30) calendar day period. PRESIDIO shall address the issue before subsequent work is undertaken.

**Limitations of Warranties. PRESIDIO WARRANTS THAT SERVICES SHALL BE PROVIDED BY COMPETENT PERSONNEL IN ACCORDANCE WITH APPLICABLE PROFESSIONAL STANDARDS. WITH RESPECT TO SERVICES PERFORMED BY PRESIDIO, PRESIDIO WARRANTS TO TCC, THAT THE SERVICES RENDERED SHALL BE PERFORMED IN A SKILLFUL AND PROFESSIONAL MANNER COMMENSURATE WITH THE REQUIREMENTS OF THIS EFFORT. TCC SHALL NOTIFY PRESIDIO IN WRITING WITHIN THIRTY (30) DAYS AFTER NOTIFICATION OF COMPLETION OF THE SERVICES IN QUESTION WHEN ANY OF THE SERVICES FAIL TO CONFORM TO THE STANDARD OF CARE SET FORTH IN THIS AGREEMENT. THE PASSAGE OF THE THIRTY (30) DAY PERIOD AFTER COMPLETION OF THE SERVICES WITHOUT THE NOTIFICATION DESCRIBED HEREIN SHALL CONSTITUTE TCC'S FINAL ACCEPTANCE OF THE SERVICES. PRESIDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

2. Intellectual Property. TCC acknowledges that PRESIDIO, its vendors, and/or its licensors retain all patents and/or copyrights in and to all proprietary data, processes and programs, if any, provided in connection with Services performed hereunder; any PRESIDIO software provided to TCC as part of the Services provided shall be subject to the vendor's, licensor's or OEM's copyright and licensing policy. To the extent such software is prepared by PRESIDIO, it is provided by nontransferable, nonexclusive license for TCC'S internal use only, subject strictly to the terms and conditions of this Agreement, and shall terminate upon termination or expiration of this Agreement. TCC shall not duplicate, use or disclose for the benefit of third parties, reverse engineer or decompile any such software.
3. Confidential Information. The parties agree that Confidential Information means any information disclosed by the disclosing party to the receiving party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment, "TCC" lists or other "TCC" information not known to the public), which is designated as "Confidential," "Proprietary" or some similar designation, or is the type of information which should reasonably be recognized as Confidential or Proprietary. The receiving party shall not use any Confidential Information of the disclosing party for any purpose except to evaluate and engage in discussions concerning this SOW. Each party agrees to protect the other party's Proprietary and Confidential Information to the same extent that it protects its own Proprietary and Confidential Information but with no less than a reasonable degree of care.

Notwithstanding the confidentiality terms herein, PRESIDIO acknowledges that Client is a subdivision of the State of Florida and is therefore subject to the requirements of Chapter 119, Florida Statutes ("Florida Public Records Act"). As such, this Agreement and related records pertaining to this Agreement may be considered a public record subject to disclosure upon request. PRESIDIO agrees that TCC's compliance with the Florida Public Records Act shall not be deemed a breach of its confidentiality obligations contained herein.

Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of receiving party's breach of this section; (b) is or becomes available to the receiving party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (c) was in receiving party's possession prior to disclosing party's disclosure hereunder; (d) was or is independently developed by receiving party without using any Confidential Information; or (e) constitutes public records as defined under Florida Pubic Records Law, Chapter 119, Florida Statutes. The receiving party shall: not use the disclosing party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and not disclose any such Confidential Information to any person or entity, except to the receiving



party's representatives who need to know the Confidential Information to assist the receiving party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement.

If the receiving party is required by applicable law or legal process to disclose any Confidential Information, it shall, prior to making such disclosure, use commercially reasonable efforts to notify disclosing party of such requirements to afford disclosing party the opportunity to seek, at disclosing party's sole cost and expense, a protective order or other remedy. For purposes of this Section, receiving party's representatives shall mean the receiving party's employees, officers, directors, members, managers, agents, independent contractors, service providers, subcontractors, attorneys, accountants, and financial advisors.

4. FERPA Compliance / Protection of Customer Data. Presidio recognizes that Client is an educational institution subject to the Family Educational Rights and Privacy Act ("FERPA") and that Presidio may have access to student information. Presidio agrees that it is a "School Official" (as that term is used in FERPA) with a "legitimate educational interest" in any Client data that is protected by FERPA and, therefore, Presidio agrees that with respect to all Client data that is protected by FERPA, to the extent that Presidio accesses unencrypted Client data that is subject to FERPA, Presidio will comply with all obligations of a School Official with respect to such access.
5. Protection of Client Data. Presidio is responsible for protecting Client data in Presidio's possession and notifying Customer of unauthorized use of, or access to such Client data. Presidio agrees to promptly notify Client of any unauthorized use of, or access to and such Customer's data or any other breach of security suspected or known by Presidio. If Presidio either becomes aware of or believes that there has been an unauthorized use of, access to, or disclosure of Client data cause by Presidio to anyone other than Client or Presidio, Presidio must promptly notify Customer. Additionally, Presidio will reasonably assist Client in remediating or mitigating any potential damage, including any notification which should be sent to individuals impacted or potentially impacted, or the provision of credit reporting services to such individuals. To the extent Presidio is responsible for any such breach, Presidio shall bear the costs of such remediation and mitigation efforts to the extent the breach or security incident was caused by it. Presidio will respond to a security incident in accordance with any current incident response plan and all applicable law.
6. **Limitation of Liability.** IN NO EVENT SHALL PRESIDIO BE LIABLE TO TCC FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND TCC'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY TCC FOR SERVICES AND/OR PERFORMANCE HEREUNDER. Without limiting the foregoing, PRESIDIO will have no responsibility for the adequacy or performance of (i) any third party software provided to PRESIDIO under this agreement; (ii) any hardware, and (iii) any services provided by any third party.
7. **Insurance.** PRESIDIO shall maintain general liability insurance providing coverage of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) aggregate for bodily injuries and property damage. Said insurance shall provide coverage against claims for personal injury, death or property damage occurring on or about Client's premises and facilities or resulting because of some activity or condition occurring on or about Client's premises or facilities. Said policies shall name PRESIDIO as insured and Client as an additional insured.

PRESIDIO shall provide Client proof of the policies or contracts of insurance and all changes in and replacements thereof, together with certificates of insurance or other proofs and assurances, to verify that the insurance is and at all times remains upon execution of this SOW, and full force and effect during the term of this SOW.

8. **Indemnification.** PRESIDIO shall indemnify Client and hold Client harmless from and against every third party claim or demand with respect to bodily injury (including death), property damage, or nuisance caused or alleged to be caused by PRESIDIO (including PRESIDIO's employees, agents, representatives, contractors, and invitees) at Client's premises and facilities or PRESIDIO's activities on or about Client's premises and facilities

and not caused by the default or negligence of Client. PRESIDIO shall indemnify Client and hold Client harmless from and against any fine, penalty, liability, or cost arising out of PRESIDIO's violation of any law, ordinance, or governmental regulation applicable to PRESIDIO's use or occupancy of Client's premises or facilities.

9. **Non-Solicitation Provision.** During the term of this SOW and for twelve (12) months thereafter, TCC will not solicit for a permanent or other position any employee or subcontractor of PRESIDIO to whom TCC was introduced through its relationship with PRESIDIO. Should TCC solicit an employee or contractor from PRESIDIO, TCC shall pay to PRESIDIO an administrative fee equal to 1 year's salary of the employee's new salary at TCC.
10. **Force Majeure.** Neither party shall be liable for any failure or delay in performance of its obligations hereunder where such performance is prevented or delayed by causes beyond its reasonable control, including without limitation, flood, war, embargo, strike or other labor dispute, riot, acts of God or the intervention of any government authority.
11. **Choice of Law and Venue.** The parties will attempt to settle any claim or controversy arising under this SOW through consultation and negotiation in good faith and a spirit of mutual cooperation. This SOW and all matters relating thereto shall be governed exclusively by the substantive law of the State of Florida. Any dispute relating directly or indirectly to this SOW or any other contract or agreement between the parties which cannot be resolved through the process of consultation and negotiation shall be brought in a court of competent jurisdiction in Leon County, Florida, that being the exclusive venue for any dispute between or any claims held by any of the parties to this SOW.
12. **Miscellaneous.** This SOW constitutes the entire agreement of the parties and supersedes all prior written or oral agreements, representations and understandings relating to the subject matter hereof, with the exception of a valid Master Services and Product Agreement between the parties under the terms of which this SOW shall be incorporated. This SOW shall not be amended or modified except by written instrument signed by the parties. Should additional work beyond the scope of the Services detailed herein by PRESIDIO be requested by TCC, fees for such additional Services will be negotiated with TCC prior to performing such work and will be memorialized in writing between the Parties by utilizing a Project Change Request form ("PCR") or an additional SOW as appropriate. PRESIDIO will invoice TCC for any additional work performed and expenses incurred which are not described in this SOW. The Parties agree that neither may assign its rights or duties under this contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
13. **Severability.** The provisions of this SOW are severable. If any provision of this SOW or its application to any person or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of this Agreement and the application of such provision or part of this SOW to other persons or circumstances shall not be affected.

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## 8. APPROVAL SIGNOFF

The use of signatures on this Statement of Work is to ensure agreement on project objectives and the work to be performed by Presidio.

Presidio signature signifies our commitment to proceed with the project as described in this document. Please review this document thoroughly, as it will be the basis for all work performed by Presidio on this project.

This Statement of Work is valid for a period of sixty (60) days from the date that this Statement of Work is provided by Presidio to TCC unless otherwise agreed to by both parties.

The District Board of Trustees of Tallahassee Community College

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Signature

Date

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Printed Name

Presidio

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Signature

Date

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Printed Name & Title

## **APPENDIX I:**

Line item pricing on the following pages.

**TO:** The District Board of Trustees of Tallahassee Community College  
 Bret Ingerman  
 444 Appleyard Dr  
 Tallahassee, FL 32304  
  
 ingermab@tcc.fl.edu  
 (p) (850) 201-6082

**FROM:** Presidio Networked Solutions  
 Gabe Stix  
 124 Marriott Drive  
 Suite 202  
 Tallahassee, FL 32301  
  
 gstix@presidio.com  
 (p) 301-313-2087

**Customer#:** TALLA007  
**Account Manager:** Emily Phares  
**Inside Sales Rep:** Gabe Stix  
**Title:** TCC - Aruba Wireless Budgetary

#	Part #	Description	Unit Price	Qty	Ext Price
<b>Aruba</b>					
1	R3J15A	AP-MNT-A AP mount bracket individual A	\$10.00	682	\$6,820.00
2	JY687A	AP-303H-MNT2 Dual-gang Mount Kit	\$16.67	236	\$3,934.12
3	JW053A	AP-270-MNT-V2 270 Series Mt Kit	\$45.00	63	\$2,835.00
4	JX934A	Aruba 7008-MNT-19 7008 Rack Mnt	\$123.33	3	\$369.99
5	R3J16A	AP-MNT-B AP mount bracket individual B	\$10.00	100	\$1,000.00
6	R3J18A	AP-MNT-D AP mount bracket individual D	\$11.67	100	\$1,167.00
7	JW054A	AP-270-MNT-H1 270 Series Mt Kit	\$45.00	10	\$450.00
8	JW055A	AP-270-MNT-H2 270 Series Mt Kit	\$23.33	10	\$233.30
9	JW124A	PC-AC-NA North America AC Power Cord	\$1.68	18	\$30.24
10	JW657A	Aruba PSU-350-AC 350W AC Power Supply	\$173.33	4	\$693.32
11	JX922A	Aruba ClearPass-Airwave DL360 Spare PSU	\$373.33	3	\$1,119.99
12	JW629A	PD-9001GR-AC 1p GE 802.3at Midspan	\$51.67	10	\$516.70
13	JW700A	PD-9001GO-NA 1p 802.3at NA Mdspn	\$243.33	10	\$2,433.30
14	H1EJ9E	HPE Aruba WW Education Tech Training SVC	\$155.56	90	\$14,000.40
15	JY897AAE	Aruba MM-VA-5K Mob Master SW E-LTU	\$9,665.00	1	\$9,665.00
16	JW471AAE	Aruba Cntrlr Per AP Ent Lic Bundle E-LTU	\$100.00	1000	\$100,000.00
17	JZ404AAE	Aruba ClearPass NL AC 5K CE E-LTU	\$19,444.44	1	\$19,444.44
18	JZ405AAE	Aruba ClearPass NL AC 10K CE E-LTU	\$30,555.56	1	\$30,555.56
19	JW089A	1000BASE-T RJ45 Connector SFP XCVR	\$103.33	8	\$826.64
20	J9150D	Aruba 10G SFP+ LC SR 300m MMF XCVR	\$339.11	8	\$2,712.88
21	J4858D	Aruba 1G SFP LC SX 500m MMF XCVR	\$105.78	4	\$423.12
22	JW752A	Aruba 7220 (US) Controller	\$8,625.89	2	\$17,251.78

23	JX918A	Aruba AirWave DL360 Pro HW Appliance	\$12,855.06	1	\$12,855.06
24	JZ510A	Aruba ClearPass C3000 DL360 Gen9 HW Appl	\$13,533.33	2	\$27,066.66
25	Q9H63A	Aruba AP-515 (US) Unified AP	\$370.56	682	\$252,721.92
26	JY680A	Aruba AP-303H (US) Unified AP	\$167.56	236	\$39,544.16
27	JX967A	Aruba AP-365 (US) Outdoor AP	\$438.22	63	\$27,607.86
28	JX928A	Aruba 7008 (US) 16 AP Branch Cntr	\$878.06	3	\$2,634.18
29	JW687A	Aruba 7030 (US) 64 AP Branch Cntr	\$2,366.72	4	\$9,466.88
30	JW744A	Aruba 7210 (US) Controller	\$5,750.04	2	\$11,500.08
31	H8UF5E	Aruba 5Y FC 24x7 ED/R MM-VA-5K ELTU SVC	\$9,852.33	1 for 60 mo(s)	\$9,852.33
32	H8FN3E	Aruba 5Y FC 24X7 EDU/R Lic Cn Bundle SVC	\$102.18	1000 for 60 mo(s)	\$102,180.00
33	H7VH2E	Aruba 5Y FC NBD Exch ED/R 7220 Cntrl SVC	\$8,678.27	2 for 60 mo(s)	\$17,356.54
34	H8BZ6E	Aruba 5Y FC NBD Exch ED/RAWDL360 PRO SVC	\$12,835.40	1 for 60 mo(s)	\$12,835.40
35	H9VP3E	Aruba 5Y FC NBD Exch EDU/R DL360 ApplSVC	\$11,913.11	2 for 60 mo(s)	\$23,826.22
36	HA0G0E	Aruba 5Y FC 24x7 EDU/R ClearPass AC5KSVC	\$11,999.78	1 for 60 mo(s)	\$11,999.78
37	HT9C7E	Aruba 5Y FC 24x7 EDU/R ClearPassAC10KSVC	\$18,874.52	1 for 60 mo(s)	\$18,874.52
38	H8BG8E	ARUBA 5Y FC NBD EXCH ED/R7008BCHCNTRLSVC	\$888.53	3 for 60 mo(s)	\$2,665.59
39	H7TR3E	Aruba 5Y FC NBD Exch ED/R 7030 Cntrl SVC	\$2,382.81	4 for 60 mo(s)	\$9,531.24
40	H7UQ1E	Aruba 5Y FC NBD Exch ED/R 7210 Cntrl SVC	\$5,785.51	2 for 60 mo(s)	\$11,571.02
41	Discount-Executive	Discount-Executive	\$-30,460.41	1	(\$30,460.41)
<b>Comments:</b> Technology Credit for Net New Customer Discount					
<b>Total (Aruba):</b>					<b>\$790,111.81</b>

### Professional Services

#### Design/Survey

42	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,607.00	1.0000	\$5,607.00
		<b>Deliverable:</b> TCC Wireless Design Project Kickoof and Design Workshop			
43	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$34,265.00	1.0000	\$34,265.00
		<b>Deliverable:</b> TCC Main Campus Design			
44	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$3,115.00	1.0000	\$3,115.00
		<b>Deliverable:</b> TCC Gadsden Center Design			
45	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$11,214.00	1.0000	\$11,214.00
		<b>Deliverable:</b> TCC Ghazvini Center Design			
46	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Transportation Center Design			
47	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Wakulla Center Design			

48	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Wakulla Environmental Institute Design			
49	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$2,492.00	1.0000	\$2,492.00
		<b>Deliverable:</b> TCC Wireless Design Closeout			
50	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,600.00	1.0000	\$1,600.00
		<b>Deliverable:</b> TCC Center For Innovation Design			
51	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,400.00	1.0000	\$5,400.00
		<b>Deliverable:</b> TCC Florida Public Safety Institute Design			
<b>Total (Design/Survey):</b>					<b>\$69,300.00</b>
<b>Implementation</b>					
52	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$7,128.00	1.0000	\$7,128.00
		<b>Deliverable:</b> TCC Wireless Implementation Project Kickoff and Workshop			
53	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$17,820.00	1.0000	\$17,820.00
		<b>Deliverable:</b> TCC Wireless Core Implementation			
54	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$44,550.00	1.0000	\$44,550.00
		<b>Deliverable:</b> TCC Main Campus Implementation			
55	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Gadsden Center Implementation			
56	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$19,602.00	1.0000	\$19,602.00
		<b>Deliverable:</b> TCC Ghazvini Center Implementation			
57	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,346.00	1.0000	\$5,346.00
		<b>Deliverable:</b> TCC Transportation Center Implementation			
58	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wakulla Center Implementation			
59	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wakulla Environmental Institute Implementation			
60	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$16,038.00	1.0000	\$16,038.00
		<b>Deliverable:</b> TCC Knowledge Transfer			
61	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wireless Implementation Documentation			
62	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$10,692.00	1.0000	\$10,692.00
		<b>Deliverable:</b> TCC Wireless Implementation Project Closeout			
63	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$12,850.00	1.0000	\$12,850.00
		<b>Deliverable:</b> TCC Center for Innovation Implementation			
64	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$43,000.00	1.0000	\$43,000.00
		<b>Deliverable:</b> TCC Florida Public Safety Institute Implementation			
<b>Total (Implementation):</b>					<b>\$234,050.00</b>



**QUOTE:** 2001119917360-04

DATE: 08/21/2019

PAGE: 4 of 4

**Total (Professional Services): \$303,350.00**

<b>Sub Total:</b>	<b>\$1,093,461.81</b>
<b>Grand Total:</b>	<b>\$1,093,461.81</b>

Quote valid for 30 days from date shown above. Prices may NOT include all applicable taxes and shipping charges. All prices subject to change without notice. Supply subject to availability.

This quotation subject to Presidio Standard Terms and Conditions as follows:

Credit: Net 30 Days (all credit terms subject to prior Presidio credit department approval)

The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that customer pays using a credit card or debit card.

Client understands and agrees to its obligation, that applicable sales tax will apply to the quoted services on a by site location basis.

Delivery: FOB origin (FOB destination (CONUS) applicable to Federal Government Customers only) Orders shipped from a manufacturer to Presidio at customer request for warehousing, configuration, storage or otherwise, shall be deemed to have been shipped to customer FOB origin.

Changes to the above Terms and Conditions must be accepted in writing by Presidio Networked Solutions

Preprinted terms appearing on Customer Purchase Orders must be accepted in writing by Presidio Networked Solutions to be applicable.

Size Business: Large; CAGE Code: 0KD05; DUNS 15-405-0959; CEC: 15-506005G; Tax ID# 58-1667655

Product is warranted by the Manufacturer, not by Presidio Networked Solutions. Please consult Manufacturer for warranty terms.

Opened product is non-returnable. Unopened equipment is non-returnable after 30 days from shipment date. Presidio reserves the right to deny RMA requests in the event the Manufacturer will not provide for an authorized return. If integration of product is performed at a Presidio facility, transfer of ownership occurs as of inception of integration regardless of shipment terms as manufacturers will not accept return of open product.

Please inspect equipment thoroughly against packing list before opening.

Pricing for Professional Services are best-effort estimates only. Actual pricing will be finalized as part of a mutually-agreeable Statement of Work.

Import Clearance and Documentation - Customer shall be responsible for the Customs clearance process, where applicable, and for obtaining any and all required license and permits as well as satisfying any formalities required to import the Products into the Territory in accordance with all applicable laws and regulations, including but not limited to the payment of duties, taxes, surcharges, fees and any special assessments and take all other actions required in connection with the importation and Customs clearance of Products. Customer shall be responsible for ensuring documentation necessary for the import and Customs clearance process and recordkeeping meets all applicable laws and regulations.

Export Controls - (i) Customer shall comply with all applicable Export Control Laws, including but not limited to the U.S. Department of Commerce's Export Administration Regulations, in the performance of this Agreement and in the import, export, re-export, shipment, transfer, use, operation, maintenance, repair or disposal of Products and any related parts, components, accessories, know-how or technology. "Export Control Laws" means all export control, economic sanction and antiboycott laws and regulations of the United States and other jurisdictions, including but not limited to the U.S. Export Administration Regulations, the U.S. International Traffic in Arms Regulations and the U.S. Department of Treasury's economic sanctions regulations. (ii) Product and any related parts, components, accessories, know-how and technology must not be re-exported or transferred to restricted persons and sanctioned countries designated by the U.S. Government, including Cuba, Iran, North Korea, Sudan and Syria, unless authorized in advance by the Company and the U.S. Government. (iii) Customer acknowledge that transfers of Product and any related parts, components, accessories, know-how and technology may be subject to the terms and conditions of an export license, license exception or other authorization pursuant to Export Control Laws. Customer agree to comply fully with the terms of any licenses, license exceptions or authorizations and to provide Presidio Networked Solutions access to records needed to confirm such compliance upon request. (iv) Customer further acknowledges that certain Products may contain encryption and may be restricted for export, re-export, shipment or transfer to government end users in certain countries.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date





**Delta  
Technologies, Inc.**

**Low Voltage Systems Integrator**

- ▶ Structured Cabling
- ▶ Optical Fiber
- ▶ Access Control
- ▶ Fire & Intrusion Alarms
- ▶ Campus & Outside Plant Cabling

- ▶ CCTV
- ▶ Audio / Video
- ▶ Paging & Public Address
- ▶ Switches, Hubs, & Routers
- ▶ Emergency Monitoring Services



Date: August 20, 2019  
 To: Jason Fowler  
 Title:  
 Agency: Tallahassee Community College  
 Address: Appleyard Drive  
 Tallahassee, Florida  
 Telephone:  
 Facsimile:  
 Location: T.C.C. Cat 6 cabling and access points all locations

Proposal #: 09118  
 From: Tom Waldron  
 Title: Project Manager  
 Company: **Delta Technologies, Inc.**  
**P.O. Box 2301**  
**Tallahassee, Florida 32316-2301**  
 Telephone: (888) 575-3977  
 Facsimile: (850) 575-3908  
 F.E.I.D.: 59-3294396

## Proposal

Item	Description	Qty.	Unit Price	Extended Price
#1	One cat 6 drop ( plenum ) to each location	625	169.20	105,750.00
#2	48 port discrete patch panels ( 4 )	4	85.00	340.00
#3	24 port discrete patch panels ( 35 )	35	60.00	2,100.00
#4	12 port discrete patch panels ( 16 )	16	30.00	480.00
#5	Labor to Install AP'S and hardware inside ( 625 )	625	20.00	12,500.00
#6	Labor to Install AP'S and hardware outside ( 53 )	53	47.00	2,491.00
#7	Cat 5 hooks for cable support in ceiling	375	5.65	2,118.75
#8	Cat 6 patch cables 7'	690	5.00	3,450.00
#9	Labor to install sleeves ( 2" and 4" conduits )	52	44.00	2,288.00
#10	Cat 6 inserts for discrete panels	690	5.25	3,622.50
# 11	Dig up fiber at trailer run new piece ( 100' ) from road to trailer, install splice kits( 2 ) fiber can ( 1 )fiber splices (12) and terminate sc connectors ( 12 <b>Driving Range Trailer</b>	1	1,700.00	1,700.00
				-
				-
				-
<b>Total</b>				<b>\$ 136,840.25</b>

**Customer Acceptance (Authorized Signature):** \_\_\_\_\_  
**Name (Please Print):** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**This quote expires in thirty days. Delivery will be 30 days upon receipt of purchase order unless otherwise noted.**

**Please remit purchase orders to the address listed above.**

**Terms and Conditions of Sale:** All orders are C.O.D. unless open account credit approval has been established prior to shipping. All credit terms subject to approval by the Delta Technologies, Inc. credit manager. With approved credit, Buyer shall pay the purchase price within thirty (30) days from the date of completion of work. In the event Buyer fails to pay the total price within said thirty (30) day period, Seller shall be entitled to collect an interest charge of the lesser of 1.5% per month or the maximum rate allowed by applicable laws applied to the unpaid purchase price. Seller shall also be entitled, in the addition to all other remedies available at law or in equity, to recover reasonable attorneys' fees and/or other expenses in collecting the purchase price or otherwise enforcing or successfully defending itself in respect of this sales contract. Venue shall be Leon County, Florida.

**852A Blountstown Hwy  
Tallahassee, FL 32304**

**7010 NW 23rd Way, Suite B  
Gainesville, FL 32653**

**421 West Oak Ave  
Panama City, Florida 32401**

**(850) 575-3977 (850) 575-3908 fax**

**(352) 379-3977 (352) 379-3972 fax**

**(850) 209-0628 (850) 769-6639 fax**

**Licensed in Florida (EF-20000414, ES-0000212), Georgia (LU405002) and Alabama (1633)**



**Delta  
Technologies, Inc.**

- ▶ Structured Cabling
- ▶ Optical Fiber
- ▶ Access Control
- ▶ Fire & Intrusion Alarms
- ▶ Campus & Outside Plant Cabling

- ▶ CCTV
- ▶ Audio / Video
- ▶ Paging & Public Address
- ▶ Switches, Hubs, & Routers
- ▶ Emergency Monitoring Services



**Low Voltage Systems Integrator**

Date: August 20, 2019  
 To: Jason Fowler  
 Title:  
 Agency: Tallahassee Community College  
 Address: Appleyard Drive  
 Tallahassee , Florida  
 Telephone: 201 7777  
 Facsimile:  
 Location: **Center for innovation 2nd and 3rd floor**

Proposal #: 8071  
 From: Tom Waldron  
 Title: Project Manager  
 Company: **Delta Technologies, Inc.**  
**P.O. Box 2301**  
**Tallahassee, Florida 32316-2301**  
 Telephone: (888) 575-3977  
 Facsimile: (850) 575-3908  
 F.E.I.D.: 59-3294396

## Proposal

Item	Description	Qty.	Unit Price	Extended Price
#1	One cat 6 drop plenum to each location for AP'S ( 515 units )	12	169.20	2,030.40
#2	12 port discrete patch panel	2	30.00	60.00
#3	Labor to install AP'S	12	35.00	420.00
#4	Six strand m/m fiber from 4th floor to 3rd floor	70	1.50	105.00
#5	Fiber can loaded with sc couplers	1	75.00	75.00
#6	Fiber terminations SC connectors M/M leave 4 strands dark	4	25.00	100.00
#7	Cat 6 inserts for discrete patch panels	12	5.25	63.00
	<b>Total</b>			<b>2,853.40</b>
				-
				-
	<b>All dorms new and old and Dorm Annex Bldg.</b>			-
				-
	labor to install 303H AP"S	233	15.00	3,495.00
	One cat 6 drop plenum to each location for AP"S	11	169.20	1,861.20
	12 port discrete patch panel	3	30.00	90.00
	Cat 6 inserts for discrete panels	11	5.25	57.75
	<b>Total</b>			<b>5,503.95</b>

**Customer Acceptance (Authorized Signature):** \_\_\_\_\_  
**Name (Please Print):** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**This quote expires in thirty days. Delivery will be 30 days upon receipt of purchase order unless otherwise noted.**  
**Please remit purchase orders to the address listed above.**  
**Terms and Conditions of Sale:** All orders are C.O.D. unless open account credit approval has been established prior to shipping. All credit terms subject to approval by the Delta Technologies, Inc. credit manager. With approved credit, Buyer shall pay the purchase price within thirty (30) days from the date of completion of work. In the event Buyer fails to pay the total price within said thirty (30) day period, Seller shall be entitled to collect an interest charge of the lesser of 1.5% per month or the maximum rate allowed by applicable laws applied to the unpaid purchase price. Seller shall also be entitled, in the addition to all other remedies available at law or in equity, to recover reasonable attorneys' fees and/or other expenses in collecting the purchase price or otherwise enforcing or successfully defending itself in respect of this sales contract. Venue shall be Leon County, Florida.

<b>852A Blountstown Hwy</b>	<b>7010 NW 23rd Way, Suite B</b>	<b>445 Grace Ave</b>
<b>Tallahassee, FL 32304</b>	<b>Gainesville, FL 32653</b>	<b>Panama City, Florida 32401</b>
<b>(850) 575-3977 (850) 575-3908 fax</b>	<b>(352) 379-3977 (352) 379-3972 fax</b>	<b>(850) 251-8045 (850) 769-6639 fax</b>

**Licensed in Florida (EF-20000414, ES-0000212), Georgia (LU405002) and Alabama (1633)**



October 14, 2019

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

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

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

**SUBJECT:** Authorizing a Lease/Purchase Financing Agreement for Wireless Network Upgrades

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**Item Description**

This item requests that the District Board of Trustees authorize the College to enter into a lease/purchase agreement with HPE Financial Services, not to exceed \$1,093,461.81, for the purpose of financing a contract with Presidio Networked Solutions for the replacement of the aging wireless network currently in use at the College.

**Overview and Background**

The purpose of this transaction is to provide financing to the College for all hardware, software, professional services and any other costs associated with the replacement of the aging wireless network currently in use at the College. A more detailed scope of work is provided in the contract also being presented to the Board for consideration and approval.

In August, 2019 the College began negotiations with two financing companies to finance this project. HPE Financial Services agreed to the most favorable terms and financing for the College. The final negotiated terms are for a 5-year lease, with stepped up payments, at a rate of 0.4% with a \$1 buyout at the end.

**Funding/ Financial Implications**

This lease/purchase agreement will allow the College to enter into a contract with Presidio Networked Solutions to perform the wireless network replacement.

**Past Actions by the Board**

N/A

**Recommended Action**

Approve authorizing the College to enter into a lease/purchase agreement with HPE Financial Services, not to exceed \$1,093,461.81.

September 25, 2019

The District Board of Trustees of Tallahassee Community College, Florida  
444 Appleyard Drive  
Tallahassee, FL 32304  
Attn: Bret Ingerman

**RE: STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT No.: 5499941134**  
**STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT SCHEDULE No.: 549994113400001**  
**CUSTOMER PURCHASE ORDER No. \_\_\_\_\_ (IF APPLICABLE)**

Thank you for selecting Hewlett-Packard Financial Services Company ("HPFS") to provide financing for your technology acquisition. As per the request of your HPFS representative, we have prepared the following the lease documents for review and execution:

#### BASE DOCUMENTS

---

**Incumbency Certificate**

This document certifies to HPFS that the individual(s) signing the Lease Agreement, the Equipment Schedule and the Acceptance Certificate is (are) authorized to execute such documents and that such individual(s) is (are) currently holding the office or title specified in such documents.

**State and Local Government Master Lease Purchase Agreement ("MLPA" Lease Agreement)**

The Lease Agreement contains the terms and conditions of the lease arrangement between the Customer and HPFS. All of such terms are incorporated by reference into each Equipment Schedule.

**Opinion of Counsel**

This form is not to be executed but is to be retyped on the letterhead of Legal Counsel.

#### SCHEDULE DOCUMENTS

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**Schedule ("Exhibit A") to MLPA**

The Equipment Schedule sets forth the lease payment schedule, a description of the leased equipment, the equipment location and other matters relating to the leased equipment.

**Acceptance Certificate ("Exhibit B") to MLPA (sign only after you have received Equipment)**

This document confirms that the Customer has received the Equipment, is satisfied with it and is ready to begin the Lease and start making payments.

**Equipment Listing (Refer to the Presidio Quote Attached)**

This document is the detailed description of the leased equipment to be attached to and incorporated into the Equipment Schedule as Attachment B.

**Form 8038-G (over 100K)**

The Customer must complete this form in order to comply with notice information requirements under Internal Revenue Code for tax-exempt transaction.

**Billing Information Form**

This form should be completed by the Customer to ensure efficient delivery and payment of invoices.

The Customer must complete this form in order to comply with notice information requirements under Internal Revenue Code for tax-exempt transaction.

i.   Federal Tax ID Number (FEIN): \_\_\_\_\_

II.   Copy of Sales and Use Tax Exempt Certificate – **FL is an Upfront Sale Tax State. Please provide a copy of the Tax Exemption Certificate with the executed documentation**

III.

**THE ACCEPTANCE CERTIFICATE SHOULD BE SIGNED AFTER THE CUSTOMER HAS RECEIVED AND IS SATISFIED WITH EQUIPMENT.**

Should you have any questions or comments regarding the enclosed documents or the procedure outlined above, please do not hesitate to contact me at 908-898-4637.

Best regards,

*Donna Donovan*

Donna L. Donovan  
Customer Delivery Specialist  
HPE Financial Services  
[donovan@hpe.com](mailto:donovan@hpe.com)  
efax: 908-547-6797

**Information Return for Tax-Exempt Governmental Bonds**

(Rev. September 2018)

► Under Internal Revenue Code section 149(e)  
► See separate instructions.

OMB No. 1545-0720

Department of the Treasury  
Internal Revenue Service

**Caution:** If the issue price is under \$100,000, use Form 8038-GC.  
► Go to [www.irs.gov/F8038G](http://www.irs.gov/F8038G) for instructions and the latest information.

<b>Part I Reporting Authority</b>		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name		2 Issuer's employer identification number (EIN)	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	5 Report number (For IRS Use Only)	
6 City, town, or post office, state, and ZIP code		7 Date of issue	
8 Name of issue		9 CUSIP number	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a	

**Part II Type of Issue (enter the issue price).** See the instructions and attach schedule.

11	Education . . . . .	11		
12	Health and hospital . . . . .	12		
13	Transportation . . . . .	13		
14	Public safety . . . . .	14		
15	Environment (including sewage bonds) . . . . .	15		
16	Housing . . . . .	16		
17	Utilities . . . . .	17		
18	Other. Describe ►	18		
19a	If bonds are TANs or RANs, check only box 19a . . . . .			<input type="checkbox"/>
b	If bonds are BANs, check only box 19b . . . . .			<input type="checkbox"/>
20	If bonds are in the form of a lease or installment sale, check box . . . . .			<input type="checkbox"/>

**Part III Description of Bonds.** Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$	\$	years	%

**Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)**

22	Proceeds used for accrued interest . . . . .	22		
23	Issue price of entire issue (enter amount from line 21, column (b)) . . . . .	23		
24	Proceeds used for bond issuance costs (including underwriters' discount)	24		
25	Proceeds used for credit enhancement . . . . .	25		
26	Proceeds allocated to reasonably required reserve or replacement fund . . . . .	26		
27	Proceeds used to refund prior tax-exempt bonds. Complete Part V . . . . .	27		
28	Proceeds used to refund prior taxable bonds. Complete Part V . . . . .	28		
29	Total (add lines 24 through 28) . . . . .	29		
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) . . . . .	30		

**Part V Description of Refunded Bonds.** Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded . . . ► \_\_\_\_\_ years

32 Enter the remaining weighted average maturity of the taxable bonds to be refunded . . . ► \_\_\_\_\_ years

33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) . . ► \_\_\_\_\_

34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)

**Part VI Miscellaneous**

<b>35</b>	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .	<b>35</b>	
<b>36a</b>	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions . . . . .	<b>36a</b>	
<b>b</b>	Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____		
<b>c</b>	Enter the name of the GIC provider ▶ _____		
<b>37</b>	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .	<b>37</b>	
<b>38a</b>	If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:		
<b>b</b>	Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____		
<b>c</b>	Enter the EIN of the issuer of the master pool bond ▶ _____		
<b>d</b>	Enter the name of the issuer of the master pool bond ▶ _____		
<b>39</b>	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . . ▶ <input type="checkbox"/>		
<b>40</b>	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . . ▶ <input type="checkbox"/>		
<b>41a</b>	If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:		
<b>b</b>	Name of hedge provider ▶ _____		
<b>c</b>	Type of hedge ▶ _____		
<b>d</b>	Term of hedge ▶ _____		
<b>42</b>	If the issuer has superintegrated the hedge, check box . . . . . ▶ <input type="checkbox"/>		
<b>43</b>	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . . ▶ <input type="checkbox"/>		
<b>44</b>	If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . . ▶ <input type="checkbox"/>		
<b>45a</b>	If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement . . . . . ▶ _____		
<b>b</b>	Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____		

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	▶ _____ Signature of issuer's authorized representative	Date	▶ _____ Type or print name and title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	Firm's name ▶	Firm's EIN ▶		
	Firm's address ▶	Phone no.		

**INCUMBENCY CERTIFICATE**  
(State and Local Government Master Lease Agreement)

I, the undersigned being the duly appointed and acting Secretary or Clerk of The District Board of Trustees of Tallahassee Community College, Florida (Lessee), **DO HEREBY CERTIFY** that (i) I have custody of the records of Lessee; and (ii) based on an examination of such records of Lessee as of the date set forth below, the following persons in the respective capacities indicated opposite their names have been authorized to execute, with full authority to bind the Lessee to the State and Local Government Master Lease Purchase Agreement between Lessee and Hewlett-Packard Financial Services Company as lessor ("Master Agreement"), and all other agreements, documents and instruments executed and delivered and to be executed and delivered in connection therewith, including without limitation, the Master Agreement, any Schedules and Acceptance Certificates (as such terms are defined in the Master Agreement; collectively referred to as the "Documents"); and (iii) the signature set forth opposite such individual's name and title/office is the true and authentic signature of that individual; and, (iv) each such individual has (and had on the date each such individual affixed his or her signature to the Documents) the authority to enter into the Documents on behalf of the Lessee.

<u>Name</u>	<u>Title/Office</u>	<u>Signature</u>

On behalf of Lessee, I hereby certify the due and effective ratification, approval, and confirmation of all such acts and things that any of the above-referenced persons has done or may do in connection with the matters outlined above prior or subsequent to the date of this Certificate. I do further certify that the foregoing authority shall remain in full force and effect, and Hewlett-Packard Financial Services Company shall be entitled to rely upon same, until written notice of the modification, rescission or revocation of same, in whole or in part, has been delivered to Hewlett-Packard Financial Services Company, but no such modification, rescission or revocation shall, in any event, be effective with respect to any documents executed or actions taken in reliance upon the foregoing authority prior to the delivery to Hewlett-Packard Financial Services Company of said written notice of said modification, rescission or revocation. The execution and delivery of the Documents for and on behalf of Lessee is not prohibited or in any manner restricted by any law, ordinance or regulation.

IN WITNESS WHEREOF, I have duly executed this Incumbency Certificate and affixed Lessee's seal hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**Secretary/Clerk or duly elected or appointed and acting officer (or duly authorized designee of such officer) of**

**SEAL**

**The District Board of Trustees of Tallahassee Community College, Florida**

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

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

Title: \_\_\_\_\_

**[PLEASE NOTE: THE GENERAL PURPOSE OF THIS DOCUMENT IS TO AUTHORIZE INDIVIDUALS TO SIGN THE LEASE DOCUMENTS. CONSEQUENTLY, THE PERSON PROVIDING THE AUTHORIZATION CANNOT HIM OR HERSELF BE ONE OF THE SIGNERS OF THE LEASE DOCUMENTS. – I.E. CANNOT AUTHORIZE HIM OR HERSELF].**

# ANDREWS, CRABTREE, KNOX & LONGFELLOW

A LIMITED LIABILITY PARTNERSHIP  
ATTORNEYS AT LAW

JEANNETTE M. ANDREWS  
ROBERT C. CRABTREE  
J. CRAIG KNOX  
JOE LONGFELLOW, III\*  
RAMSEY REVELL  
ROSS D. VICKERS

MEMBER OF CLM  
(CLAIMS & LITIGATION MANAGEMENT ALLIANCE)

1558 VILLAGE SQUARE BLVD.  
SUITE 1  
TALLAHASSEE, FL 32309

TELEPHONE: 850-297-0090  
FACSIMILE: 850-297-0219

\*ALSO ADMITTED IN GEORGIA

September 26, 2019

## OPINION OF LEGAL COUNSEL

To: Hewlett-Packard Financial Services Company  
200 Connell Drive, Suite 5000  
Berkeley Heights, NJ 07922

Re: State and Local Government Master Lease Purchase Agreement  
Lease No. \_\_\_\_\_, Schedule No. \_\_\_\_\_ (the "Lease")

Dear Ladies & Gentlemen:

I am Legal Counsel for The District Board of Trustees of Tallahassee Community College ("Lessee"), and I am familiar with the above-referenced Lease by and between Hewlett-Packard Financial Services Company, as Lessor, and Lessee. Capitalized terms which are not defined herein shall have the meanings given these terms in the Lease.

Based on my examination of the Lease and such other documents, records and papers as I deemed to be relevant and necessary as the basis for my opinion set forth below, it is my opinion that:

1. Lessee is a fully constituted political subdivision or agency or department of the State of Florida.
2. The Lessee has the power and authority to enter into each of the Fundamental Agreements.
3. Each of the Fundamental Agreements constitutes a legal, valid and binding obligation of Lessee enforceable in accordance with its terms and does not violate or create a default under any instrument or agreement binding on Lessee.
4. There are no pending or threatened actions or proceedings before any court or administrative agency that could have a material adverse effect on Lessee or any Fundamental Agreement.
5. The entering into and performance of the Lease is not contrary to and does not violate any judgment, order, law or regulation or constitute a default by Lessee under any other agreement or instrument.



6. Each Fundamental Agreement is effective against all creditors of Lessee under applicable law, including fraudulent conveyance and bulk transfer laws.

7. The Equipment is personal property and will not become a fixture.

8. With respect to the Lease, Lessee has fully complied with all applicable law governing open meetings, public bidding and appropriations required in connection with the Lease and the acquisition of the Equipment.

Very truly yours,

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

Title: \_\_\_\_\_

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

Master Agreement Number 5499941134  
Lessee's Organization Number \_\_\_\_\_  
Lessee's Tax Identification Number \_\_\_\_\_  
Lessee's UCC Section 9-307 Location \_\_\_\_\_

## STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT

This State and Local Government Master Lease Purchase Agreement (together with Exhibits A and B attached hereto and hereby made a part hereof, (this "Master Agreement"), dated as of September 25, 2019, is entered into by and between Hewlett-Packard Financial Services Company,<sup>1</sup> a Delaware corporation ("Lessor"), and The District Board of Trustees of Tallahassee Community College, an agency, department or political subdivision of the State of Florida ("Lessee"). Capitalized terms used in this Master Agreement without definition have the meanings ascribed to them in Section 32.

**1. PURPOSE OF MASTER AGREEMENT.** The purpose of this Master Agreement is to set forth the general terms and conditions upon which Lessor shall lease to Lessee, and Lessee shall lease from Lessor, items of Hardware, Software or both (the "Equipment"). In connection with its execution of this Master Agreement, Lessee shall deliver to Lessor an Officer's Certificate in form and substance acceptable to Lessor, executed by a duly authorized officer of Lessee and certifying as to, among other things, Lessee's authority to enter into this Master Agreement, and the authority of Lessee's officers or representatives specified therein to execute this Master Agreement and an opinion of Lessee's counsel in form and content satisfactory to Lessor.

**2. COMMENCEMENT PROCEDURES.** Subject to the other terms and conditions contained in this Master Agreement and the applicable Schedule, Lessee shall enter into individual Leases (hereinafter defined) with Lessor as follows:

(a) Execution of Schedule. Lessor and Lessee mutually agree to enter into a Lease by executing a Schedule in the form of Exhibit A with such changes as Lessor and Lessee shall have agreed to as conclusively evidenced by their execution thereof. Each such Schedule shall specifically identify (by serial number or other identifying characteristics) the items of Equipment to be leased under such Schedule. Each Schedule, when executed by both Lessee and Lessor, together with this Master Agreement, shall constitute a separate and distinct lease ("Lease"), enforceable according to its terms. In the event of any conflict between the terms of this Master Agreement and such Schedule, the provisions of the Schedule shall govern.

(b) Acceptance; Term of Leases. Lessee shall accept the Equipment subject to a Lease in accordance with Section 3. The Term of each Lease shall begin on the Acceptance Date of the Equipment subject to such Lease and shall continue for the period described in the applicable Schedule unless a Nonappropriation shall have occurred.

(c) Adjustments to Schedule. Lessee acknowledges that the Total Cost of Equipment and the related Rent payments set forth in any Schedule may be estimates, and if the final invoice from the Seller attached to the related Acceptance Certificate(s) specifies a Total Cost that is less than the estimated Total Cost set forth in the Schedule, Lessee hereby authorizes Lessor to reduce the applicable Total Cost and Rent payment on the Schedule by up to ten percent (10%) to reflect such final invoice amount (the "Final Invoice Amount"). All references in this Master Agreement and any Schedule to Total Cost and Rent shall mean the amounts thereof specified in the applicable Schedule, as adjusted pursuant to this paragraph.

(d) Payment by Lessor. Within 30 days after Lessee's delivery to Lessor of a properly completed and executed Acceptance Certificate and all other documentation necessary to establish Lessee's acceptance of such Equipment under the related Lease and Lessor's acceptance of such Acceptance Certificate, Lessor shall pay for the Equipment. Lessor shall not accept the Acceptance Certificate until it has received from Lessee (1) evidence of insurance with respect to the Equipment in compliance with Section 14 hereof, (2) a completed and executed original Form 8038-G or 8038-GC, as applicable, or evidence of filing thereof with the Internal Revenue Service in the manner required by Code Section 149(e), (3) an opinion of Lessee's counsel, if required by Lessor, in form and substance reasonably satisfactory to Lessor and (4) any other documents or items reasonably required by Lessor. Notwithstanding the foregoing, Lessor shall not be obligated to pay for the Equipment if a Lessee Default has occurred or an event has occurred and is continuing that with the passage of time or provision of notice would constitute a Lessee Default. Lessor and Lessee acknowledge that the date the Lessor pays for the Equipment shall be the issue date of the obligation for federal income tax purposes in accordance with the Code and no Rent shall accrue prior to such date.

**3. ACCEPTANCE OF EQUIPMENT.** (a) Inspection of Equipment. Lessee agrees to inspect all Equipment as soon as reasonably practicable after the delivery thereof to Lessee. (b) Acceptance Certificate. Upon the satisfactory inspection of the Equipment by Lessee, or if acceptance requirements for such Equipment are specified in the applicable Purchase Documents, as soon as such requirements are met, Lessee shall unconditionally and irrevocably accept the Equipment by executing and delivering to Lessor a properly completed Acceptance Certificate in substantially the form of Exhibit B.

**4. RENT; LATE CHARGES.** As rent ("Rent") for the Equipment under any Lease, Lessee agrees to pay the amounts specified in the applicable Schedule on the due dates specified in the applicable Schedule. Lessee agrees to pay Lessor interest on any Rent payment or other amount due hereunder that is not paid within 10 days of its due date, at the rate of 1-1/2% per month (or such lesser rate as is the maximum rate allowable under applicable law). Lessee will make provision for such payments in budgets submitted to its governing body for the purpose of obtaining funding for the payments.

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<sup>1</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

**5. TRANSFER OF EQUIPMENT ON EXPIRATION OF LEASE TERM.** If Lessee has paid all Rent and all other amounts due under the Lease and has satisfied all other terms and conditions of the Lease, the Lease shall terminate and, except as provided in Section 28, Lessee shall be relieved of all of its obligations in favor of Lessor with respect to the Equipment and Lessor shall transfer all of its interest in such Equipment to Lessee "AS IS, WHERE IS," without any warranty, express or implied, from Lessor, other than the absence of any liens or claims by or through Lessor.

**6. LEASES NON-CANCELABLE; NET LEASES; WAIVER OF DEFENSES TO PAYMENT. IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT EACH LEASE HEREUNDER SHALL BE NON-CANCELABLE (EXCEPT AS SET FORTH IN SECTION 7 HEREOF), AND THAT EACH LEASE HEREUNDER IS A NET LEASE SO THAT AMONG OTHER THINGS LESSEE SHALL PAY IN ADDITION TO THE RENT, TAXES, INSURANCE AND MAINTENANCE CHARGES RELATED TO THE EQUIPMENT. LESSEE AGREES THAT IT HAS AN ABSOLUTE AND UNCONDITIONAL OBLIGATION TO PAY ALL RENT AND OTHER AMOUNTS WHEN DUE. LESSEE HEREBY WAIVES ANY RECOUPMENT, CROSS-CLAIM, COUNTERCLAIM OR ANY OTHER DEFENSE AT LAW OR IN EQUITY TO ANY RENT OR OTHER AMOUNT DUE WITH RESPECT TO ANY LEASE, WHETHER ANY SUCH DEFENSE ARISES OUT OF THIS MASTER AGREEMENT, ANY SCHEDULE, ANY CLAIM BY LESSEE AGAINST LESSOR, LESSOR'S ASSIGNEES OR SUPPLIER OR OTHERWISE. IF THE EQUIPMENT IS NOT PROPERLY INSTALLED, DOES NOT OPERATE OR INTEGRATE AS REPRESENTED OR WARRANTED BY SUPPLIER OR IS UNSATISFACTORY FOR ANY REASON WHATSOEVER, LESSEE WILL MAKE ANY CLAIM ON ACCOUNT OF THOSE ISSUES SOLELY AGAINST SUPPLIER AND WILL NEVERTHELESS PAY ALL SUMS DUE WITH RESPECT TO EACH LEASE.**

**7. NONAPPROPRIATION.** Notwithstanding anything contained in this Master Agreement to the contrary, in the event that sufficient funds are not appropriated and budgeted by Lessee's governing body or are not otherwise available from other legally available sources in any fiscal period for the payment of Rent and other amounts due under any Lease, the Lease shall terminate on the last day of the fiscal period for which appropriations were received or other amounts are available to pay amounts due under the Lease without penalty or expense to Lessee of any kind whatsoever, except as to the portions of Rent payments or other amounts herein agreed upon for which funds shall have been appropriated or are otherwise available. Lessee will immediately notify the Lessor or its assignee of such occurrence. In the event of such termination, Lessee shall immediately cease all use of the Equipment, and shall, at its sole expense and risk, immediately de-install, disassemble, pack, crate, insure, and return the Equipment subject to such Lease to Lessor (all in accordance with Section 10 of this Master Agreement). Such Equipment shall be in the same condition as when received by Lessee (reasonable wear, tear and depreciation resulting from normal and proper use excepted), shall be in good operating order and maintenance as required by this Lease, shall be free and clear of any liens (except Lessor's lien) and shall comply with all applicable laws and regulations. Lessee agrees to execute and deliver to Lessor all documents reasonably requested by Lessor or evidence the transfer of legal and beneficial title to such Equipment to Lessor and to evidence the termination of Lessee's interest in such Equipment. Lessor will have all legal and equitable rights and remedies to take possession of the Equipment. At Lessor's request, Lessee shall promptly provide supplemental documentation as to such Non-Appropriation satisfactory to Lessor. Lessee's exercise of its rights pursuant to this Section 7 shall not affect the survival of any indemnity and other provisions (other than the obligation to lease the Equipment and pay amounts due under the Lease) which survive the termination of the Lease.

**8. ASSIGNMENT OF PURCHASE DOCUMENTS.** Lessee assigns to Lessor all of Lessee's right, title and interest in and to (a) the Equipment described in each Schedule, and (b) the Purchase Documents relating to such Equipment. Such assignment of the Purchase Documents is an assignment of rights only; nothing in this Master Agreement shall be deemed to have relieved Lessee of any obligation or liability under any of the Purchase Documents, except that, as between Lessee and Lessor, Lessor shall pay for the Equipment in accordance with Section 2(d) hereof. Lessee represents and warrants that it has reviewed and approved the Purchase Documents. In addition, if Lessor shall so request, Lessee shall deliver to Lessor a document acceptable to Lessor whereby Seller acknowledges and provides any required consent to such assignment. For the avoidance of doubt, Lessee covenants and agrees that it shall at all times during the Term of each Lease comply in all respects with the terms of any License Agreement relating to any Equipment leased thereunder. **IT IS ALSO SPECIFICALLY UNDERSTOOD AND AGREED THAT NEITHER SUPPLIER NOR ANY SALESPERSON OF SUPPLIER IS AN AGENT OF LESSOR, NOR ARE THEY AUTHORIZED TO WAIVE OR ALTER ANY TERMS OF THIS MASTER AGREEMENT OR ANY SCHEDULE.**

**9. ASSIGNMENT OF SUPPLIER WARRANTIES.** To the extent permitted, Lessor hereby assigns to Lessee all Equipment warranties provided by any Supplier in the applicable Purchase Documents. Lessee shall have the right to take any action it deems appropriate to enforce such warranties provided such enforcement is pursued in Lessee's name and at its expense. In the event Lessee is precluded from enforcing any such warranty in its name and to the extent Lessor retains title to the Equipment, Lessor shall, upon Lessee's request, take reasonable steps to enforce such warranty. In such circumstances, Lessee shall, promptly upon demand, reimburse Lessor for all expenses incurred by Lessor in enforcing the Supplier warranty. Any recovery resulting from any such enforcement efforts shall be divided between Lessor and Lessee as their interests may appear.

**10. EQUIPMENT RETURN REQUIREMENTS.** At any time Lessee is required to return Equipment to Lessor under the terms of this Master Agreement or any Schedule, Lessee shall (a) wipe clean or permanently delete all data contained on the Equipment, including without limitation, any data contained on internal or external drives, discs, or accompanying media, and (b) pack the Equipment to be returned to Lessor in accordance with the manufacturer's guidelines and deliver such Equipment to Lessor at any destination within the continental United States designated by Lessor. In the case of any item of Software or License Agreement subject to a Schedule, at the time of the occurrence of a Non-Appropriation or a Lessee Default, Lessee shall also be automatically deemed to have reassigned any License Agreement, and shall immediately de-install and deliver to Lessor all Software, together with the original certificate of authenticity issued by the licensor of such Software, if any. All dismantling, packaging, transportation, in-transit insurance and shipping charges shall be borne by Lessee. All Equipment shall be returned to Lessor in the same condition and working order as when

delivered to Lessee, reasonable wear and tear excepted, and except in the case of PC Equipment and Software, shall qualify for maintenance service by the Supplier at its then standard rates for Equipment of that age, if available. Lessee shall be responsible for, and shall reimburse Lessor promptly on demand for, the cost of returning the Equipment to good working condition or, in the case of Equipment other than PC Equipment and Software, qualifying the Equipment for the Supplier's maintenance service, if available.

**11. EQUIPMENT USE, MAINTENANCE AND ADDITIONS.** Lessee is solely responsible for the selection, installation, operation and maintenance of the Equipment and all costs related thereto, including shipping charges. Lessee shall at all times operate and maintain the Equipment in good working order, repair, condition and appearance, and in accordance with the manufacturer's specifications and recommendations. On reasonable prior notice to Lessee, Lessor and Lessor's agents shall have the right, during Lessee's normal business hours and subject to Lessee's reasonable, standard security procedures, to enter the premises where the Equipment is located for the purpose of inspecting the Equipment and observing its use. Except in the case of PC Equipment and Software, Lessee shall, at its expense, enter into and maintain and enforce at all times during the Term of each Lease a maintenance agreement to service and maintain the related Equipment, upon terms and with a provider reasonably acceptable to Lessor. Lessee shall make no alterations or additions to the Equipment, except those that (a) will not void any warranty made by the Supplier of the Equipment, result in the creation of any security interest, lien or encumbrance on the Equipment or impair the value or use of the Equipment either at the time made or at the end of the Term of the applicable Lease, and are readily removable without damage to the Equipment ("Optional Additions"), or (b) are required by any applicable law, regulation or order. All additions to the Equipment or repairs made to the Equipment, except Optional Additions, become a part of the Equipment and Lessor's property at the time made; Optional Additions which have not been removed in the event of the return of the Equipment shall become Lessor's property upon such return.

**12. EQUIPMENT OWNERSHIP; LIENS; LOCATION.** Upon acceptance of the Equipment by Lessee hereunder, title to the Equipment will vest in Lessee; provided, however, that (i) in the event of termination of this Lease by Lessee pursuant to Section 7 hereof, or (ii) upon the occurrence of a Lessee Default as defined in Section 22 hereof, and as long as such Lessee Default is continuing, title to the Equipment (including Substitute Equipment) will immediately vest in Lessor or its assignee. Lessee covenants with respect to each Lease that: (i) it will not pledge or encumber the Equipment or Lessor's interest in the Equipment in any manner whatsoever nor create or permit to exist any levy, lien or encumbrance thereof or thereon except those created by or through Lessor; (ii) the Equipment shall remain personal property whether or not affixed to realty and shall not become a fixture or be made to become a part of any real property on which it is placed without Lessor's prior written consent; and (iii) Lessee shall maintain the Equipment so that it does not become essential to and may be removed from any building in which it is placed without any damage to the building or the Equipment. Provided Lessee remains in possession and control of the Equipment, Lessee may relocate any Equipment from the Equipment Location specified in the applicable Schedule to another of its locations within the State of the Equipment Location upon prior written notice to Lessor specifying the new Equipment Location or to another of its locations within the United States after receiving the written consent of Lessor to such relocation. Lessee shall not locate or relocate any Equipment such that any third party comes into possession or control thereof without Lessor's prior written consent; provided, however, that Lessor shall not unreasonably withhold its consent to the location or relocation of Equipment to a third party co-location or hosting facility if such third party shall have executed and delivered to Lessor a waiver agreement in form and substance acceptable to Lessor pursuant to which, among other things, such third party shall have waived any rights to the Equipment and agreed to surrender the Equipment to Lessor in the event of a Lessee Default under this Master Agreement. Notwithstanding the foregoing, Lessor agrees that computer equipment usable outside of a fixed office environment, such as laptops, notebooks or similar PC Equipment (collectively, "Mobile PC Equipment") may be relocated on a non-permanent basis from the Equipment Location originally specified in the applicable Schedule without Lessor's prior written consent, provided that (i) such relocation is made by Lessee's primary employee in the custody and control of such Mobile PC Equipment; (ii) the primary employee remains in possession and control of the Mobile PC Equipment, and (iii) the primary employee's principal office is the Equipment Location. For purposes of this Master Agreement and any applicable Schedule, the term Equipment shall be deemed to include all Mobile PC Equipment.

**13. SECURITY INTEREST; MAXIMUM RATE.** In order to secure all of its obligations hereunder, Lessee hereby, to the extent permitted by law and to secure payment and performance of Lessee's obligations under this Master Agreement and all Leases, grants Lessor a purchase money security interest in the related Equipment and in all attachments, accessories, additions, substitutions, products, replacements, rentals and proceeds (including, without limitation, insurance proceeds) thereto as well as a security interest in any other Equipment financed pursuant to this Master Agreement or any other agreement between Lessor and Lessee (collectively, the "Collateral"). In any such event, notwithstanding any provisions contained in this Master Agreement or in any Schedule, neither Lessor nor any Assignee shall be entitled to receive, collect or apply as interest any amount in excess of the maximum rate or amount permitted by applicable law. In the event Lessor or any Assignee ever receives, collects or applies as interest any amount in excess of the maximum amount permitted by applicable law, such excess amount shall be applied to the unpaid principal balance and any remaining excess shall be refunded to Lessee. In determining whether the interest paid or payable under any specific contingency exceeds the maximum rate or amount permitted by applicable law, Lessor and Lessee shall, to the maximum extent permitted under applicable law, characterize any non-principal payment as an expense or fee rather than as interest, exclude voluntary prepayments and the effect thereof, and spread the total amount of interest over the entire term of this Master Agreement and all Leases. Lessee agrees that Lessor may file this Lease as a financing statement evidencing such security interest or any other financing statement deemed necessary by Lessor and agrees to execute and deliver all certificates of title and other instruments necessary or appropriate to evidence such security interest.

**14. RISK OF LOSS AND INSURANCE.** Lessee assumes any and all risk of loss or damage to the Equipment from the time such Equipment is delivered to Lessee until such Equipment is returned to and is received by Lessor in accordance with the terms and conditions of this Master Agreement. Lessee agrees to keep the Equipment insured at Lessee's expense against all risks of loss from any cause whatsoever, including without limitation, loss by fire (including extended coverage), theft and damage. Lessee agrees that

such insurance shall name Lessor as a loss payee and cover not less than the replacement value of the Equipment. Lessee also agrees that it shall carry commercial general liability insurance in an amount not less than \$1,000,000 total liability per occurrence and cause Lessor and its affiliates and its and their successors and assigns, to be named additional insureds under such insurance. Each policy shall provide that the insurance cannot be canceled without at least 30 days' prior written notice to Lessor, and no policy shall contain a deductible in excess of \$25,000. Upon Lessor's prior written consent, in lieu of maintaining insurance obtained by third party insurance carriers, Lessee may self insure against such risks, provided that Lessor's interests are protected to the same extent as if the insurance had been obtained by third party insurance carriers and provided further that such self insurance program is consistent with prudent business practices with respect with such insurance risk. Lessee shall provide to Lessor (a) on or prior to the Acceptance Date for each Lease, and from time to time thereafter, certificates of insurance evidencing such insurance coverage throughout the Term of each Lease, and (b) upon Lessor's request, copies of the insurance policies. If Lessee fails to provide Lessor with such evidence, then Lessor will have the right, but not the obligation, to purchase such insurance protecting Lessor at Lessee's expense. Lessee's expense shall include the full premium paid for such insurance and any customary charges, costs or fees of Lessor. Lessee agrees to pay such amounts in substantially equal installments allocated to each Rent payment (plus interest on such amounts at the rate of 1-1/2% per month or such lesser rate as is the maximum rate allowable under applicable law).

**15. CASUALTY LOSS.** Lessee shall notify Lessor of any Casualty Loss or repairable damage to any Equipment as soon as reasonably practicable after the date of any such occurrence but in no event later than 30 days after such occurrence. In the event any Casualty Loss shall occur, on the next Rent payment date Lessee shall (a) at Lessee's option provided no Lessee Default has occurred nor an event that with the passage of time or provision of notice would constitute a Lessee Default has occurred and is continuing or (b) at Lessor's option if a Lessee Default has occurred or an event that with the passage of time or provision of notice would constitute a Lessee Default has occurred and is continuing, (1) subject to Section 7 hereof, pay Lessor the Stipulated Loss Value of the Equipment suffering the Casualty Loss, or (2) substitute and replace each item of Equipment suffering the Casualty Loss with an item of Substitute Equipment. If Lessee shall pay the Stipulated Loss Value of the Equipment suffering a Casualty Loss, upon Lessor's receipt in full of such payment the applicable Lease shall terminate as it relates to such Equipment and, except as provided in Section 28, Lessee shall be relieved of all obligations under the applicable Lease as it relates to such Equipment. If Lessee shall replace Equipment suffering a Casualty Loss with items of Substitute Equipment the applicable Lease shall continue in full force and effect without any abatement of Rent with such Substitute Equipment thereafter being deemed to be Equipment leased thereunder. Upon Lessor's receipt of such payment of Stipulated Loss Value in full or replacement of the Equipment suffering the Casualty Loss with Substitute Equipment, Lessor shall transfer to Lessee all of Lessor's interest in the Equipment suffering the Casualty Loss "AS IS, WHERE IS," without any warranty, express or implied, from Lessor, other than the absence of any liens or claims by or through Lessor. In the event of any repairable damage to any Equipment, the Lease shall continue with respect to such Equipment without any abatement of Rent and Lessee shall, at its expense, from insurance proceeds or other funds legally available, promptly cause such Equipment to be repaired to the condition it is required to be maintained pursuant to Section 11.

**16. TAXES.** Lessor shall report and pay all Taxes now or hereafter imposed or assessed by any governmental body, agency or taxing authority upon the purchase, ownership, delivery, installation, leasing, rental, use or sale of the Equipment, the Rent or other charges payable hereunder, or otherwise upon or in connection with any Lease, whether assessed on Lessor or Lessee, other than any such Taxes required by law to be reported and paid by Lessee. Lessee shall promptly reimburse Lessor for all such Taxes paid by Lessor, together with any penalties or interest in connection therewith attributable to Lessee's acts or failure to act, excluding (a) Taxes on or measured by the overall gross or net income or items of tax preference of Lessor, (b) as to any Lease the related Equipment, Taxes attributable to the period after the return of such Equipment to Lessor, and (c) Taxes imposed as a result of a sale or other transfer by Lessor of any portions of its interest in any Lease or in any Equipment except for a sale or other transfer to Lessee or a sale or other transfer occurring after and during the continuance of any Lessee Default.

**17. GENERAL INDEMNITY.** Lessee, to the extent permitted by Florida law, shall indemnify and hold harmless Lessor and assignees, from and against any and all Claims arising out of or in connection with any matter involving this Master Agreement, the Equipment or any Lease, including but not limited to the selection, manufacture, purchase, acceptance, rejection, ownership, delivery, lease, possession, maintenance, use (including any patent, trademark or copyright infringement), condition, return or operation of any Equipment or the enforcement of Lessor's rights under any Lease. Notwithstanding the foregoing, Lessee shall have no obligation to indemnify or defend against any Claim arising solely as a result of Lessor's gross negligence or willful misconduct.

**18. TAX REPRESENTATIONS AND COVENANTS AND TAX PAYMENTS.** (a) Lessee represents, covenants and warrants that: (i) Lessee is a political subdivision or agency or department of the State in which it is located; (ii) a portion of the Rent is interest based on the total Equipment cost as shown on a Schedule and such interest portion of the Rent shall be excluded from Lessor's gross income pursuant to Section 103 of the Code; (iii) Lessee will comply with the information reporting requirements of Section 149(e) of the Code, and such compliance shall include but not be limited to the execution of information statements requested by Lessor; (iv) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the Lease to be an arbitrage bond within the meaning of Section 148(a) of the Code; (v) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, this Lease to be a private activity bond within the meaning of Section 141(a) of the Code; (vi) Lessee will not do or cause to be done any act which will cause, or by omission of any act allow, the interest portion of the Rent payments to be or become includable in gross income for federal income taxation purposes under the Code; (vii) Lessee will be the only entity to own, use and operate the Equipment during the Lease Term; (viii) Lessee has never failed to appropriate funds for payment of any amount due pursuant to a lease purchase agreement, a conditional sales agreement or any similar type of obligation; and (ix) Lessee is not and has never been in default under any bond, note, lease purchase agreement or other type of financial obligation to which it has been a party.

(b) This Master Agreement has been entered into on the basis that Lessor or any Assignee of Lessor shall claim that the interest paid hereunder is exempt from federal income tax under Section 103(a) of the Code. Upon a breach by Lessee of any of its representations, warranties and covenants in Section 18(a) above and as a result thereof, the United States Government disallows, eliminates, reduces, recaptures, or disqualifies, in whole or in part, any benefits of such exemption, Lessee shall then pay to Lessor, at Lessor's election, either: (i) supplemental payment(s) to Lessor during the remaining period of the Term(s) in an amount necessary to permit Lessor to receive (on an after tax basis over the full term of the Master Agreement) the same rate of return that Lessor would have realized had there not been a loss or disallowance of such benefits, together with the amount of any interest or penalty which may be assessed by the governmental authority with respect to such loss or disallowance; or (ii) a lump sum payable upon demand to Lessor which shall be equal to the amount necessary to permit Lessor to receive (on an after tax basis over the full term of the Master Agreement) the same rate of return that Lessor would have realized had there not been a loss or disallowance of such benefits together with the amount of any interest or penalty which may be assessed by the governmental authority with respect to such loss or disallowance.

**19. COVENANT OF QUIET ENJOYMENT.** So long as no Lessee Default exists, and no event shall have occurred and be continuing which, with the giving of notice or the passage of time or both, would constitute a Lessee Default, neither Lessor nor any party acting or claiming through Lessor, by assignment or otherwise, will disturb Lessee's quiet enjoyment of the Equipment during the Term of the related Lease.

**20. DISCLAIMERS AND LESSEE WAIVERS.** LESSEE LEASES THE EQUIPMENT FROM LESSOR "AS IS, WHERE IS." IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT (A) EXCEPT AS EXPRESSLY SET FORTH IN SECTION 19, LESSOR MAKES ABSOLUTELY NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THE DESIGN, COMPLIANCE WITH SPECIFICATIONS, QUALITY, OPERATION, OR CONDITION OF ANY EQUIPMENT (OR ANY PART THEREOF), THE MERCHANTABILITY OR FITNESS OF EQUIPMENT FOR A PARTICULAR PURPOSE, OR ISSUES REGARDING PATENT INFRINGEMENT, TITLE AND THE LIKE; (B) LESSOR SHALL NOT BE DEEMED TO HAVE MADE, BE BOUND BY OR LIABLE FOR, ANY REPRESENTATION, WARRANTY OR PROMISE MADE BY THE SUPPLIER OF ANY EQUIPMENT (EVEN IF LESSOR IS AFFILIATED WITH SUCH SUPPLIER); (C) LESSOR SHALL NOT BE LIABLE FOR ANY FAILURE OF ANY EQUIPMENT OR ANY DELAY IN THE DELIVERY OR INSTALLATION THEREOF; (D) LESSEE HAS SELECTED ALL EQUIPMENT WITHOUT LESSOR'S ASSISTANCE; AND (E) LESSOR IS NOT A MANUFACTURER OF ANY EQUIPMENT. IT IS FURTHER AGREED THAT LESSOR SHALL HAVE NO LIABILITY TO LESSEE, OR ANY THIRD PARTIES FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS MASTER AGREEMENT OR ANY SCHEDULE OR CONCERNING ANY EQUIPMENT, OR FOR ANY DAMAGES BASED ON STRICT OR ABSOLUTE TORT LIABILITY OR LESSOR'S NEGLIGENCE; PROVIDED, HOWEVER, THAT NOTHING IN THIS MASTER AGREEMENT SHALL DEPRIVE LESSEE OF ANY RIGHTS IT MAY HAVE AGAINST ANY PERSON OTHER THAN LESSOR. LESSOR AND LESSEE AGREE THAT THE LEASES SHALL BE GOVERNED BY THE EXPRESS PROVISIONS OF THIS MASTER AGREEMENT AND THE OTHER FUNDAMENTAL AGREEMENTS AND NOT BY THE CONFLICTING PROVISIONS OF ANY OTHERWISE APPLICABLE LAW. ACCORDINGLY, TO THE EXTENT PERMITTED BY APPLICABLE LAW, LESSEE WAIVES ANY RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY STATUTE OR OTHERWISE, IN EITHER CASE THAT ARE INCONSISTENT WITH OR THAT WOULD LIMIT OR MODIFY LESSOR'S RIGHTS SET FORTH IN THIS MASTER AGREEMENT.

**21. LESSEE WARRANTIES.** Lessee represents, warrants and covenants to Lessor with respect to each Lease that: (a) Lessee has the power and authority to enter into each of the Fundamental Agreements; (b) all Fundamental Agreements are legal, valid and binding obligations of Lessee, enforceable against Lessee in accordance with their terms and do not violate or create a default under any instrument or agreement binding on Lessee; (c) there are no pending or threatened actions or proceedings before any court or administrative agency that could have a material adverse effect on Lessee or any Fundamental Agreement, unless such actions have been disclosed to Lessor and consented to in writing by Lessor; (d) Lessee shall comply in all material respects with all laws and regulations the violation of which could have a material adverse effect upon the Equipment or Lessee's performance of its obligations under any Fundamental Agreement; (e) each Fundamental Agreement shall be effective against all creditors of Lessee under applicable law, including fraudulent conveyance and bulk transfer laws, and shall raise no presumption of fraud; (f) all financial statements, certificates or summaries relating to Lessee's financial condition, fiscal budget or the assessment and collection of taxes and other related information furnished by Lessee shall be prepared in accordance with generally accepted accounting principles in the United States in effect at that time and shall fairly present Lessee's financial position as of the dates given on such statements; (g) since the date of the most recent annual financial statement, there has been no material adverse change in the financial condition of, or the level of assessment or collection of taxes by, the Lessee; (h) the Equipment, subject to any Lease, is essential to the immediate performance of a governmental or proprietary function by Lessee within the scope of its authority and will be used during the Term of such Lease only by Lessee and only to perform such function; (i) Lessee intends to use the Equipment for the entire Term of such Lease and all Equipment will be used for business purposes only and not for personal, family or household purposes; (j) Lessee has complied fully with all applicable law governing open meetings, public bidding and appropriations required in connection with this Lease and the acquisition of the Equipment; (k) there has been no material change in the budget for Lessee's current Fiscal Period since its adoption; (l) Lessee's obligations to pay Rent and any other amounts due under this Lease constitute a current expense and not a debt of Lessee under applicable state law; (m) no provision of this Lease constitutes a pledge of the tax or general revenues of Lessee; (n) Lessee does not export, re-export, or transfer any Equipment, Software, system software or source code or any direct product thereof to a prohibited destination, or to nationals of proscribed countries wherever located, without prior authorization from the United States government and other applicable governments; (o) Lessee does not use any Equipment, Software or system software or technology, technical data, or technical assistance related thereto or the products thereof in the design, development, or production of nuclear,

missile, chemical, or biological weapons or transfer the same to a prohibited destination, or to nationals of proscribed countries wherever located, without prior authorization from the United States and other applicable governments; and (p) Lessee is not an entity designated by the United States government or any other applicable government with which transacting business without the prior consent of such government is prohibited.

**22. DEFAULT.** Any of the following shall constitute a default by Lessee (a "Lessee Default") under this Master Agreement and all Leases: (a) Lessee fails to pay any Rent payment or any other amount payable to Lessor under this Master Agreement or any Schedule within 10 days after its due date; or (b) Lessee defaults on or breaches any of the other terms and conditions of any Material Agreement, and fails to cure such breach within 10 days after written notice thereof from Lessor; or (c) any representation or warranty made by Lessee in any Material Agreement proves to be incorrect in any material respect when made or reaffirmed; or (d) any change occurs in relation to Lessee's financial condition that, in Lessor's opinion, would have a material adverse effect on Lessee's ability to perform its obligations under this Master Agreement or under any Schedule or (e) Lessee becomes insolvent or fails generally to pay its debts as they become due; or (f) a proceeding under any bankruptcy, reorganization, arrangement of debt, insolvency or receivership law is filed by or against Lessee (and, if such is proceeding is involuntary, it is not dismissed within 60 days after the thereof) or Lessee takes any action to authorize any of the foregoing matters; (g) any Equipment is levied against, seized or attached; or (h) any letter of credit or guaranty issued in support of a Lease is revoked, breached, canceled or terminated (unless consented to in advance by Lessor).

**23. REMEDIES.** If a Lessee Default occurs, Lessor may, in its sole discretion, exercise one or more of the following remedies: (a) declare all amounts due and to become due during Lessee's current fiscal year under any or all Leases to be immediately due and payable; or (b) terminate this Master Agreement or any Lease(s); or (c) take possession of, or render unusable, any Equipment wherever the Equipment may be located, without demand or notice and without any court order or other process of law in accordance with Lessee's reasonable security procedures, and no such action shall constitute a termination of any Lease; or (d) require Lessee to deliver the Equipment to a location specified by Lessor; or (e) declare the Stipulated Loss Value for any or all Equipment to be due and payable as liquidated damages for loss of a bargain and not as a penalty and in lieu of any further Rent payments under the applicable Lease or Leases; or (f) proceed by court action to enforce performance by Lessee of any Lease and/or to recover all damages and expenses incurred by Lessor by reason of any Lessee Default; or (g) terminate any other agreement that Lessor may have with Lessee; or (h) exercise any other right or remedy available to Lessor at law or in equity. Also, Lessee shall pay Lessor (i) all costs and expenses that Lessor may incur to maintain, safeguard or preserve the Equipment, and other expenses incurred by Lessor in enforcing any of the terms, conditions or provisions of this Master Agreement (including reasonable legal fees and collection agency costs) and (ii) all costs incurred by Lessor in exercising any of its remedies hereunder (including reasonable legal fees). Upon repossession or surrender of any Equipment, Lessor will lease, sell or otherwise dispose of the Equipment in a commercially reasonable manner, with or without notice and at public or private sale, and apply the net proceeds thereof to the amounts owed to Lessor under this Master Agreement; provided, however, that Lessee will remain liable to Lessor for any deficiency that remains after any sale or lease of such Equipment. Any proceeds of any sale or lease of such Equipment in excess of the amounts owed to Lessor under this Master Agreement will be retained by Lessor. Lessee agrees that with respect to any notice of a sale required by law to be given, 10 days' notice will constitute reasonable notice. With respect to any exercise by Lessor of its right to recover and/or dispose of any Equipment or other Collateral securing Lessee's obligations under any Schedule, Lessee acknowledges and agrees as follows: (i) Lessor shall have no obligation, subject to the requirements of commercial reasonableness, to clean-up or otherwise prepare the Equipment or any other Collateral for disposition, (ii) Lessor may comply with any applicable state or federal law requirements in connection with any disposition of the Equipment or other Collateral, and any actions taken in connection therewith shall not be deemed to have adversely affected the commercial reasonableness of any such disposition, and (iii) Lessor may convey the Equipment and any other Collateral on an "AS IS, WHERE IS" basis, and without limiting the generality of the foregoing, may specifically exclude or disclaim any and all warranties, including any warranty of title or the like with respect to the disposition of the Equipment or other Collateral, and no such conveyance or such exclusion or such disclaimer of any warranty shall be deemed to have adversely affected the commercial reasonableness of any such disposition. These remedies are cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

**24. PERFORMANCE OF LESSEE'S OBLIGATIONS.** If Lessee fails to perform any of its obligations hereunder after 10 days of its receipt of Lessor's written notice, Lessor may perform any act or make any payment that Lessor deems reasonably necessary for the maintenance and preservation of the Equipment and Lessor's interests therein; provided, however, that the performance of any act or payment by Lessor shall not be deemed a waiver of, or release Lessee from, the obligation at issue. All sums so paid by Lessor, together with expenses (including legal fees and costs) incurred by Lessor in connection therewith, shall be paid to Lessor by Lessee immediately upon demand.

**25. PURCHASE OPTIONS.** Lessee may elect, by delivering to Lessor at least 30 days' prior written notice, to purchase on any Rent payment date not less than all Units of Equipment then subject to the Lease (other than items of Software that may not be sold by Lessor under the terms of any applicable License Agreement) for an amount equal to the sum of the Rent then due, all other amounts due under the Lease and the Concluding Payment for such Equipment as of the designated Rent payment date; provided no Lessee Default shall have occurred and be continuing or no event has occurred which with notice or lapse of time could constitute a Lessee Default. In the event of such an election, Lessee shall pay such amount to Lessor, in immediately available funds, on or before the designated Rent payment date. If Lessee shall have elected to purchase the Equipment, shall have so paid the purchase price and shall have fulfilled the terms and conditions of this Master Agreement and the related Schedule, then (1) the Lease with respect to such Equipment shall terminate on the designated Rent payment date and, except as provided in Section 28, Lessee shall be relieved of all of its obligations in favor of Lessor with respect to such Equipment, and (2) Lessor shall transfer all of its interest in such Equipment to

Lessee "AS IS, WHERE IS," without any warranty, express or implied, from Lessor, other than the absence of any liens or claims by or through Lessor.

**26. ASSIGNMENT.** Lessor shall have the unqualified right to sell, assign, grant a security interest in or otherwise convey any part of its interest in this Master Agreement, any Lease or any Equipment, in whole or in part, upon 10 days written notice to Lessee. If any Lease is sold, assigned, or otherwise conveyed, Lessee agrees that Lessor's purchaser, assignee or transferee, as the case may be ("Assignee") shall (a) have the same rights, powers and privileges that Lessor has under the applicable Lease, (b) have the right to receive from Lessee all amounts due under the applicable Lease; and (c) not be required to perform any obligations of Lessor, other than those that are expressly assumed in writing by such Assignee, any obligations not assumed by Assignee will be retained by Lessor. Lessee agrees to execute such acknowledgements to such assignment as may be reasonably requested by Lessor or the Assignee. Lessee further agrees that, in any action brought by such Assignee against Lessee to enforce Lessor's rights hereunder, Lessee will not assert against such Assignee any set-off, defense or counterclaim that Lessee may have against Lessor or any other person. Unless otherwise specified by Lessor and the Assignee, Lessee shall continue to pay all amounts due under the applicable Lease to Lessor; provided, however, that upon notification from Lessor and the Assignee, Lessee covenants to pay all amounts due under the applicable Lease to such Assignee when due and as directed in such notice. Lessee further agrees that any Assignee may further sell, assign, grant a security interest in or otherwise convey its rights and interests under the applicable Lease with the same force and effect as the assignment described herein. Lessee may not assign, transfer, sell, sublease, pledge or otherwise dispose of this Master Agreement, any Lease, any Equipment or any interest therein. Lessee shall acknowledge each such assignment in writing if so requested and keep a complete and accurate record of all such assignments in a manner that complies with Section 149 of the Code, and regulations promulgated thereunder.

**27. FURTHER ASSURANCES.** Lessee agrees to promptly execute and deliver to Lessor such further documents and take such further action as Lessor may require in order to more effectively carry out the intent and purpose of this Master Agreement and any Schedule. Without limiting the generality of the foregoing, Lessee agrees (a) to furnish to Lessor from time to time, its certified financial statements, officer's certificates and appropriate resolutions, opinions of counsel and such other information and documents as Lessor may reasonably request, and (b) to execute and timely deliver to Lessor such documents that Lessor deems necessary to perfect or protect Lessor's security interest in the Collateral or to evidence Lessor's interest in the Equipment. It is also agreed that Lessor or Lessor's agent may file as a financing statement, any lease document (or copy thereof, where permitted by law) or other financing statement that Lessor deems appropriate to perfect or protect Lessor's security interest in the Collateral or to evidence Lessor's interest in the Equipment. Upon demand, Lessee will promptly reimburse Lessor for any filing or recordation fees or expenses (including legal fees and costs) incurred by Lessor in perfecting or protecting its interests in any Collateral. Lessee represents and warrants that Lessee's name as set forth in the signature block below is Lessee's full and accurate legal name and that the information set forth on the first page hereof regarding its organization number, tax identification number and location is true and correct as of the date hereof. Lessee further agrees to provide Lessor advance written notice of any change in the foregoing.

**28. TERM OF MASTER AGREEMENT; SURVIVAL.** This Master Agreement shall commence and be effective upon the execution hereof by both parties and shall continue in effect until terminated by either party by 30 days' prior written notice to the other, provided that the effective date of the termination is after all obligations of Lessee arising hereunder and pursuant to any Schedule have been fully satisfied. Notwithstanding the foregoing, all representations, warranties and covenants made by Lessee hereunder shall survive the termination of this Master Agreement and shall remain in full force and effect. All of Lessor's rights, privileges and indemnities under this Master Agreement or any Lease, to the extent they are fairly attributable to events or conditions occurring or existing on or prior to the expiration or termination of such Lease, shall survive such expiration or termination and be enforceable by Lessor and Lessor's successors and assigns.

**29. WAIVER OF JURY TRIAL. LESSEE AND LESSOR HEREBY EXPRESSLY WAIVE ANY RIGHT TO DEMAND A JURY TRIAL WITH RESPECT TO ANY ACTION OR PROCEEDING INSTITUTED BY LESSOR OR LESSEE IN CONNECTION WITH THIS MASTER AGREEMENT OR ANY FUNDAMENTAL AGREEMENT.**

**30. NOTICES.** All notices, requests, demands, waivers and other communications required or permitted to be given under this Master Agreement or any other Fundamental Agreement shall be in writing and shall be deemed to have been received upon receipt if delivered personally or by a nationally recognized overnight courier service, or by confirmed facsimile transmission, or 3 days after deposit in the United States mail, certified, postage prepaid with return receipt requested, addressed as follows (or such other address or fax number as either party shall so notify the other):

If to Lessor:

Hewlett-Packard Financial Services Company  
200 Connell Drive, Suite 5000  
Berkeley Heights, NJ 07922  
Attn: Donna Donovan  
Fax: (908) 547-6797

If to Lessee:

The District Board of Trustees of Tallahassee Community College,  
444 Appleyard Drive, Tallahassee, Florida 32304  
Attn:  
Fax:

**31. MISCELLANEOUS**

**(a) Governing Law. THIS MASTER AGREEMENT AND EACH LEASE SHALL BE GOVERNED BY THE INTERNAL LAWS (AS OPPOSED TO CONFLICTS OF LAW PROVISIONS) OF THE STATE OF EQUIPMENT LOCATION.**

**(b) Credit Review.** Lessee consents to a reasonable credit review by Lessor for each Lease.



**(c) Captions and References.** The captions contained in this Master Agreement and any Schedule are for convenience only and shall not affect the interpretation of this Master Agreement or any Lease. All references in this Master Agreement to Sections and Exhibits refer to Sections hereof and Exhibits hereto unless otherwise indicated.

**(d) Entire Agreement; Amendments.** This Master Agreement and all other Fundamental Agreements executed by both Lessor and Lessee constitute the entire agreement between Lessor and Lessee relating to the leasing of the Equipment, and supersede all prior agreements relating thereto, whether written or oral, and may not be amended or modified except in a writing signed by the parties hereto.

**(e) No Waiver.** Any failure of Lessor to require strict performance by Lessee, or any written waiver by Lessor of any provision hereof, shall not constitute consent or waiver of any other breach of the same or any other provision hereof.

**(f) Lessor Affiliates.** Lessee understands and agrees that Hewlett-Packard Financial Services Company or any affiliate or subsidiary thereof may, as lessor, execute Schedules under this Master Agreement, in which event the terms and conditions of the applicable Schedule and this Master Agreement as it relates to the lessor under such Schedule shall be binding upon and shall inure to the benefit of such entity executing such Schedule as lessor, as well as any successors or assigns of such entity. Lessee agrees that Lessor may disclose any information provided by Lessee to Lessor or created by Lessor in the course of administering the Material Agreements to any parent or affiliate of Lessor.

**(g) Invalidity.** If any provision of this Master Agreement or any Schedule shall be prohibited by or invalid under law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Master Agreement or such Schedule.

**(h) Counterparts.** This Master Agreement may be executed in counterparts, which collectively shall constitute one document.

**(i) Lessor Reliance.** Lessor may act in reliance upon any instruction, instrument or signature reasonably believed by Lessor in good faith to be genuine. Lessor may assume that any employee of Lessee who executes any document or gives any written notice, request or instruction has the authority to do so.

**32. DEFINITIONS.** All capitalized terms used in this Master Agreement have the meanings set forth below or in the Sections of this Master Agreement referred to below:

**"Acceptance Certificate"** means an Acceptance Certificate in substantially the form of Exhibit B, executed by Lessee and delivered to Lessor in accordance with Section 3.

**"Acceptance Date"** means, as to any Lease, the date Lessee shall have accepted the Equipment subject to such Lease in accordance with Section 3.

**"Assignee"** means any assignee of all or any portion of Lessor's interest in this Master Agreement, any Schedule or any Equipment, whether such assignee received the assignment of such interest from Lessor or a previous assignee of such interest.

**"Authorized Lessee Representative"** has the meaning specified in Section 30.

**"Casualty Loss"** means, with respect to any Equipment, the condemnation, taking, loss, destruction, theft or damage beyond repair of such Equipment.

**"Casualty Value"** means, as to any Equipment, an amount determined as of the date of the Casualty Loss or Lessee Default in question pursuant to a "Table of Casualty Values" attached to the applicable Schedule or, if no "Table of Casualty Values" is attached to the applicable Schedule, an amount equal to the present value as of the date of the Casualty Loss or Lessee Default in question (discounted at 5% per annum, compounded monthly) of all Rent payments payable after such date.

**"Claims"** means all claims, actions, suits, proceedings, costs, expenses (including, without limitation, court costs, witness fees and attorneys' fees), damages, obligations, judgments, orders, penalties, fines, injuries, liabilities and losses, including, without limitation, actions based on Lessor's strict liability in tort.

**"Code"** means the Internal Revenue Code of 1986, as amended.

**"Collateral"** has the meaning specified in Section 13.

**"Concluding Payments"** means the list of concluding payments on the attachment to the applicable Schedule.

**"Daily Rent"** means, as to any Lease, an amount equal to the per diem Rent payable under the applicable Schedule (calculated on the basis of a 360 day year and 30 day months).

**"Equipment"** has the meaning specified in Section 1.

**"Equipment Location"** means, as to any Equipment, the address at which such Equipment is located from time to time, as originally specified in the applicable Schedule and as subsequently specified in a notice delivered to Lessor pursuant to Section 12, if applicable.

**"Fair Market Value"** means the total price that would be paid for any specified Equipment in an arm's length transaction between an informed and willing buyer (other than a used equipment dealer) under no compulsion to buy and an informed and willing seller under no compulsion to sell. Such total price shall not be reduced by the costs of removing such Equipment from its current location or moving it to a new location.

**"Final Invoice Amount"** has the meaning set forth in Section 2(c).

**"First Payment Date"** means, as to any Lease, the date the first Rent payment with respect to such Lease is due, as determined pursuant to the terms of the applicable Schedule.

**"Fiscal Period"** shall mean the fiscal year of Lessee, as it may be more particularly described in a Schedule.

**"Fundamental Agreements"** means, collectively, this Master Agreement, each Schedule and Acceptance Certificate and all other related instruments and documents.

**"Hardware"** means items of tangible equipment and other property.

**"Lease"** has the meaning specified in Section 2(a).

**"Lessee"** has the meaning specified in the preamble hereof.

**"Lessee Default"** has the meaning specified in Section 22.

**"Lessor"** has the meaning specified in the preamble hereof.

“**License Agreement**” means any license agreement or other document granting the purchaser the right to use Software or any technical information, confidential business information or other documentation relating to Hardware or Software, as amended, modified or supplemented by any other agreement between the licensor and Lessor.

“**Master Agreement**” has the meaning specified in the preamble hereof.

“**Material Agreements**” means, collectively, all Fundamental Agreements, all other material agreements by and between Lessor and Lessee, and any application for credit, financial statement, or financial data required to be provided by Lessee in connection with any Lease.

“**Mobile PC Equipment**” has the meaning specified in Section 12 hereof.

“**Non-Appropriation**” has the meaning specified in Section 7.

“**Optional Additions**” has the meaning specified in Section 11.

“**PC Equipment**” means, collectively, personal computers (e.g., workstations, desktops and notebooks) and related items of peripheral equipment (e.g., monitors, printers and docking stations).

“**Purchase Documents**” means, as to any Equipment, any purchase order, contract, bill of sale, License Agreement, invoice and/or other documents that Lessee has, at any time, approved, agreed to be bound by or entered into with any Supplier of such Equipment relating to the purchase, ownership, use or warranty of such Equipment.

“**Rent**” has the meaning specified in Section 4.

“**Schedule**” means, unless the context shall otherwise require a Schedule executed by Lessor and Lessee pursuant to Section 2(a).

“**Seller**” means, as to any Equipment, the seller of such Equipment as specified in the applicable Schedule.

“**Software**” means copies of computer software programs owned or licensed by Lessor, and any disks, CDs, or other media on which such programs are stored or written.

“**State**” means any of the states of the United States, its territories and possessions.

“**Stipulated Loss Value**” means, as to any Equipment, an amount equal to the sum of (a) all Rent (including the Daily Rent from the Rent payment date immediately preceding the date of the Casualty Loss or Lessee Default to the date of the Casualty Loss or Lessee Default) and other amounts due and owing with respect to such Equipment as of the date of payment of such amount, plus (b) the Casualty Value of such Equipment.

“**Substitute Equipment**” means, as to any item of Hardware or Software subject to a Lease, a substantially equivalent or better item of Hardware or Software having equal or greater capabilities and equal or greater Fair Market Value manufactured or licensed by the same manufacturer or licensor as such item of Hardware or Software subject to a Lease. The determination of whether any item of Equipment is substantially equivalent or better than an item of Equipment subject to a Lease shall be based on all relevant facts and circumstances, but shall minimally require, in the case of a computer, that each of processor, hard-drive, random access memory and CD ROM drive, if applicable, be equivalent or better.

“**Supplier**” means as to any Equipment, the Seller and the manufacturer or licensor of such Equipment collectively, or where the context requires, any of them.

“**System Software**” means an item of Software that is pre-loaded on an item of Hardware purchased by Lessor for lease hereunder for which the relevant Purchase Documents specify no purchase price separate from the aggregate purchase price specified for such items of Hardware and Software.

“**Taxes**” means all license and registration fees and all taxes (local, state and federal), fees, levies, imposts, duties, assessments, charges and withholding of any nature whatsoever, however designated (including, without limitation, any value added, transfer, sales, use, gross receipts, business, occupation, excise, personal property, real property, stamp or other taxes) other than taxes measured by Lessor’s income.

“**Term**” means the term thereof as specified in the related Schedule.

“**Total Cost**” means as to any Lease, the total acquisition cost to Lessor of the Equipment subject to such Lease as set forth in the applicable Purchase Documents, including related delivery, installation, taxes and other charges which Lessor has agreed to pay and treat as a portion of such acquisition cost, if any.

“**UCC**” means the Uniform Commercial Code as enacted and in effect in any applicable jurisdiction.

“**Unit of Equipment**” means, as to the Equipment leased pursuant to any Schedule (a) each individual item of PC Equipment leased pursuant to such Schedule, and (b) all Equipment taken as a whole leased pursuant to such Schedule other than PC Equipment taken as a whole.

**IN WITNESS WHEREOF, LESSEE AND LESSOR HAVE EXECUTED THIS MASTER AGREEMENT ON THE DATES SPECIFIED BELOW.**

**LESSEE:**

**THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE  
COMMUNITY COLLEGE**

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

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**LESSOR:**

**HEWLETT-PACKARD FINANCIAL SERVICES COMPANY<sup>2</sup>**

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

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

<sup>2</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

Master Agreement Number \_\_\_\_\_  
Schedule Number \_\_\_\_\_

**COUNTERPART NO. \_\_\_\_\_ OF \_\_\_\_\_. TO THE EXTENT THAT THIS SCHEDULE CONSTITUTES CHATTEL PAPER (AS DEFINED ON THE UCC), NO SECURITY INTEREST IN THIS SCHEDULE MAY BE CREATED THROUGH THE TRANSFER OR POSSESSION OF ANY COUNTERPART OTHER THAN COUNTERPART NO. 1.**

**STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT  
SCHEDULE**

Hewlett-Packard Financial Services Company<sup>3</sup> ("Lessor") and \_\_\_\_\_, an agency, department or political subdivision of the State of \_\_\_\_\_ ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement identified by the Master Agreement Number specified above (the "Master Agreement"). This Schedule (which shall be identified by the Schedule Number specified above) and the Master Agreement together comprise a separate Lease between the parties. The terms and conditions of the Master Agreement are hereby incorporated by reference into this Schedule. All capitalized terms used in this Schedule without definition have the meanings ascribed to them in the Master Agreement.

**1. LEASE.**

**A. Description of Items of Leased Equipment**

Refer to the Presidio Quote# \_\_\_ Dated \_\_\_\_, Attached

**Total Cost**

\$

**B. Term: \_\_\_ Months.**

**2. RENT.** See Attachment A.

**ANNUAL RATE OF INTEREST \_\_\_\_\_**

**3. LATEST COMMENCEMENT DATE:** Lessor's obligation to purchase and lease the Equipment is subject to the Acceptance Date being on or before the Latest Commencement Date.

**4. EQUIPMENT LOCATION:** \_\_\_\_\_.

**5. SELLER:** \_\_\_\_\_.

**6. APPROPRIATIONS:** Monies for all Rent and other payments due under the Lease for the Fiscal Period ending \_\_\_\_\_ are available from Lessee's appropriated funds for such Fiscal Period and that appropriations and/or other funds have been encumbered or designated for the payment of all Rent and other payments that shall become due under the Lease in such Fiscal Period.

**7. NON-ASSIGNABILITY BY LESSOR:** Notwithstanding any other terms or conditions set forth in the Master Agreement to the contrary, Lessor hereby agrees that it shall not and will not sell, discount, factor, hypothecate or otherwise dispose of its interest in the Equipment or this Schedule or any Lease.

**8. ADDITIONAL PROVISIONS:**

**9. FISCAL PERIOD:** \_\_\_\_\_

<sup>3</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

LESSOR AGREES TO LEASE TO LESSEE AND LESSEE AGREES TO LEASE FROM LESSOR THE EQUIPMENT DESCRIBED IN SECTION 1.A ABOVE. SUCH LEASE WILL BE GOVERNED BY THE MASTER AGREEMENT AND THIS SCHEDULE, INCLUDING THE IMPORTANT ADDITIONAL TERMS AND CONDITIONS SET FORTH ABOVE. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS SCHEDULE AND THE MASTER AGREEMENT, THE TERMS OF THIS SCHEDULE SHALL GOVERN. LESSEE HEREBY REPRESENTS AND WARRANTS THAT ON AND AS OF THE DATE HEREOF EACH OF THE REPRESENTATIONS AND WARRANTIES MADE BY LESSEE IN THE MASTER AGREEMENT ARE TRUE, CORRECT AND COMPLETE.

**LESSEE:**  
(LESSEE NAME)

**LESSOR:**  
HEWLETT-PACKARD FINANCIAL SERVICES COMPANY<sup>4</sup>

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

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

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

---

<sup>4</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

**ATTACHMENT A**  
**TO**  
**SCHEDULE TO STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT**

The first payment of Rent will be due [\_\_ days after][on] the Acceptance Date and all payments will be due [monthly][quarterly][semi-annually][annually] thereafter.

Rent Payment No.	Rent	Interest	Principal	Principal Balance	Prepayment Premium	Concluding Payments
1						
2						
3						
4						
<b>Totals</b>						

Please note that the Prepayment Premium is 2 % of the Principal Balance, only payable in the case of early repayment of the lease.

Lessee **Please Initial and date:** \_\_\_\_\_



Master Agreement Number \_\_\_\_\_  
Schedule Number \_\_\_\_\_

**STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT  
ACCEPTANCE CERTIFICATE**

Hewlett-Packard Financial Services Company<sup>1</sup> ("Lessor") and \_\_\_\_\_, an agency, department or political subdivision of the State of \_\_\_\_\_ ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement (the "Master Agreement") and Schedule under such Master Agreement (the "Schedule") identified by the Master Agreement Number and Schedule Number, respectively, specified above. The Master Agreement and Schedule together comprise a separate Lease, that is being accepted and commenced pursuant to this Acceptance Certificate. All capitalized terms used in this Acceptance Certificate without definition have the meanings ascribed to them in the Master Agreement.

**1. LEASE ACCEPTANCE.** Lessee hereby acknowledges that the Equipment described in Section 1 of the Schedule, or if different, the Equipment described in the attached invoice or other attachment hereto, has been delivered to the Equipment Location specified below, inspected by Lessee and found to be in good operating order and condition, and has been unconditionally and irrevocably accepted by Lessee under the Lease evidenced by the Master Agreement and the Schedule as of the Acceptance Date set forth below. Lessee authorizes Lessor to reduce the Rent payments on the Schedule to reflect the Final Invoice Amount set forth on the attached invoice(s) if such amount is different than the Total Cost on the Schedule.

**2. LESSEE ACKNOWLEDGEMENTS.** Lessee hereby agrees to faithfully perform all of its obligations under the Master Agreement and the Schedule and reaffirms, as of the date hereof, its representations and warranties as set forth in the Master Agreement. Lessee hereby acknowledges its agreement to pay Lessor Rent payments, as set forth in the Schedule, plus any applicable taxes, together with all other costs, expenses and charges whatsoever which Lessee is required to pay pursuant to the Master Agreement and the Schedule, in each instance at the times, in the manner and under the terms and conditions set forth in the Master Agreement and the Schedule, respectively.

**3. EQUIPMENT LOCATION.** The Equipment has been installed and is located at the following Equipment Location:

\_\_\_\_\_

**4. REPRESENTATIONS AND WARRANTIES.** Lessee hereby represents and warrants that on and as of the date hereof each of the representations and warranties made by Lessee in the Master Agreement are true, correct and complete.

Lessee:

\_\_\_\_\_

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

\_\_\_\_\_  
Name and Title

**Acceptance Date:** \_\_\_\_\_

<sup>1</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

**TO:** The District Board of Trustees of Tallahassee Community College  
 Bret Ingerman  
 444 Appleyard Dr  
 Tallahassee, FL 32304  
  
 ingermab@tcc.fl.edu  
 (p) (850) 201-6082

**FROM:** Presidio Networked Solutions  
 Gabe Stix  
 124 Marriott Drive  
 Suite 202  
 Tallahassee, FL 32301  
  
 gstix@presidio.com  
 (p) 301-313-2087

**Customer#:** TALLA007  
**Account Manager:** Emily Phares  
**Inside Sales Rep:** Gabe Stix  
**Title:** TCC - Aruba Wireless Budgetary

#	Part #	Description	Unit Price	Qty	Ext Price
<b>Aruba</b>					
1	R3J15A	AP-MNT-A AP mount bracket individual A	\$10.00	682	\$6,820.00
2	JY687A	AP-303H-MNT2 Dual-gang Mount Kit	\$16.67	236	\$3,934.12
3	JW053A	AP-270-MNT-V2 270 Series Mt Kit	\$45.00	63	\$2,835.00
4	JX934A	Aruba 7008-MNT-19 7008 Rack Mnt	\$123.33	3	\$369.99
5	R3J16A	AP-MNT-B AP mount bracket individual B	\$10.00	100	\$1,000.00
6	R3J18A	AP-MNT-D AP mount bracket individual D	\$11.67	100	\$1,167.00
7	JW054A	AP-270-MNT-H1 270 Series Mt Kit	\$45.00	10	\$450.00
8	JW055A	AP-270-MNT-H2 270 Series Mt Kit	\$23.33	10	\$233.30
9	JW124A	PC-AC-NA North America AC Power Cord	\$1.68	18	\$30.24
10	JW657A	Aruba PSU-350-AC 350W AC Power Supply	\$173.33	4	\$693.32
11	JX922A	Aruba ClearPass-Airwave DL360 Spare PSU	\$373.33	3	\$1,119.99
12	JW629A	PD-9001GR-AC 1p GE 802.3at Midspan	\$51.67	10	\$516.70
13	JW700A	PD-9001GO-NA 1p 802.3at NA Mdspn	\$243.33	10	\$2,433.30
14	H1EJ9E	HPE Aruba WW Education Tech Training SVC	\$155.56	90	\$14,000.40
15	JY897AAE	Aruba MM-VA-5K Mob Master SW E-LTU	\$9,665.00	1	\$9,665.00
16	JW471AAE	Aruba Cntrlr Per AP Ent Lic Bundle E-LTU	\$100.00	1000	\$100,000.00
17	JZ404AAE	Aruba ClearPass NL AC 5K CE E-LTU	\$19,444.44	1	\$19,444.44
18	JZ405AAE	Aruba ClearPass NL AC 10K CE E-LTU	\$30,555.56	1	\$30,555.56
19	JW089A	1000BASE-T RJ45 Connector SFP XCVR	\$103.33	8	\$826.64
20	J9150D	Aruba 10G SFP+ LC SR 300m MMF XCVR	\$339.11	8	\$2,712.88
21	J4858D	Aruba 1G SFP LC SX 500m MMF XCVR	\$105.78	4	\$423.12
22	JW752A	Aruba 7220 (US) Controller	\$8,625.89	2	\$17,251.78

23	JX918A	Aruba AirWave DL360 Pro HW Appliance	\$12,855.06	1	\$12,855.06
24	JZ510A	Aruba ClearPass C3000 DL360 Gen9 HW Appl	\$13,533.33	2	\$27,066.66
25	Q9H63A	Aruba AP-515 (US) Unified AP	\$370.56	682	\$252,721.92
26	JY680A	Aruba AP-303H (US) Unified AP	\$167.56	236	\$39,544.16
27	JX967A	Aruba AP-365 (US) Outdoor AP	\$438.22	63	\$27,607.86
28	JX928A	Aruba 7008 (US) 16 AP Branch Cntr	\$878.06	3	\$2,634.18
29	JW687A	Aruba 7030 (US) 64 AP Branch Cntr	\$2,366.72	4	\$9,466.88
30	JW744A	Aruba 7210 (US) Controller	\$5,750.04	2	\$11,500.08
31	H8UF5E	Aruba 5Y FC 24x7 ED/R MM-VA-5K ELTU SVC	\$9,852.33	1 for 60 mo(s)	\$9,852.33
32	H8FN3E	Aruba 5Y FC 24X7 EDU/R Lic Cn Bundle SVC	\$102.18	1000 for 60 mo(s)	\$102,180.00
33	H7VH2E	Aruba 5Y FC NBD Exch ED/R 7220 Cntrl SVC	\$8,678.27	2 for 60 mo(s)	\$17,356.54
34	H8BZ6E	Aruba 5Y FC NBD Exch ED/RAWDL360 PRO SVC	\$12,835.40	1 for 60 mo(s)	\$12,835.40
35	H9VP3E	Aruba 5Y FC NBD Exch EDU/R DL360 ApplSVC	\$11,913.11	2 for 60 mo(s)	\$23,826.22
36	HA0G0E	Aruba 5Y FC 24x7 EDU/R ClearPass AC5KSVC	\$11,999.78	1 for 60 mo(s)	\$11,999.78
37	HT9C7E	Aruba 5Y FC 24x7 EDU/R ClearPassAC10KSVC	\$18,874.52	1 for 60 mo(s)	\$18,874.52
38	H8BG8E	ARUBA 5Y FC NBD EXCH ED/R7008BCHCNTRLSVC	\$888.53	3 for 60 mo(s)	\$2,665.59
39	H7TR3E	Aruba 5Y FC NBD Exch ED/R 7030 Cntrl SVC	\$2,382.81	4 for 60 mo(s)	\$9,531.24
40	H7UQ1E	Aruba 5Y FC NBD Exch ED/R 7210 Cntrl SVC	\$5,785.51	2 for 60 mo(s)	\$11,571.02
41	Discount-Executive	Discount-Executive	\$-30,460.41	1	(\$30,460.41)
<b>Comments:</b> Technology Credit for Net New Customer Discount					
<b>Total (Aruba):</b>					<b>\$790,111.81</b>

### Professional Services

#### Design/Survey

42	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,607.00	1.0000	\$5,607.00
		<b>Deliverable:</b> TCC Wireless Design Project Kickoof and Design Workshop			
43	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$34,265.00	1.0000	\$34,265.00
		<b>Deliverable:</b> TCC Main Campus Design			
44	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$3,115.00	1.0000	\$3,115.00
		<b>Deliverable:</b> TCC Gadsden Center Design			
45	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$11,214.00	1.0000	\$11,214.00
		<b>Deliverable:</b> TCC Ghazvini Center Design			
46	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Transportation Center Design			
47	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Wakulla Center Design			



48	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,869.00	1.0000	\$1,869.00
		<b>Deliverable:</b> TCC Wakulla Environmental Institute Design			
49	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$2,492.00	1.0000	\$2,492.00
		<b>Deliverable:</b> TCC Wireless Design Closeout			
50	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,600.00	1.0000	\$1,600.00
		<b>Deliverable:</b> TCC Center For Innovation Design			
51	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,400.00	1.0000	\$5,400.00
		<b>Deliverable:</b> TCC Florida Public Safety Institute Design			
<b>Total (Design/Survey):</b>					<b>\$69,300.00</b>
<b>Implementation</b>					
52	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$7,128.00	1.0000	\$7,128.00
		<b>Deliverable:</b> TCC Wireless Implementation Project Kickoff and Workshop			
53	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$17,820.00	1.0000	\$17,820.00
		<b>Deliverable:</b> TCC Wireless Core Implementation			
54	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$44,550.00	1.0000	\$44,550.00
		<b>Deliverable:</b> TCC Main Campus Implementation			
55	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Gadsden Center Implementation			
56	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$19,602.00	1.0000	\$19,602.00
		<b>Deliverable:</b> TCC Ghazvini Center Implementation			
57	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$5,346.00	1.0000	\$5,346.00
		<b>Deliverable:</b> TCC Transportation Center Implementation			
58	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wakulla Center Implementation			
59	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wakulla Environmental Institute Implementation			
60	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$16,038.00	1.0000	\$16,038.00
		<b>Deliverable:</b> TCC Knowledge Transfer			
61	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$14,256.00	1.0000	\$14,256.00
		<b>Deliverable:</b> TCC Wireless Implementation Documentation			
62	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$10,692.00	1.0000	\$10,692.00
		<b>Deliverable:</b> TCC Wireless Implementation Project Closeout			
63	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$12,850.00	1.0000	\$12,850.00
		<b>Deliverable:</b> TCC Center for Innovation Implementation			
64	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$43,000.00	1.0000	\$43,000.00
		<b>Deliverable:</b> TCC Florida Public Safety Institute Implementation			
<b>Total (Implementation):</b>					<b>\$234,050.00</b>

<b>Total (Professional Services):</b>	<b>\$303,350.00</b>
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<b>Sub Total:</b>	<b>\$1,093,461.81</b>
<b>Grand Total:</b>	<b>\$1,093,461.81</b>

Quote valid for 30 days from date shown above. Prices may NOT include all applicable taxes and shipping charges. All prices subject to change without notice. Supply subject to availability.

This quotation subject to Presidio Standard Terms and Conditions as follows:

Credit: Net 30 Days (all credit terms subject to prior Presidio credit department approval)

The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that customer pays using a credit card or debit card.

Client understands and agrees to its obligation, that applicable sales tax will apply to the quoted services on a by site location basis.

Delivery: FOB origin (FOB destination (CONUS) applicable to Federal Government Customers only) Orders shipped from a manufacturer to Presidio at customer request for warehousing, configuration, storage or otherwise, shall be deemed to have been shipped to customer FOB origin.

Changes to the above Terms and Conditions must be accepted in writing by Presidio Networked Solutions

Preprinted terms appearing on Customer Purchase Orders must be accepted in writing by Presidio Networked Solutions to be applicable.

Size Business: Large; CAGE Code: 0KD05; DUNS 15-405-0959; CEC: 15-506005G; Tax ID# 58-1667655

Product is warranted by the Manufacturer, not by Presidio Networked Solutions. Please consult Manufacturer for warranty terms.

Opened product is non-returnable. Unopened equipment is non-returnable after 30 days from shipment date. Presidio reserves the right to deny RMA requests in the event the Manufacturer will not provide for an authorized return. If integration of product is performed at a Presidio facility, transfer of ownership occurs as of inception of integration regardless of shipment terms as manufacturers will not accept return of open product.

Please inspect equipment thoroughly against packing list before opening.

Pricing for Professional Services are best-effort estimates only. Actual pricing will be finalized as part of a mutually-agreeable Statement of Work.

Import Clearance and Documentation - Customer shall be responsible for the Customs clearance process, where applicable, and for obtaining any and all required license and permits as well as satisfying any formalities required to import the Products into the Territory in accordance with all applicable laws and regulations, including but not limited to the payment of duties, taxes, surcharges, fees and any special assessments and take all other actions required in connection with the importation and Customs clearance of Products. Customer shall be responsible for ensuring documentation necessary for the import and Customs clearance process and recordkeeping meets all applicable laws and regulations.

Export Controls - (i) Customer shall comply with all applicable Export Control Laws, including but not limited to the U.S. Department of Commerce's Export Administration Regulations, in the performance of this Agreement and in the import, export, re-export, shipment, transfer, use, operation, maintenance, repair or disposal of Products and any related parts, components, accessories, know-how or technology. "Export Control Laws" means all export control, economic sanction and antiboycott laws and regulations of the United States and other jurisdictions, including but not limited to the U.S. Export Administration Regulations, the U.S. International Traffic in Arms Regulations and the U.S. Department of Treasury's economic sanctions regulations. (ii) Product and any related parts, components, accessories, know-how and technology must not be re-exported or transferred to restricted persons and sanctioned countries designated by the U.S. Government, including Cuba, Iran, North Korea, Sudan and Syria, unless authorized in advance by the Company and the U.S. Government. (iii) Customer acknowledge that transfers of Product and any related parts, components, accessories, know-how and technology may be subject to the terms and conditions of an export license, license exception or other authorization pursuant to Export Control Laws. Customer agree to comply fully with the terms of any licenses, license exceptions or authorizations and to provide Presidio Networked Solutions access to records needed to confirm such compliance upon request. (iv) Customer further acknowledges that certain Products may contain encryption and may be restricted for export, re-export, shipment or transfer to government end users in certain countries.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**COUNTERPART NO. 1 OF 1 TO THE EXTENT THAT THIS SCHEDULE CONSTITUTES CHATTEL PAPER (AS DEFINED ON THE UCC), NO SECURITY INTEREST IN THIS SCHEDULE MAY BE CREATED THROUGH THE TRANSFER OR POSSESSION OF ANY COUNTERPART OTHER THAN COUNTERPART NO. 1.**

**STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT  
SCHEDULE**

Hewlett-Packard Financial Services Company<sup>1</sup> ("Lessor") and The District Board of Trustees of Tallahassee Community College, an agency, department or political subdivision of the State of Florida ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement identified by the Master Agreement Number specified above (the "Master Agreement"). This Schedule (which shall be identified by the Schedule Number specified above) and the Master Agreement together comprise a separate Lease between the parties. The terms and conditions of the Master Agreement are hereby incorporated by reference into this Schedule. All capitalized terms used in this Schedule without definition have the meanings ascribed to them in the Master Agreement.

**1. LEASE.**

**A. Description of Items of Leased Equipment**

Refer to the Presidio Quote# 2001119917360-04 Dated 8/21/2019, Attached

**Total Cost**

\$1,093,461.81

**B. Term:** 60 Months.

**2. RENT.** See Attachment A.

**ANNUAL RATE OF INTEREST: 0.40%**

**3. LATEST COMMENCEMENT DATE:** November 30, 2019. Lessor's obligation to purchase and lease the Equipment is subject to the Acceptance Date being on or before the Latest Commencement Date.

**4. EQUIPMENT LOCATION:** \_\_\_\_\_

**SELLER:** Presidio

**5. APPROPRIATIONS:** Monies for all Rent and other payments due under the Lease for the Fiscal Period ending \_\_\_\_\_ are available from Lessee's appropriated funds for such Fiscal Period and that appropriations and/or other funds have been encumbered or designated for the payment of all Rent and other payments that shall become due under the Lease in such Fiscal Period.

**6. NON-ASSIGNABILITY BY LESSOR:** Notwithstanding any other terms or conditions set forth in the Master Agreement to the contrary, Lessor hereby agrees that it shall not and will not sell, discount, factor, hypothecate or otherwise dispose of its interest in the Equipment or this Schedule or any Lease.

**7. ADDITIONAL PROVISIONS:**

**8. FISCAL PERIOD:** \_\_\_\_\_

LESSOR AGREES TO LEASE TO LESSEE AND LESSEE AGREES TO LEASE FROM LESSOR THE EQUIPMENT DESCRIBED IN SECTION 1.A ABOVE. SUCH LEASE WILL BE GOVERNED BY THE MASTER AGREEMENT AND THIS SCHEDULE, INCLUDING THE IMPORTANT ADDITIONAL TERMS AND CONDITIONS SET FORTH ABOVE. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS SCHEDULE AND THE MASTER AGREEMENT, THE TERMS OF THIS SCHEDULE SHALL GOVERN. LESSEE HEREBY REPRESENTS AND WARRANTS THAT ON AND AS OF THE DATE HEREOF EACH OF THE REPRESENTATIONS AND WARRANTIES MADE BY LESSEE IN THE MASTER AGREEMENT ARE TRUE, CORRECT AND COMPLETE.

**LESSEE:**  
THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE  
COMMUNITY COLLEGE

**LESSOR:**  
HEWLETT-PACKARD FINANCIAL SERVICES COMPANY<sup>2</sup>

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

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

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

<sup>1</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

<sup>2</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.

**ATTACHMENT A**

**TO**

**SCHEDULE TO STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT**

The first payment of Rent will be due on the Acceptance Date and all payments will be due annually thereafter.

<b>Rent Payment No.</b>	<b>Rent</b>	<b>Interest</b>	<b>Principal</b>	<b>Principal Balance</b>	<b>Concluding Payments</b>
0				\$1,093,461.81	\$1,115,331.05
1	\$150,000.00	\$0.00	\$150,000.00	\$943,461.81	\$962,331.05
2	\$238,254.39	\$3,814.60	\$234,439.79	\$709,022.02	\$723,202.46
3	\$238,254.39	\$2,866.72	\$235,387.67	\$473,634.35	\$483,107.04
4	\$238,254.39	\$1,915.00	\$236,339.39	\$237,294.96	\$242,040.86
5	\$238,254.39	\$959.43	\$237,294.96	\$0.00	\$0.00
<b>Totals</b>	<b>\$1,103,017.56</b>	<b>\$9,555.75</b>	<b>\$1,093,461.81</b>	<b>\$0.00</b>	<b>\$0.00</b>

Please note that the Concluding Payment includes a 2% prepayment premium which is payable only in the event you prepay this lease early.

Lessee **Please Initial and date:** \_\_\_\_\_

**STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT  
ACCEPTANCE CERTIFICATE**

Hewlett-Packard Financial Services Company<sup>1</sup> ("Lessor") and The District Board of Trustees of Tallahassee Community College, an agency, department or political subdivision of the State of Florida ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement (the "Master Agreement") and Schedule under such Master Agreement (the "Schedule") identified by the Master Agreement Number and Schedule Number, respectively, specified above. The Master Agreement and Schedule together comprise a separate Lease, that is being accepted and commenced pursuant to this Acceptance Certificate. All capitalized terms used in this Acceptance Certificate without definition have the meanings ascribed to them in the Master Agreement.

**1. LEASE ACCEPTANCE.** Lessee hereby acknowledges that the Equipment described in Section 1 of the Schedule, or if different, the Equipment described in the attached invoice or other attachment hereto, has been delivered to the Equipment Location specified below, inspected by Lessee and found to be in good operating order and condition, and has been unconditionally and irrevocably accepted by Lessee under the Lease evidenced by the Master Agreement and the Schedule as of the Acceptance Date set forth below. Lessee authorizes Lessor to reduce the Rent payments on the Schedule to reflect the Final Invoice Amount set forth on the attached invoice(s) if such amount is different than the Total Cost on the Schedule.

**2. LESSEE ACKNOWLEDGEMENTS.** Lessee hereby agrees to faithfully perform all of its obligations under the Master Agreement and the Schedule and reaffirms, as of the date hereof, its representations and warranties as set forth in the Master Agreement. Lessee hereby acknowledges its agreement to pay Lessor Rent payments, as set forth in the Schedule, plus any applicable taxes, together with all other costs, expenses and charges whatsoever which Lessee is required to pay pursuant to the Master Agreement and the Schedule, in each instance at the times, in the manner and under the terms and conditions set forth in the Master Agreement and the Schedule, respectively.

**3. EQUIPMENT LOCATION.** The Equipment has been installed and is located at the following Equipment Location:

\_\_\_\_\_

**4. REPRESENTATIONS AND WARRANTIES.** Lessee hereby represents and warrants that on and as of the date hereof each of the representations and warranties made by Lessee in the Master Agreement are true, correct and complete.

The District Board of Trustees of Tallahassee Community College

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

\_\_\_\_\_

Name and Title

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

<sup>1</sup> Authorized to do business in the name of Hewlett-Packard Financial Services Company, Inc. in the states of Alabama and New York.



# Hewlett Packard Enterprise

## BILLING INFORMATION REQUEST FORM – INVOICING INSTRUCTIONS

**Customer Number: 5499941134**  
**Schedule Number: 549994113400001**

IN ORDER FOR HEWLETT-PACKARD FINANCIAL SERVICES COMPANY TO PROPERLY BILL AND CREDIT YOUR ACCOUNT, IT IS NECESSARY THAT YOU COMPLETE THIS FORM AND RETURN IT WITH THE SIGNED DOCUMENTS.

PLEASE SELECT ONE FROM THE FOLLOWING BILLING OPTIONS:

**PAPERLESS BILLING:**

**REGULAR MAIL:**

\*If paperless billing is selected, please refer to page 3 on how to register

**BILL TO ADDRESS: The District Board of Trustees of Tallahassee Community College, Florida**

Dept. Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

**BILLING CONTACT:**

First, M.I. and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PURCHASING CONTACT:**

First, M.I. and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PURCHASE ORDER NUMBER:** \_\_\_\_\_

Do your Invoices require PO numbers:  YES  NO

**FEDERAL TAX ID NUMBER:** \_\_\_\_\_

**ARE YOU SALES/RENTAL TAX EXEMPT?**  NO  YES (Please return a copy of your Sales and Use Tax Exempt Certificate with this Form).

**IF YOU DO NOT PROVIDE THE NECESSARY INFORMATION TO PROVE YOUR TAX EXEMPTION STATUS, YOU WILL BE ACCESSED TAXES UNTIL SUCH TIME AS THE CORRECT INFORMATION IS PROVIDE AND VALIDATED BY OUR TAX DEPT.**

**EQUIPMENT LOCATION (If different from Billing Address):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



**Hewlett Packard  
Enterprise**

## HPE Financial Services Customer Portal

*Helping customers work more effectively*

Customer Portal Administrator \*\* The HPE Financial Services Customer Portal is a free, web-based, self-service lease management tool, that provides 24 hour access to your lease portfolio in real time. The HPFS Customer Portal also aggregates your global lease information into a centralized tool and allows an administrator to manage internal user profiles.

**Customer Portal Administrator (First, M.I. and Last Name):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Some available features on The HPE Financial Services Customer Portal include:**

### Real-time Contract Management

- Manage contract level information such as commencement dates, rental amounts, terms...

### End of Term Contracts

- Review contracts approaching maturity and quickly make end of term decisions (Buyout, Renew, or Return assets)

### Contract Documents

- Quickly view and download global contract documents from a single repository

### Asset Maintenance

- Quickly update asset information such as serial numbers, purchase order numbers, and equipment locations

### Asset Reporting

- Quickly customize and save asset reports that can be scheduled to run on a recurring basis.

### Real-time invoice information

- Quickly view and download open/closed invoice copies

### Reminder Notifications

- Manage contracts milestones thru booking, invoicing, and end of term notifications

### Contact HP Financial Services

- Our experts are available to resolve any customer issue quickly and effectively.

**Customer Portal Access Types Include:**

Administrator	General	Approver	Leasing User
<ul style="list-style-type: none"> <li>• Has complete control over who has access to the portal and their level of access.</li> <li>• Can view Documents</li> <li>• Can approve documents within the portal, like Contracts, Certificate of Acceptance</li> <li>• Can use all reporting capabilities</li> <li>• Can request end of term quotes</li> </ul>	<ul style="list-style-type: none"> <li>• Can view Documents</li> <li>• Can use all reporting capabilities</li> <li>• Can request end of term quotes</li> <li>• Can view all other users linked to the account.</li> </ul>	<ul style="list-style-type: none"> <li>• Can view Documents</li> <li>• Can approve documents within the portal like Contracts, Certificate of Acceptance</li> <li>• Can use all reporting capabilities</li> <li>• Can request end of term quotes</li> <li>• Can view all other users linked to the account.</li> </ul>	<ul style="list-style-type: none"> <li>• View can be limited at set up to either</li> <li>• ASSET INFO ONLY will only see Asset Information tab only</li> <li>• INVOICE INFO ONLY will see both Contract origination and Contract Management tabs</li> <li>• User can be set with both.</li> </ul>



# Hewlett Packard Enterprise

## Invoice Management Paperless Billing

- By registering to our Paperless Billing option, you will begin receiving your monthly invoices automatically to the email address(s) provided
- For more information and direction on how to register for Paperless Billing please click on the below:



Paperless Billing

You will be granted access to the tool once you have identified who you would like to be the Administrator of your Customer Portal Account. Please let us know who you are designating and that person's contact information, name, phone # and email address

For more information about the Customer Portal, please take a look at the Brochure by [clicking here](#)

We look forward to working with you as you explore the new Customer Portal and appreciate your business.

**IS THERE ANY ADDITIONAL INFORMATION NEEDED ON OUR INVOICES TO YOU:**  
 NO  YES (provide details below).

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## **SURVEYS (from time to time we survey our customers to see HOW WE CAN BETTER SERVE YOUR NEEDS ETC)**

First, M.I. and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**SIGNATURE AND DATE:** \_\_\_\_\_