



June 21, 2021

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, June 21, 2021 Board Meeting.

The meeting will be held in the Student Union Ballroom on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida. The public may also register to attend virtually at <https://www.tcc.fl.edu/bot-meeting/2021/jun/>

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32308**  
**Monday, June 21, 2021**  
**Business Meeting & Workshop – 2:30 PM**

**CALL TO ORDER**

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

**COMMENTS**

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

**APPROVAL OF MINUTES**

1. May 17, 2021 Meeting  
Request Board approve minutes as presented.
2. 2021 Presidential Evaluation Meeting  
Request Board approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

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

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

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

3. Human Resources Report  
Approve the report as presented.

4. Attorney Invoices – Bryant Miller Olive (April and May 2021)

Authorize payment of invoices as presented.

5. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

6. Architect Invoices

Authorize payment of architectural invoice as presented.

***TCC Foundation***

7. TCC Foundation Update

None required. Report provided for information only.

***Academic Affairs***

8. Laboratory/Course and Distance Learning Fees for 2021-2022

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

9. Annual, Continuing and Post Award Contract Recommendations

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

10. Academic Curriculum Changes

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

11. Policy Manual Change

Approve revision of College policy as presented.

***Administrative Services***

12. Construction Status Report

Presented as an information item only.

13. Fund Analysis - May

For information only, no Board action required.

14. Use of College Personnel and Facilities

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

15. Capital Improvement Plan (CIP) 2022-23 Through 2026-2027

Approve the 2022-23 through 2026-27 CIP, as summarized on the CIP-2 form.

- [16.](#) COVID Air Quality Upgrade Contract  
Authorize the College to enter into a contract for air quality upgrades not to exceed \$4.25 million.
- [17.](#) Bookstore Service Contract  
Approve a one-year renewal of the Follett contract for bookstore services.
- [18.](#) Changes to Salary Schedule  
Approve updates to the 2021 – 2022 Salary Schedule as presented.
- [19.](#) College Operating Budget for FY 2021-22  
Approve the College's FY 2021-22 Operating Budget.
- [20.](#) Student Financial Obligations  
Authorization to waive Policy 09-03, Receipts and Disbursements, and allow students with outstanding financial obligations to register for classes.

***Information Technology***

- [21.](#) Information Technology Plan for 2021-22  
Approve the Information Technology Plan for FY 2021-22.

**BOARD OF TRUSTEES**

- [22.](#) 2021 - 2022 Schedule of Business Meetings and Workshops  
Request Board approve schedule as presented.

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

August 16, 2021

Location: **Main Campus**

**ADJOURNMENT**



**Minutes  
District Board of Trustees  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304  
May 17, 2021  
Business Meeting – 2:30 PM**

The May 2021 District Board of Trustees meeting was called to order by Chair Messersmith at approximately 2:30 p.m.

**Members Present:** Chair Messersmith, Trustees Callaway, Grant, Kilpatrick, Lamb and Moore

**Absent:** Trustees Ward      **Via phone/Zoom:** None

**Others Present:** President Murdaugh, Candice Grause, Lenda Kling, John Schultz, Calandra Stringer, Sheri Rowland, Zira Brown, Al Moran, Angela Long, Bill Spiers, Alice Maxwell, Nyla Davis, Madison Reed, Gerald Jones, Sharisse Turner, Frank Mix, Amy Bradbury, Connie O'Brien, Kim Moore, Ted Norman, Don Herr, Summer Dusek, Ryan Moore, Heather Mitchell, Lei Wang, Melinda Rodgers, Bobby Jones, Barbara Wills, Rob Hall, Trevoris McDaniel, Bob Ballard and Craig Knox

**Via Zoom:** Bret Ingerman, Lauren Schoenberger, Jacque Parramore, Ayanna Young, George Santora, Freddy Menendez, Nicholas Vick, Kalynda Holton, Donmetrie Clark, Stephanie Solomon, Joseph Walter, Sharisse Turner, Tina Workman, Mike Robeck, Anthony Jones, Bryan Hooper, Charles Hash, Jennifer Bradley, Gary Smiekle, Gregory Williams, Jennifer Russell and Henry Coles

**COMMENTS**

- i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance. He referenced the recent Hurst art events on campus, TCC retiree luncheon, honors and scholars, blue and gold award, heroes in public safety event, etc. He shared he and Trustee Grant completed the President's evaluation and agreed to a small contract change.
- ii. Board Members – Trustee Moore said the retiree luncheon is special, indicating many of the retirees follow what is happening at the college and complimented the President. She indicated the heroes in public safety awards was so special, especially with one of our own being recognized. Trustee Kilpatrick shared nobody requires TCC to recognize people, thanking everyone for doing this.
- iii. President Murdaugh recognized Trustee Callaway's upcoming birthday. He shared information on the COVID-19 guideline changes occurring on campus today. He stated we will be offering as many fall in-person classes as students desire, although we will continue to offer classes in all modes. He said we would continue to respect personal decisions and responsibility for wearing masks, getting vaccines, etc. He thanked the Board for the evaluation and change to the contract, indicating he was humbled.

**APPROVAL OF MINUTES**

- 1. April 19, 2021 Meeting  
Request Board approve minutes as presented.  
**MOTION:** Trustee Moore      **SECOND:** Trustee Grant  
Motion passed unanimously.

**INFORMATION AND NEWS ITEMS**

Director Maxwell introduced media clips for the Hurricane Michael grant, Earth Day cleanup, U.S. President Biden proposal for free community college, truck driving program, virtual graduation, nursing program, 90-year-old graduate, etc. VP Moran shared information on the process used for the virtual graduation, including the materials students received prior to the event. President Murdaugh said going forward we will do in-person spring and fall graduations that include some of the lessons we learned.

## UNFINISHED BUSINESS

None

## PRESENTATIONS

VP Mitchell recognized:

- Todd Sperry and Bill Oliver for their donation to the first-generation scholarship fund
- Allen and Pam Nobles for their donation to the first-generation scholarship fund
- Wayne Edwards for his donation to support the TCC Athletics campaign

John Schultz thanked the President and Board for their support. The members of the Forensics Team introduced themselves and shared information on many of their successes this past year. Chair Messersmith said he really appreciates what Professor Schultz does.

## NEW BUSINESS

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

2. Human Resources Report  
Approve the report as presented.
3. Attorney Invoice – Bryant Miller Olive, P.A. (March 2021)  
Authorize payment of invoice as presented.
4. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.

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

### ***TCC Foundation***

5. TCC Foundation Update  
VP Mitchell shared the report shows the cash in, indicating our assets are greater than last year. She thanked the Board for their support at events, indicating their presence means a lot to attendees.  
None required. Report provided for information only.

### ***Administrative Services***

6. Construction Status Report  
Presented as an information item only.
7. Fund Analysis – April  
For information only, no Board action required.
8. Gift Acceptance  
Chair Messersmith shared information on the parcel, which is adjacent to the Institute.  
Authorize acceptance of the 30-acre parcel as presented.

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

9. Wakulla County Land Purchase  
Chair Messersmith said this purchase will allow another point of access to the Institute. Trustee Moore confirmed with Director Ballard this would now total two hundred eight (208) acres. President Murdaugh stated this is being purchased with funds raised by the Foundation, although the College will pay closing costs. Responding to Trustee Kilpatrick VP Wills stated we got two (2) appraisals and although one (1) was below cost, with the increase in the cost of land and its location we felt it was a good deal.  
Authorize the College to contract to purchase the land.

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

## **PUBLIC COMMENT**

None

## **WORKSHOP**

### Budget

2021 – 2022

VP Wills shared we have seen a small decrease in enrollment with the COVID-19 pandemic. She said we continue to be one of the lowest in tuition and fees within the State. She outlined how our budget is used (personnel, insurance, etc.). She indicated our 2021-2022 fund balance is projected to be approximately nine percent (9%). She stated insurance and Florida retirement system costs have continued to grow.

She provided information on this year's budget and federal funding, including the CARES Act. She shared we are looking to expand the Ghazvini simulation center, update the student union, improve campus-wide air quality, update locks and doors, improve classrooms, replace computers and update the dental hygiene clinic. She indicated we would be receiving additional federal funds, although there are strict guidelines for use. President Murdaugh said we are predicting a flat enrollment for budget purposes.

## **PRESIDENT'S REPORT**

President Murdaugh stated tomorrow is the Aspen Watch Party, indicating it is a great honor to be in the top ten (10) in the country. He shared Provost Stringer had an external job search for Dean positions, although she hired internal for all three (3) positions. Provost Stringer shared information on the new Deans: Kalynda Holton, Bryan Hooper and Donmetrie Clark. VP Moore provided information on the new Workforce Director of Business and Industry, Ted Norman.

## **NEXT MEETING DATE**

June 21, 2021                      Location: **Main Campus**

## **ADJOURNMENT**

Meeting adjourned at approximately 4:23 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on June 21, 2021.

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**Frank Messersmith**  
**Chair**

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

**MINUTES**  
**District Board of Trustees – Presidential Evaluation Sub-Committee**  
**Tallahassee Community College**  
**Hinson Administration Building**  
**444 Appleyard Drive**  
**Tallahassee FL 32304**  
**Monday, May 17, 2021**

The meeting was called to order at approximately 2:00 p.m.

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

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

Chair Messersmith thanked everyone for being available for the President's evaluation meeting. He shared the President had not requested, nor received a raise for many years. He indicated this past year has had some unbelievable experiences and successes.

President Murdaugh stated, per his contract, he only gets a raise when staff get one. He stated this is the meeting to review his evaluation, contract and compensation. He indicated we normally discuss his annual physical, however we could not get that scheduled until later this week. He said once complete, the annual letter from the doctor will again be included in his personnel file.

Human Resources Director Davis said all the results were compiled and distributed. President Murdaugh indicated he was humbled by the review. Chair Messersmith shared that after all this time, it is still not difficult to find something to say about the President's work. Vice-Chair Grant stated the President's receiving the highest marks across all areas was inspirational.

Chair Messersmith disclosed the President asked that the timing of an entitlement payment be revised, indicating this could have been a part of the original contract and recommended the change be made. Based upon an inquiry from Vice-Chair Grant, President Murdaugh shared the net present value impact information received from this Certified Public Accountant (CPA).

Vice-Chair Grant thanked the President for discussing with his CPA, indicating his support of the change. Chair Messersmith confirmed his support for the change. The sub-committee accepted the evaluation on behalf of the District Board of Trustees of Tallahassee Community College.

The meeting was adjourned at approximately 2:06 p.m.



June 21, 2021

**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 requests 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 2020-2021 Operating Budget.

**Recommended Action**

Approve the report as presented.

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

Name	Position	Department	Effective Date
Richard Norman	Business & Workforce Development, Director	Workforce Development	May 17, 2021

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Shradha Sawant	Manager of Accounting	Financial Services	May 3, 2021
April Brazell	Business Operations Manager	Financial Services	May 17, 2021

**Original Appointments - Faculty**

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

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Alexandria Armstrong	Career Education & Articulation, Director	Workforce Development	May 18, 2021

**Re-Appointments (All Employees)**

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

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
Vera Mayes	Learning Commons Specialist	Learning Commons	June 1, 2021	May 31, 2021

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Elaine Evans	Executive Assistant	Administrative Services	April 27, 2021	Resigned
Bobbi Rudd	Career Development Specialist	Compass 100 Holmes CI	April 30, 2021	Resigned
Consuela Hill	Staff Assistant I	CDL Program	April 30, 2021	Resigned
Maynard Wamack	Career Development Specialist	Compass 100 DOC Baker CI	April 30, 2021	Resigned
Selina Starling	Social Media & Digital Content Specialist	Communications	April 30, 2021	Resigned
Yashica Washington	Mathematics Content Specialist	DOE Test Development	May 7, 2021	Resigned
Sherrod Mosley	Training Specialist	DJJ Training	May 10, 2021	Resigned
Traniece Harris	Special Education Assistant	DOC Avon Park CI	May 13, 2021	Resigned
Tracey Stallworth	Career & Academic Advisor	Advising	May 13, 2021	Dismissed
Katie Sanchez	Career & Academic Advisor	Advising	May 20, 2021	Resigned
Elizabeth Jones	Office Manager	Communications	May 21, 2021	Resigned

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Andera Ferrell	Senior Custodian	Facilities	USSI	Custodian
Brandon Williams	Custodial Worker	Facilities	USSI	Custodian
Brian Kupfer	Political Science Faculty	BSSE	Norwich University	Teacher
Carl Coleman	Maintenance Technician II	Construction Services	Attack One Fire	Fire Crew
Doug Pleas	Custodial Shift Supervisor	Facilities	TMH	Shift Supervisor
Gareth Euridge	English Faculty	English Faculty	Quality Matters	Course Reviewer
Leroy Hughes	Custodial Worker	Facilities	Wakulla School	Custodian
Harry Strawter	Senior Custodian	Facilities	Strawter's Cleaning	Owner
Patrick McDermott	College Success Faculty	College Success Faculty	Southern New Hampshire University	Teacher
Regina Marshall	Custodial Worker	Facilities	AJ's Wings & Things	Cook
Robert Brunson	HVAC Program Specialist	Advanced Manufacturing	Dominos Pizza	Delivery Driver
Steve Waites	Senior Engineering Technician	Construction Services	Kimbrel Electric	Electrician
Trey Kimbrel	Construction Service Manager	Facilities	Kimbrel Electric	Owner
Willie Lee	Senior Custodian	Facilities	Gadsden School	Supervisor

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

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

**Annual Contract Recommendations - Executive**

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

**Annual Contract Recommendations - Administrative**

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

**Annual Contract Recommendations - Managerial & Professional**

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

**Annual Contract Recommendations - Managerial & Professional**

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

**Reclassifications (All Employees)**

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



June 21, 2021

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

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

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

**SUBJECT:** Attorney Invoices – Bryant Miller Olive (April and May 2021)

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**Item Description**

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

**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 \$1,775.00 for April 2021 and \$900 for May 2021.

**Recommended Action**

Authorize payment of invoices as presented.





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

Invoice Date: May 11, 2021  
 Invoice No. 74966  
 Client No. 25480.006

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

Purchase Order No. PO-012617

Statement of Legal Services

			Hours
04/13/2021	DMH	Review and reply to email / bargaining	0.20
04/13/2021	DMH	Review documents to prepare for bargaining / legislation	1.10
04/14/2021	JCC	Review UFF proposals	0.40
04/14/2021	DMH	Analyze bargaining issues	0.40
04/15/2021	JCC	Conference with client (C. Grause, Bargaining Team) / negotiations	0.80
04/15/2021	JCC	Attend negotiations	1.60
04/15/2021	DMH	Attend zoom pre-meeting	0.90
04/15/2021	DMH	Attend zoom bargaining	1.70
<b>Current Services</b>			7.10
			\$1,775.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	2.80	\$250.00	\$700.00
Denise M. Heekin	4.30	\$250.00	\$1,075.00

Payments

04/28/2021	Payment	ACH rec'd 4/28/21 Invoice 74451	4,175.00
			4,175.00

Total Current Work	\$1,775.00
Previous Balance Due	\$2,050.00

Tallahassee Community College

Invoice Date: May 11, 2021  
Invoice No. 74966  
Client No. 25480.006

Balance Due \$3,825.00

Please Reference Client Number On Checks And Wire Transfers

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

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



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

Invoice Date: May 26, 2021  
 Invoice No. 75071  
 Client No. 25480.006

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

Purchase Order No. PO-012617

Statement of Legal Services

			Hours
05/03/2021	JCC	Review revised TCC proposals	0.40
05/03/2021	JCC	Review UFF proposals	0.70
05/11/2021	DMH	Review and revise articles	0.60
05/11/2021	DMH	Review and reply to emails	0.20
05/11/2021	JCC	Review draft proposals	0.30
05/12/2021	DMH	Prepare for bargaining	0.20
05/12/2021	JCC	Review proposals	0.60
05/19/2021	JCC	Review UFF proposals	0.60
<b>Current Services</b>			3.60
			\$900.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	2.60	\$250.00	\$650.00
Denise M. Heekin	1.00	\$250.00	\$250.00

Payments

05/19/2021	Payment	ACH rec'd 5/19/21 Invoice 74654	2,050.00
			2,050.00

Total Current Work	\$900.00
Previous Balance Due	\$1,775.00

Tallahassee Community College

Invoice Date: May 26, 2021  
Invoice No. 75071  
Client No. 25480.006

Balance Due \$2,675.00

Please Reference Client Number On Checks And Wire Transfers

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

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



June 21, 2021

**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 - Rapid Credentialing - Amendment 5

This amendment reallocates funds to OPS salary, advertising, tuition assistance and extends the award end date to 8/31/21. The award amount remains the same.

US Department of Labor – Mine Safety Award - Amendment 2

This amendment reallocates funds to OPS salary, advertising, communications and postage. The award amount remains the same.

US Department of Education Higher Education Emergency Relief Fund Student Support - Amendment 2

This amendment increases the award to \$21,488,694.

US Department of Education Higher Education Emergency Relief Fund Institutional Support - Amendment 2 - 5

These amendments increase the award to \$28,510,565, and extend the award period to 5/19/2022.

US Department of Education – CARES Act Strengthening Institutions Programs - Amendment 2-3

These amendments increase the award to \$1,027,410, and extend the award period to 10/25/2021.

Tallahassee Community College Foundation – LCAN Seed Grant - Amendment 1

This amendment reallocates funds from Postage, Partnership Activities to Professional Fees. The total award amount remains the same.

Florida Department of Education - Pathways to Career Opportunities - Amendment 7

This amendment reallocates funds from materials and supplies to minor equipment to support student curriculum. The total award amount remains the same.

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

Storm Ready Services, Inc. –Amendment 3

This amendment provides additional parks for service and extends the contract period to 6/20/2021.

Timberline Construction Group, LLC, Inc. – Amendment 2

This amendment extends the contract period to 6/20/2021.

**Past Actions by the Board**

Florida Department of Education - Rapid Credentialing

Amendment 4 was approved at the April 2021 Board of Trustees meeting.

US Department of Labor – Mine Safety Award

Initial award and amendment 1 were approved at the August 2020 Board of Trustees meeting.

Higher Education Emergency Relief Fund - Student Support

Amendment 1 was approved at the February 2021 Board of Trustees meeting.

Higher Education Emergency Relief Fund - Institutional Support

Amendment 1 was approved at the February 2021 Board of Trustees meeting.

US Department of Education – CARES Act Strengthening Institutions Programs

Amendment 1 was approved at the November 2020 Board of Trustees meeting.

Tallahassee Community College Foundation – LCAN Seed Grant

Initial award was approved at the January 2021 Board of Trustees meeting.

Florida Department of Education - Pathways to Career Opportunities

Amendment 5/6 were approved at the February 2021 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new awards is \$0.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



June 21, 2021

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

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

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month of May 2021.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$7,778.00  
BKJ, Inc. Architecture - \$16,480.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$4,790.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the March 22, 2021 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoice as presented.



<b>TO: Tallahassee Community College</b> <b>Attn: Accounts Payable</b> <b>444 Appleyard Drive</b> <b>Tallahassee, Florida 32304</b>	<b>Page <u>1</u> of <u>1</u> Pages</b> <b>Federal I.D. No: 59-3616761</b>  Purchase Order No: <b>PO-013324-1</b> Project Name: <b>TCC Innovation Center</b> <b>Phase 1 - 2nd Floor Renovation</b>  DATE: <b>5/18/2021</b>
<b>FROM: <u>Architects: Lewis + Whitlock, P.A.</u></b> <b>206 W. Virginia St.</b> <b>Tallahassee, Florida 32301</b>	

**THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:**

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Advanced Schematic	\$7,778.00	100%	\$0.00	\$0.00	\$7,778.00
Design Development	\$23,333.00	0%	\$23,333.00	\$0.00	\$0.00
Construcion Documents	\$27,222.00	0%	\$27,222.00	\$0.00	\$0.00
Bid / Permitting	\$3,889.00	0%	\$3,889.00	\$0.00	\$0.00
Construction Administration	\$15,556.00	0%	\$15,556.00	\$0.00	\$0.00
Printing	\$760.00	0%	\$760.00	\$0.00	\$0.00
<b>Engineering Services</b>					
FL Model Energy Code Compliance	\$750.00	0%	\$750.00	\$0.00	\$0.00
Telecommunications Design	\$6,600.00	0%	\$6,600.00	\$0.00	\$0.00
Intrusion Detection/Access Control/Surveillance	\$3,600.00	0%	\$3,600.00	\$0.00	\$0.00
Audio / Visual Design	\$4,900.00	0%	\$4,900.00	\$0.00	\$0.00
Record Drawings	\$1,000.00	0%	\$1,000.00	\$0.00	\$0.00
Special Inspections - 2 way radio comms	\$2,000.00	0%	\$2,000.00	\$0.00	\$0.00
Two-way RF Radio DAS Design	\$1,300.00	0%	\$1,300.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$98,688.00</b>		<b>\$90,910.00</b>	<b>\$0.00</b>	<b>\$7,778.00</b>

Invoice Total	<b>\$7,778.00</b>
* Amount payable directly to: ( )	
* Amount payable directly to: ( )	*

**CERTIFIED TRUE AND CORRECT BY:**

Rodney L. Lewis, Principal  
 (Typed Name and Title)

(Signature of Principal)



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



# Change Order

Purchase Order Number	PO-013324 - 1
Purchase Order Date	02/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0267 CFI - Phase 1 - 2nd Floor Renovation – A/E Services Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu , 850-201-8750 CO1 - Correction to RFQ# in item description: ** REF: TCC RFQ 2020-02; Recommendation for Architectural Services**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	98,688.00	0.00	98,688.00

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Purchasing & General Services Director

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

## Change Order

Purchase Order Number	PO-013324 - 1
Purchase Order Date	02/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

### Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Basic A/E services for the design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation 2nd floor; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. New infrastructure for telecom and security on each floor (see attached H2 proposal for further clarity) 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New accessible restroom 4. New second floor tenant arrangements 5. New meeting and common spaces 6. New furnishings Specifics per attached proposal dated February 2, 2021. **REF: TCC RFQ 2020-02; Recommendation for Architectural Services**				77,778.00
2		Printing as needed.				760.00
3		Engineering services as needed.				20,150.00

### Messages

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

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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

INVOICE NO. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-013589

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

Project Name:  
Student Union (SU- bldg #35)  
Lobby/1st Floor Renovations  
Date: 5/26/21

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>ADDITIONAL SERVICES</b>					
Existing Conditions	\$8,460.00	100%	\$8,460.00	\$0.00	\$8,460.00
<b>BASIC SERVICES</b>					
Preliminary Schematic Design	\$21,420.00	37%	\$8,020.00	\$0.00	\$8,020.00
<b>OTHER PROJECT COST</b>					
Reimbursable Expenses					
<b>GRAND TOTALS</b>	<b>\$29,880.00</b>		<b>\$16,480.00</b>	<b>\$0.00</b>	<b>\$16,480.00</b>
<b>Total due Architect/Engineer</b>					<b>\$16,480.00</b>

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport  
(Signature of Principal)

Bonnie Davenport AIA, President  
(Typed Name and Title)

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



# Purchase Order

Purchase Order Number	PO-013589
Purchase Order Date	04/27/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect Fees Contact: Don Herr, herrd@tcc.fl.edu , 850-201-6168

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	29,880.00	0.00	29,880.00

\_\_\_\_\_  
 Purchasing & General Services Director

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

# Purchase Order

Purchase Order Number	PO-013589
Purchase Order Date	04/27/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

## Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		For the preliminary schematic design services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes preparation of the existing conditions drawings, facility programming, preliminary schematic design drawings, preliminary code review and basic 3D images for the proposed renovation. Specifics per attached proposal dated April 12, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				29,880.00

## Messages

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VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

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

Invoice number 20086\_0521  
Date 05/28/2021  
Project 20086 TCC STAIRWELL DESIGN  
UPDATES

Professional Architectural Services

PO- 013582

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - 75% Construction Documents</b>	4,790.00	100.00	0.00	4,790.00	4,790.00
<b>Task 2 - 100% Construction Documents</b>	3,530.00	0.00	0.00	0.00	0.00
<b>Tasks 3 &amp; 4 - Bidding &amp; Negotiations &amp; Construction Administration</b>	2,930.00	0.00	0.00	0.00	0.00
<b>Total</b>	11,250.00	42.58	0.00	4,790.00	4,790.00

Invoice total **4,790.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_0521	05/28/2021	4,790.00	4,790.00				
	<b>Total</b>	4,790.00	4,790.00	0.00	0.00	0.00	0.00

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



June 21, 2021

**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.

**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**

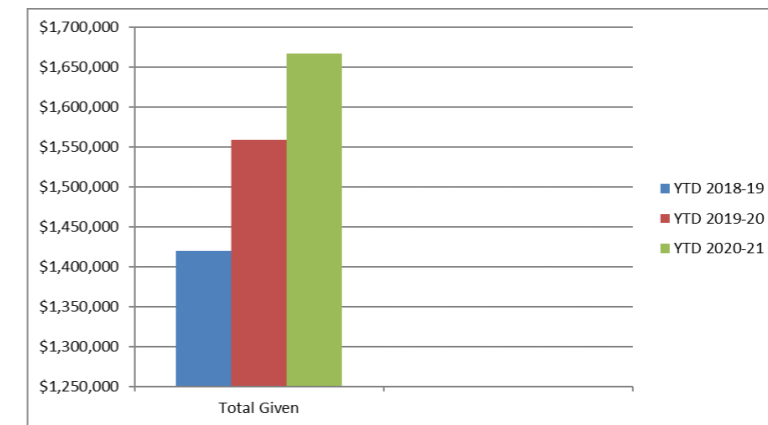
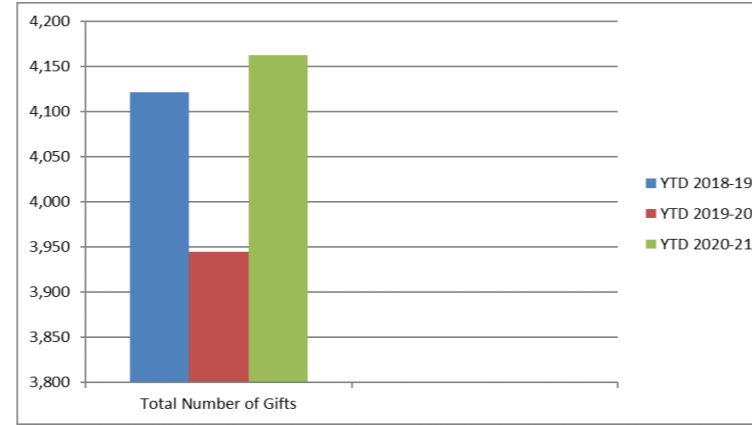
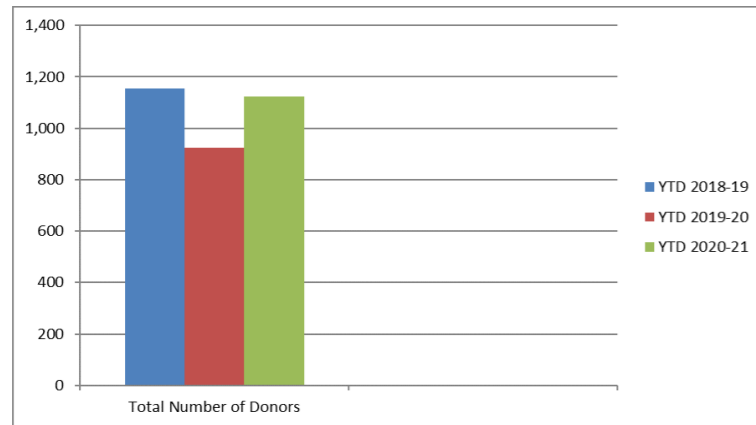
None required. Report provided for information only.

# TCC Foundation - Financial Update FY 20/21

## July - May

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		<b>Total Received</b>	\$1,419,517	\$1,558,730
	<b>Scholarship amount</b>	\$428,455	\$558,616	\$783,768
	<b>Program support amount</b>	\$622,021	\$538,527	\$530,370
	<b>Facility support amount</b>	\$208,697	\$298,206	\$146,300
	<b>Unrestricted support amount</b>	\$160,344	\$163,381	\$207,111
	<b>Number of Donors</b>	1,153	924	1,122
	<b>Number of Gifts</b>	4,122	3,945	4,163
	<b>Net assets of the TCC Foundation</b>	\$17,063,961	\$17,420,085	\$21,551,533

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		<b>Cash</b>	\$1,313,578	\$1,526,730
	<b>Gift in Kind</b>	\$105,939	\$32,000	\$0
	<b>Number of Planned Gifts Confirmed</b>	0	4	3
	<b>Total Raised - Pledges Received</b>	\$323,501	\$191,481	\$402,914
	<b>Grants Received</b>			32 grants total \$8,395,470
	<b>Grants Applied For</b>			41 grants total \$17,975,980
	<b>Pledges Expected by 6/30/2021</b>			\$427,540







June 21, 2021

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

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

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

**SUBJECT:** Laboratory/Course and Distance Learning Fees for 2021-2022

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**Item Description**

This item references the proposed laboratory/course and distance learning fees for 2021-2022.

**Overview and Background**

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

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

TCC has a total of 177 laboratory/course fees of which 5% are being decreased, 51% are unchanged, and 44% are being increased.

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

**Funding/ Financial Implications**

The fees to be charged to students are visible to students in the course schedule. The College's budget for the 2021-2022 year will incorporate collection of fees approved by the Board.

**Past Actions by the Board**

The Board approves these fees annually.

**Recommended Action**

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

## Laboratory Fees Decreased

Division	Course ID	Course Name	20-21 Amount	Requested Amount for 21-22	Comments
BIT	GRA 2103C	Computer Based Design I	\$20.00	\$10.00	
HCP	NUR1022C	Essentials of Nursing Process 1	\$315.00	\$285.00	
HCP	RET 1874L	Clinical Practice I	\$50.00	\$41.00	
HCP	RET 2876	Clinical Practice III	\$23.00	\$14.00	
WD	ACR0044	Air Conditioning, Refrigeration and Heating Mechanic Technician	\$230.00	\$194.00	
WD	ETI0450	Industrial Machinery Maintenance Assistant	\$533.00	\$483.00	
WD	PMT0022	Machinist Operator	\$270.00	\$244.00	
WD	PMT0024	Machinist Setup Operator	\$367.00	\$341.00	
WD	PMT0073	Welder, SMAW 2	\$410.00	\$350.00	

## Laboratory Fees Maintained

Division	Course ID	Course Name	20-21 Amount	Requested Amount for 21-22	Comments
BIT	ACG 2450	Computer Accounting	\$20.00	\$20.00	
BIT	CET 1610	Switching, Routing, and Wireless Essentials	\$150.00	\$150.00	
BIT	CET 2615	Enterprise Networking, Security, and Automation	\$150.00	\$150.00	
BIT	EGN 1111C	Introduction to Engineering Graphics	\$40.00	\$40.00	
BIT	EGN 2112C	Computer Application in Drafting and Design	\$40.00	\$40.00	
BIT	ETD 1320	Introduction to AutoCad	\$40.00	\$40.00	
BIT	ETD 2340	Advanced AutoCAD	\$40.00	\$40.00	
BIT	ETD 2390	3D AutoCAD/REVIT	\$40.00	\$40.00	
BIT	ETM 2315C	Hydraulics %26 Pneumatics	\$15.00	\$15.00	
BIT	ETS 1511C	Motors and Controls	\$15.00	\$15.00	
BIT	SUR 2390	GIS Application	\$24.00	\$24.00	
CH	FRE 1120	Elementary French I	\$6.00	\$6.00	

CH	FRE 1121	Elementary French II	\$6.00	\$6.00	
CH	GER 1120	Elementary German I	\$6.00	\$6.00	
CH	GER 1121	Elementary German II	\$6.00	\$6.00	
CH	PGY 1800C	Digital Photography	\$44.00	\$44.00	
CH	SPN 1120	Elementary Spanish I	\$6.00	\$6.00	
CH	SPN 1121	Elementary Spanish II	\$6.00	\$6.00	
CH	SPN 2220	Intermediate Spanish	\$6.00	\$6.00	
FPSI	CJD0199	Emergency Medical Dispatcher	\$44.00	\$44.00	
FPSI	CJD0448	First Academy Responder First Responder	\$172.00	\$172.00	
FPSI	CJD0520	Public Safety Telecommunications	\$102.00	\$102.00	
FPSI	CJK0001	Intro to Law Enforcement	\$5.00	\$5.00	
FPSI	CJK0012	Legal	\$5.00	\$5.00	
FPSI	CJK0013	Interaction in A Diverse Community	\$5.00	\$5.00	
FPSI	CJK0014	Interviewing Report Writing	\$5.00	\$5.00	
FPSI	CJK0051	Defensive Tactics	\$18.00	\$18.00	
FPSI	CJK0064	Fundamentals of Patrol	\$5.00	\$5.00	
FPSI	CJK0065	Calls for Service	\$5.00	\$5.00	
FPSI	CJK0077	Criminal Investigation	\$5.00	\$5.00	
FPSI	CJK0078	Crime Scene to Courthouse	\$5.00	\$5.00	
FPSI	CJK0087	Traffic Stops	\$5.00	\$5.00	
FPSI	CJK0088	Traffic Crash Investigation	\$5.00	\$5.00	
FPSI	CJK0092	Critical Incidents	\$5.00	\$5.00	
FPSI	CJK0096	CJ Officer Physical Fitness	\$221.00	\$221.00	
FPSI	CJK0300	Introduction to Corrections	\$5.00	\$5.00	
FPSI	CJK0305	Communications	\$5.00	\$5.00	
FPSI	CJK0310	Officer Safety	\$5.00	\$5.00	
FPSI	CJK0315	Facilities %26 Equipment	\$5.00	\$5.00	
FPSI	CJK0320	Intake %26 Release	\$5.00	\$5.00	
FPSI	CJK0325	Supervising In A Facility	\$5.00	\$5.00	
FPSI	CJK0330	Supervising Special Populations	\$5.00	\$5.00	
FPSI	CJK0335	Responding to Incidents %26 Emergencies	\$5.00	\$5.00	
FPSI	CJK0340	CJ Officer Physical Fitness Training	\$112.00	\$112.00	
FPSI	CJK0393	Crossover Program Updates	\$5.00	\$5.00	
FPSI	CJT0801	Armed Private Security	\$110.00	\$110.00	

FPSI	CJT0803	Private Security Officer	\$55.00	\$55.00	
FPSI	CKJ0084	Dui Traffic Stop	\$5.00	\$5.00	
HCP	DEH 2804L	Dental Hygiene III Clinic	\$2.00	\$2.00	
HCP	DES 1200L	Dental Radiology Lab	\$12.00	\$12.00	
HCP	DES 2100L	Dental Materials Lab	\$160.00	\$160.00	
HCP	EMS1059C	First Responder	\$73.00	\$73.00	
HCP	EMS1119	Emergency Medical Technician Lecture	\$30.00	\$30.00	
HCP	EMS2603	Paramedic I Lecture	\$85.00	\$85.00	
HCP	RET 1875I	Clinical Practice II	\$24.00	\$24.00	
HCP	RET 2714L	Pediatrics and Neonatology Lab	\$39.00	\$39.00	
HCP	RET 2878	Clinical Practice V	\$191.00	\$191.00	
HCP	RET2936	Topics in Respiratory Care	\$50.00	\$50.00	
HCP	RTE 2411	Radiographic Image Analysis I	\$74.00	\$74.00	
HCP	RET 2877	Clinical Practice IV	\$35.00	\$35.00	
HCP	STS2323	Surgical Procedures 1	\$287.00	\$287.00	
SM	BSC 1005L	Introduction to Biological Sciences	\$28.00	\$28.00	
SM	BSC 1084C	Human Biology: Essentials of Anatomy and Physiology	\$35.00	\$35.00	
SM	BSC 2010L	Biology for Science Majors Laboratory I	\$23.00	\$23.00	
SM	BSC 2011L	Biology for Science Majors Laboratory II	\$31.00	\$31.00	
SM	BSC 2085L	Anatomy and Physiology I Laboratory	\$14.00	\$14.00	
SM	BSC 2086L	Anatomy and Physiology Laboratory II	\$18.00	\$18.00	
SM	CHM 1030L	Chemistry for Allied Health Sciences Laboratory	\$30.00	\$30.00	
SM	CHM1045	General Chemistry I	\$25.00	\$25.00	
SM	CHM 1045L	General Chemistry Laboratory I	\$20.00	\$20.00	
SM	CHM1046	General Chemistry II	\$25.00	\$25.00	
SM	CHM 1046L	General Chemistry Laboratory II	\$49.00	\$49.00	
SM	CHM 2211L	Organic Chemistry II Laboratory	\$106.00	\$106.00	
SM	ESC 1000L	Earth and Its Environment Laboratory	\$14.00	\$14.00	
SM	MAC1105	College Algebra	\$25.00	\$25.00	
SM	MAC1114	Precalculus Trigonometry	\$25.00	\$25.00	
SM	MAC1140	Precalculus Algebra	\$25.00	\$25.00	
SM	MAT1033	Intermediate Algebra	\$25.00	\$25.00	

SM	MCB 2004L	Microbiology Laboratory	\$51.00	\$51.00	
SM	MGF1106	Liberal Arts for Mathematics I	\$25.00	\$25.00	
SM	PHY 1053L	Elementary College Physics Laboratory I	\$32.00	\$32.00	
SM	PHY 1054L	Elementary Physics Laboratory II	\$33.00	\$33.00	
SM	PHY 2048L	General Physics Laboratory I	\$28.00	\$28.00	
SM	PHY 2049L	General Physics Laboratory II	\$31.00	\$31.00	
SM	STA2122	Introduction to Applied Statistics	\$25.00	\$25.00	
WD	ACR0000	Air Conditioning, Refrigeration and Heating Helper	\$400.00	\$400.00	
WD	OTA0041	Front Desk Office Specialist	\$45.00	\$45.00	
WD	OTA0651	Medical Administrative Specialist	\$240.00	\$240.00	\$10 per credit hour
		Distance Learning Fee	\$30.00	\$30.00	
		TABE Test	\$25.00	\$25.00	

## Laboratory Fees Increased

Division	Course ID	Course Name	20-21 Amount	Requested Amount for 21-22	Comments
HCP		HESI Test	\$45.00	\$47.00	Increase in the cost of the exam
BIT	CGS 1060	Computer and Internet Literacy	\$0.00	\$25.00	New software to help increase success rates
BIT	CTS 1220C	Microsoft Specialist: Word	\$0.00	\$25.00	New software to help increase certification exam completion
BIT	CTS1230C	Microsoft Specialist: Power Point	\$0.00	\$25.00	New software to help increase certification exam completion
BIT	CTS1760C	Microsoft Specialist: Outlook	\$0.00	\$25.00	New software to help increase certification exam completion
BIT	CTS2225C	Microsoft Specialist: Excel	\$0.00	\$25.00	New software to help increase certification exam completion
BIT	CTS2401C	Microsoft Specialist: Access	\$0.00	\$25.00	New software to help increase certification exam completion
FPSI	CJK0020	CMS Vehicle Ops	\$140.00	\$177.00	Increase in cost of testing services
FPSI	CJK0031	CMS First Aid for CJ Officers	\$96.50	\$97.00	Increase in cost of consumable supplies
FPSI	CJK0040	CMS CJ Firearms	\$340.50	\$379.00	Increase in cost of testing services

FPSI	CJK0260	Introduction to Correctional Probations	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0264	Legal Foundations for Correctional Probation	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0266	Intake and Orientation	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0267	Caseload Management	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0268	Supervision of Offenders	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0269	Field Supervisor	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	CJK0281	Physical Fitness	\$132.30	\$133.00	Increase in cost of consumable supplies
FPSI	CJK0422	Dart Firing Stun Gun	\$21.50	\$22.00	Increase in cost of consumable supplies
FPSI	CKJ0265	Communications	\$7.35	\$8.00	Increase in cost of consumable supplies
FPSI	FFP0010	Firefighter I	\$546.00	\$611.00	Increase in cost of testing services
FPSI	FFP0020	Firefighter II	\$514.00	\$800.00	Increase in cost of testing services
HCP	DEA 1030L	Dental Assisting Preclinic Lab	\$54.56	\$55.00	Increase in cost of consumable supplies
HCP	DEA 1855L	Clinic Practice %26 Procedures II Lab	\$32.84	\$33.00	Increase in cost of consumable supplies
HCP	DEA1805L	Clinic Practice and Procedures 1 Lab	\$62.23	\$63.00	Increase in cost of consumable supplies
HCP	DEA2832C	Expanded Functions 1	\$28.02	\$28.00	Increase in cost of consumable supplies
HCP	DEA2833C	Expanded Functions II	\$115.84	\$116.00	Increase in cost of consumable supplies
HCP	DEH 1002L	Dental Hygiene Preclinic Lab	\$53.50	\$54.00	Increase in cost of consumable supplies
HCP	DEH 1802L	Dental Hygiene II Clinic	\$44.50	\$45.00	Increase in cost of consumable supplies
HCP	EMS1119L	Emergency Medical Technician Lab	\$51.46	\$52.00	Increase in cost of consumable supplies
HCP	EMS1431L	Emergency Medical Technician Clinical	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	EMS2603L	Paramedic I Lab	\$127.04	\$128.00	Increase in cost of consumable supplies
HCP	EMS2604L	Paramedic II Lab	\$96.48	\$97.00	Increase in cost of consumable supplies
HCP	EMS2605	Paramedic III Lecture	\$191.50	\$192.00	Increase in cost of consumable supplies
HCP	EMS2605L	Paramedic III Lab	\$102.48	\$103.00	Increase in cost of consumable supplies
HCP	EMS2666L	Paramedic I Clinical	\$17.50	\$18.00	Increase in maintenance cost
HCP	HSC1000L	Orientation to Perioperative Services Lab	\$144.74	\$145.00	Increase in cost of consumable supplies
HCP	NUR1021C	Nursing Process 1	\$287.00	\$305.00	Increase in cost of consumable supplies
HCP	NUR1231C	Essentials of Nursing Process 2	\$291.00	\$305.00	Increase in cost of consumable supplies
HCP	NUR1241C	Nursing Process 2	\$243.00	\$263.00	Increase in cost of consumable supplies
HCP	NUR1421C	Reproductive Health	\$161.00	\$184.00	Increase in cost of consumable supplies
HCP	NUR1422C	Essentials of Reproductive Health	\$264.00	\$295.00	Increase in cost of consumable supplies
HCP	NUR2243C	Nursing Process 3	\$222.00	\$259.00	Increase in cost of consumable supplies
HCP	NUR2244C	Essentials of Nursing Process 3	\$263.00	\$277.00	Increase in cost of consumable supplies

HCP	NUR2310C	Essentials of Pediatric Health	\$229.00	\$261.00	Increase in cost of consumable supplies
HCP	NUR2350C	Pediatric Health	\$112.00	\$154.00	Increase in cost of consumable supplies
HCP	NUR2818C	Nursing Process 4	\$236.00	\$266.00	Increase in cost of consumable supplies
HCP	NUR2823C	Essentials of Nursing Process 4	\$277.00	\$291.00	Increase in cost of consumable supplies
HCP	RET 1026	Fundamental of Respiratory Care	\$60.00	\$104.00	Increase in cost of consumable supplies
HCP	RET 2264L	Advanced Procedures in Respiratory Care I Lab	\$18.00	\$24.00	Increase in cost of consumable supplies
HCP	RET 2265L	Advanced Procedures in Respiratory Care II Lab	\$0.00	\$24.00	Increase in cost of consumable supplies
HCP	RTE 1804	Radiography Clinical Education I	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	RTE 1814	Radiography Clinical Education II	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	RTE 1824	Radiography Clinical Education III	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	RTE 2834	Radiography Clinical Education IV	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	RTE 2844	Radiography Clinical Education V	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	RTE 2854	Radiography Clinical Education VI	\$17.50	\$18.00	Increase in cost of consumable supplies
HCP	STS1302L	Introduction to Surgical Technology Lab and Clinical	\$121.73	\$122.00	Increase in cost of consumable supplies
HCP	STS1310L	Surgical Techniques and Procedures Lab and Clinical	\$121.78	\$122.00	Increase in cost of consumable supplies
HCP	STS2323L	Surgical Procedures 1 Simulation Lab	\$139.73	\$140.00	Increase in cost of consumable supplies
HCP	STS2324L	Surgical Procedures II Simulation Lab	\$122.23	\$123.00	Increase in cost of consumable supplies
SM	CHM 2210L	Organic Chemistry I Laboratory	\$97.00	\$110.00	Increase in cost of consumable supplies
WD	ACR0001	Air Conditioning, Refrigeration and Heating Assistant	\$130.00	\$169.00	Increase in certification cost
WD	ACR0012	Air Conditioning, Refrigeration and Heating Mechanic 1	\$205.00	\$244.00	Increase in certification cost
WD	ACR0013	Air Conditioning, Refrigeration and Heating Mechanic 2	\$205.00	\$219.00	Increase in certification cost
WD	CTS0018	Cybersecurity Associate	\$293.00	\$415.00	Increase in software costs
WD	CTS0019	Information Security Manager	\$238.00	\$245.00	Increase in software costs
WD	ETI0456	Machinery Maintenance Mechanic	\$216.00	\$255.00	Increase in certification cost
WD	OTA0040	Information Technology Assistant	\$317.75	\$318.00	Increase in cost of consumable supplies
WD	OTA0631	Medical Office Technologist	\$70.00	\$79.00	Increase in certification cost
WD	PMT0020	Machinist Helper	\$273.00	\$403.00	Increase in certification cost
WD	PMT0025	Machinist	\$285.00	\$335.00	Increase in certification cost



WD	PMT0026	CNC Production Technician 1	\$306.00	\$417.00	Increase in certification cost
WD	PMT0027	CNC Production Technician 2	\$235.00	\$244.00	Increase in certification cost
WD	PMT0070	Welder, Assistant 1	\$275.00	\$463.00	Increase in certification cost
WD	PMT0071	Welder, Assistant 2	\$395.00	\$425.00	Increase in certification cost
WD	PMT0072	Welder, SMAW 1	\$371.00	\$394.00	Increase in certification cost
WD	PMT0074	Welder	\$421.00	\$479.00	Increase in certification cost
WD	TRA0080	Tractor Trailer Truck Driver	\$1,551.00	\$1,602.00	Increase in maintenance cost



June 21, 2021

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

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

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

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

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### **Item Description**

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

### **Overview and Background**

Beginning Fall 2020, TCC had 167 full time faculty employed. Of those, 121 were on continuing contract and 46 were on annual contract.

Of the 121 faculty on continuing contract, 23 developed post-award review portfolios for our post-award process. All full time faculty continue to be reviewed annually; post-award portfolios consist of selected work from a five-year period of annual reviews. Of those on post-award review, all 23 faculty successfully completed the post-award review.

There are currently 9 faculty on annual contract working toward continuing contract. Eight are being recommended for continuing contract based on at least five years of review and satisfactory growth. One is being recommended for termination.

The remaining 37 faculty are finishing their first, second, third, or fourth year at TCC, and they are progressing well as new faculty. Of these, three have resigned. A total of 34 faculty are being recommended for an annual contract for the 2021-2022 academic year.

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

### **Funding/ Financial Implications**

All positions are funded, no new funds are needed.

**Past Actions by the Board**

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

**Recommended Action**

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

June 21, 2021

Recommended for Annual Contract:

Gina O'Neal-Moffitt	Behavioral, Social Sciences and Education
Leticia Henderson Baker	Behavioral, Social Sciences and Education
Sara Marchessault	Behavioral, Social Sciences and Education
Sarah Ainsworth	Behavioral, Social Sciences and Education
Brett Cook	Business, Industry and Technology
Charles Cadenhead	Business, Industry and Technology
Everett Montgomery	Business, Industry and Technology
Jessica Jones	Business, Industry and Technology
Kelly Garland	Business, Industry and Technology
Donya Samara	Communications and Humanities
Ljiljana Obradovic-Edmiston	Communications and Humanities
Megan Mahoney	Communications and Humanities
Teresa Paliwoda	Communications and Humanities
Carol Andresen	Healthcare Professions
Heather Redfield	Healthcare Professions
Jeffrey Fillingim	Healthcare Professions
Jill Hanks	Healthcare Professions
Lorinda Simon	Healthcare Professions
Melissa Damelio	Healthcare Professions
Jules Bailey	Library Services
Sila Lott	Library Services
Beth Huettel	Sciences and Mathematics
Cindy Lee	Sciences and Mathematics
David Hoover	Sciences and Mathematics
David McNutt	Sciences and Mathematics
Ethan Williams	Sciences and Mathematics
Gregory Brown	Sciences and Mathematics
Harlon Hawthorne	Sciences and Mathematics
John Bikowitz	Sciences and Mathematics
Johnny Petit	Sciences and Mathematics
Jorge Monreal	Sciences and Mathematics
Kejika Washington	Sciences and Mathematics
Margelet Hamilton	Sciences and Mathematics
Robert Billet	Sciences and Mathematics

Recommended for Continuing Contract:

Michelle Peruche	Behavioral, Social Sciences and Education
Shakonda Diggs	Behavioral, Social Sciences and Education
Lisa Kellison	Business, Industry and Technology
Sara Brown	Communications and Humanities
Sarah Smitherman	Communications and Humanities
John Elam	Healthcare Professions
Angelina Kuleshova	Sciences and Mathematics
Christopher Russell	Sciences and Mathematics

Recommended for Continuing Contract - Post Award:

Andrea Oliver	Behavioral, Social Sciences and Education
Frank Baglione	Behavioral, Social Sciences and Education
Jeff Liang	Behavioral, Social Sciences and Education
Maureen O'Neil	Behavioral, Social Sciences and Education
Nancy Donovan	Behavioral, Social Sciences and Education
Stephen Powers	Behavioral, Social Sciences and Education
Thurla Moore	Behavioral, Social Sciences and Education
Brenda Anthony	Business, Industry and Technology
Bret Hammond	Business, Industry and Technology
Byron Todd	Business, Industry and Technology
Stacie Sheffield	Business, Industry and Technology
Susan Bickford	Business, Industry and Technology
Daniel Beugnet	Communications and Humanities
Forster Agama	Communications and Humanities
Gareth Euridge	Communications and Humanities
Jenny McHenry	Communications and Humanities
Nicolette Costantino	Communications and Humanities
Roy Barineau	Communications and Humanities
Diane Morris	Healthcare Professions
Julia Steiner	Sciences and Mathematics
Julie Hanowell	Sciences and Mathematics
Ross Brooks	Sciences and Mathematics
Susan Wessner	Transitional Studies Division



June 21, 2021

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

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

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

**SUBJECT:** Academic Curriculum Changes

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### **Item Description**

This item presents proposed new courses and course changes.

### **Overview and Background**

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

The college is proposing to revise several Computer Programming, Network Security, and Cybersecurity college credit certificates and degrees. Due to technology and programming languages constantly evolving, the college is updating course requirements and elective options based on recommendations from local employers. TCC is also proposing to revise the Early Childhood Education A.S. degree due to Florida State Board of Education updating requirements for students entering the teaching profession.

### **Funding/ Financial Implications**

None

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

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

### **Recommended Action**

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

## **PROGRAM CHANGES**

### **Computer Programming and Analysis Certificate (33 credit hours)**

Based on recommendations from local employers on the Computer Programming Advisory Board, TCC is proposing to add more elective course options to provide students with more opportunities to learn various programming languages. TCC is also proposing to require students to complete an introductory Python course to meet local industry needs.

Add program course:

COP 1000 Programming Concepts (3)

Add program electives:

COP 2360 Introduction to C# Programming (3)

COP 2840 Internet Programming (3)

Delete program course:

COP 2360 Introduction to C# Programming (3)

### **Computer Programming Specialist Certificate (18 credit hours)**

Based on recommendations from local employers on the Computer Programming Advisory Board, TCC is proposing to add more elective course options to provide students with more opportunities to learn various programming languages.

Add program electives:

COP2360 Introduction to C# Programming (3)

COP2840 Internet Programming (3)

COP2830 Scripting for the Web (3)

COP2805 Java Programming II (3)

Delete program courses:

CGS 1060 Computer and Internet Literacy (3)

COP 2360 Introduction to C# Programming (3)

### **Computer Programming and Web Development, A.S. (60 credit hours)**

Based on recommendations from local employers on the Computer Programming Advisory Board, TCC is proposing to changes to the program course requirements and elective options to provide more programming content as well as computer security content.

Add program courses:

COP 2221 Intermediate Programming C++ (3)

CNT 2401 Introduction to Network Security (3)

Delete program courses:

CGS 1000 Introduction to Computer Technology (3)

CGS 1060 Computer and Internet Literacy (3)

Add Program electives:

Option 1

Any college-level course (3)

Option 2  
CGS1520 Introduction to Multimedia Design (3)  
PGY 2801C Photoshop (3)

Delete Program electives:

Option 1  
COP2221 Intermediate Programming with C++ (3)

Option 2  
CNT2401 Introduction to Network Security (3)  
COP2221 Intermediate Programming with C++ (3)

Early Childhood Development, Education and Management, A.S. (60 credit hours)

Based on new education requirements approved by Florida's State Board of Education, TCC is proposing to changes to the program course requirements. Intro to Technology is no longer a state requirement and Personal Finance is being removed as optional course to allow for the state required Intro to Education course. Due to recommendations by the Early Childhood Advisory Board, TCC is also proposing to add Psychology as a required course.

Add General Education course:

PSY 2012 General Psychology (3)

Delete Program courses:

EME 2040 Introduction to Technology for Educators (3)  
FIN 1100 Personal Finance (3)

Radiologic Technology, A.S. (77 credit hours)

Based on recommendations the Joint Review Committee on Education in Radiologic Technology (JRCERT) Accreditation Standards, TCC is proposing to changes to align with the updated accreditation standards.

Add Program courses:

RTE 1000 Introduction to Diagnostic Imaging (2)  
RTE 1111C Introduction to Patient Care (2)  
RTE 2563 Advanced Medical Imaging (3)  
RTE 2762 Sectional Anatomy (3)  
HSC 2531 Medical Terminology (3)

Delete Program course:

RTE 1000 Orientation to Radiography (4)  
RTE 2931 Radiographic Image Analysis II (3)  
RTE 1613 Radiation Physics (3)  
Computer level course (3)



Cyber Security, A.S. (60 credit hours)

Based on recommendations from the Cyber Security Advisory Board, TCC is proposing an additional course option to satisfy the introductory computer course requirement to accommodate students who move from the general AA degree into the A.S. program.

Add Program Course:

CGS 1060 Computer and Internet Literacy

Network System Technology, A.S. (60 credit hours)

Based on recommendations from the Network Security Advisory Board, TCC is proposing an additional course option to satisfy the introductory computer course requirement to accommodate students who move from the general AA degree into the A.S. program.

Add Program Course:

CGS 1060 Computer and Internet Literacy

Network Security Cyber Forensics Certificate (30 credit hours)

Based on recommendations from the Network Security Advisory Board, TCC is proposing an additional course option to satisfy the introductory computer course requirement to accommodate students who move from the general AA degree into the A.S. program.

Add Program Course:

CGS 1060 Computer and Internet Literacy

**PROGRAM DELETION**

The following program is recommended for deletion due to the Florida College System's Career and Technical Education Audit to ensure programs are meeting local workforce employment needs.

Digital Media/Multimedia Certificate (6364)

**NEW COURSES**

Course ID	Course Name	Rationale for New Course
CGS 2518	Spreadsheets for Business	This new course will allow TCC students planning to major in business at FSU to satisfy a new FSU graduation requirement prior to transferring to FSU.
RMI 2302	Risk in Business and Society	This new course will allow TCC students planning to major in business at FSU to satisfy a new FSU graduation requirement prior to transferring to FSU.
RTE 1111C	Introduction to Patient Care	This new course will meet updated requirements of the Radiologic Technology Program with current

		Joint Review Committee on Education in Radiologic Technology (JRCERT) Accreditation Standards.
RTE 2563	Advanced Medical Imaging	This new course will meet updated requirements of the Radiologic Technology Program with current Joint Review Committee on Education in Radiologic Technology (JRCERT) Accreditation Standards.
RTE 2762	Sectional Anatomy	This new course will meet updated requirements of the Radiologic Technology Program with current Joint Review Committee on Education in Radiologic Technology (JRCERT) Accreditation Standards.
MAD 1100	Discrete Mathematics for Computer Science	This course will serve both students going into the Information Technology field or transferring to a University in the IT area.
MKA 2701	Visual Informatics	This new course will be part of the Business Analyst Micro-credential.
ISM 2200	Applied Business Analytics	This new course will be part of the Business Analyst Micro-credential.
GEB 2100	Introduction to Business Analytics	This new course will be part of the Business Analyst Micro-credential.

### **COURSE REVISIONS**

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
COP 2220	Introduction to C++ Programming	Pre-requisite	MAT1033 and documented exemption, appropriate placement test scores or completion of developmental education reading.	Documented exemption, appropriate placement test scores or completion of developmental education reading, writing and mathematics.	The proposed change will remove barriers for students registering for the course.
COP 2360	Introduction to C# Programming	Pre-requisite	COP 1332	COP 2220	The proposed change will remove barriers for students registering for the course.
CET 2620	Internet of Things	Pre-requisite	CET 2615	CGS 1000	The replacement prerequisite is the most basic prerequisite for all other

					networking and cyber courses.
RTE 1000	Orientation to Radiology	Title and Credit Hours	Title: Orientation to Radiology Credit hours: 4	Title: Introduction to Diagnostic Imaging Credit hours: 2	This course revision will meet updated requirements of the Radiologic Technology Program with current Joint Review Committee on Education in Radiologic Technology (JRCERT) Accreditation Standards.
ENC 2210	Technical Communication	Pre-requisite	ENC 1101	None	The proposed change will remove barriers for students registering for the course.
SPC 2512	Introduction to Parliamentary Debate	Title	Introduction to Parliamentary Debate	Introduction to Intercollegiate Debate	The proposed change gives the ability to instruct in other forms of debate and provides more diversity to meet student interests.
CGS 2540	Database Concepts	Pre-requisite	Satisfactory completion of any college-level mathematics course.	Documented exemption, appropriate placement test scores or completion of developmental education reading, writing and mathematics.	The proposed change will remove barriers for students registering for the course.
CNT 2401	Introduction to Internet Security	Pre-requisite	CGS 1000	CGS 1000 or CGS 1060	The proposed change will remove barriers for students registering for the course.

CTS 2311	Introduction to Linux	Pre-requisite	CGS 1000	CGS 1000 or CGS 1060	The proposed change will remove barriers for students registering for the course.
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### **COURSE DELETIONS**

Course ID	Course Name	Rationale for Course Deletion
ANT 2211	Peoples of the World	This course is recommended for deletion based on low enrollment.
CTS 2155	Computer User Support	This course is recommended for deletion based on low enrollment.
BSC 1050	Environmental Studies	This course is recommended for deletion and is no longer offered.
GEO 1400	Intro to Human Geography	This course is recommended for deletion and is no longer offered.
HSC 2400	First Aid	This course is recommended for deletion and is no longer offered.



June 21, 2021

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

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

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

**SUBJECT:** Policy Manual Change

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**Item Description**

This item requests Board approval of Policy 10-22, Transfer of Academic Credit.

**Overview and Background**

The College is proposing to modify Policy 10-22 to allow students to transfer credit course work into TCC provided the credit earned is a grade of D or higher. The modification will remove barriers for students who transfer to TCC and are negatively impacted by grades of F or W. This change will allow transfer students with F or W grades to receive financial aid whereas they were previously denied financial aid. The modification also aligns with majority of institutions in the Florida College System.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

The Board last took action on Policy 10-22 on January 21, 2014.

**Recommended Action**

Approve revision of College policy as presented.

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

<b>TITLE:</b> Transfer of Academic Credit	<b>NUMBER:</b> 10-22
<b>AUTHORITY:</b> Florida Statute: 1007.22, 1007.23, 1007.27 Florida Administrative Code: 6A-10.024	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; 02/18/13; 01/21/14	

Tallahassee Community College accepts transfer students from all environments and accepts a broad range of transfer credit. The written procedure is established in Administrative Procedure 10-22AP.

Transfer credit is accepted for freshman and sophomore-level coursework and may be evaluated as to level, content, quality, comparability and degree program relevance by the faculty in the appropriate academic unit. Credit is awarded provided the credit earned is a grade of “D” or higher. In establishing the eligibility for transfer credit, the faculty may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning outcomes, assessment measures and sample student work.

A maximum of 75% of the credit hours required for degree completion and graduation at the College may be posted as transfer credit from another college, university, or other approved alternative sources, i.e. credit by examination; credit for military service; institutional exemption examinations; credit for industry credentials; credit for local articulation agreements; and experiential learning credit.

The College will award credit by examination based on the recommendations of the Articulation Coordinating Committee within the Florida Department of Education for the following programs:

- Advanced Placement (AP)
- Cambridge AICE Exams
- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations
- International Baccalaureate (IB)
- UEXCEL Examinations

Students may receive transfer credit for courses taken at non-regionally or nationally accredited institutions, but students are required to provide, in addition to the official transcript,

documentation as level, content, quality, comparability, and degree program relevance of the course.

Credit for academic work completed at a non-U.S. institution will be evaluated by institutional procedures. International students must provide an official or certified copy of all postsecondary transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation. Transfer students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)).

It is the student's responsibility to provide the Admissions and Enrollment Services office or the Registrar's office with an official transcript from all previously attended postsecondary institutions.

The Provost, working with the Academic Planning Committee, has institutional authority over all procedures for transfer credit and the College Registrar has the authority to enact these procedures. The procedures are reviewed on a regular basis by the Provost and the Academic Planning Committee.

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

<b>TITLE:</b> Transfer of Academic Credit	<b>NUMBER:</b> 10-22
<b>AUTHORITY:</b> Florida Statute: 1007.22, 1007.23, 1007.27 Florida Administrative Code: 6A-10.024	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 05/17/10; Revised 06/28/10; 02/18/13; 01/21/14	

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The College will award credit by examination based on the recommendations of the Articulation Coordinating Committee within the Florida Department of Education for the following programs:

- Advanced Placement (AP)
- Cambridge AICE Exams
- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations
- International Baccalaureate (IB)
- UEXCEL Examinations

Students may receive transfer credit for courses taken at non-regionally or nationally accredited institutions, but students are required to provide, in addition to the official transcript,



documentation as level, content, quality, comparability, and degree program relevance of the course.

Credit for academic work completed at a non-U.S. institution will be evaluated by institutional procedures. International students must provide an official or certified copy of all postsecondary transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation. Transfer students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)).

It is the student's responsibility to provide the Admissions and Enrollment Services office or the Registrar's office with an official transcript from all previously attended postsecondary institutions.

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June 21, 2021

**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 JUNE 2021

## MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – AC 212	75%	TBD	Underway
Foundation Classroom Renovation – AC 219	75%	TBD	Underway
Foundation Classroom Renovation – AC 220	75%	TBD	Underway
Foundation Classroom Renovation – AP 149	75%	TBD	Underway
Foundation Classroom Renovation – SM 119	75%	TBD	Underway
Facilities Room Renovation – TPP 211	35%	TBD	Underway
AMTC Welding Lab	40%	TBD	Work has commenced
FPAC Roof Replacement	85%	TBD	Finishing wall panels
Student Union 1 <sup>st</sup> Floor/Food Court Renovation	5%	TBD	In design stage
Administration Lobby	10%	TBD	In design stage
Electric Vehicle Charger Installation	100%	Complete	Chargers purchased and installed
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,465 Trip Hazards and Replaced 25 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 181,494 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

## GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## CENTER FOR INNOVATION (SITE 4)

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TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 <sup>nd</sup> Floor Renovation	5%	TBD	In design stage

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

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TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	5%	TBD	In design stage

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## FOUNDATION CLASSROOM RENOVATION SUMMARY

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Renovated Classroom(s)	Cost to Date
SM 128 - Classroom Renovations	\$ 32,868.84
SM 137 - Classroom Renovations	\$ 29,119.77
CT 107 - Classroom Renovations	\$ 16,654.86
HSS 110 - Classroom Renovations	\$ 14,955.09
HSS 259 - Classroom Renovations	\$ 21,157.43
AC 212 - Classroom Renovations	\$ 34,498.68
AC 219 - Classroom Renovations	\$ 17,137.72
AC 220 - Classroom Renovations	\$ 18,081.92
AP 149 - Classroom Renovations	\$ 15,814.92
SM 119 - Classroom Renovations	\$ 30,061.12



June 21, 2021

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

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

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

**SUBJECT:** Fund Analysis - May

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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 5/28/2021.

**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 January is attached to this item.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of May 31, 2021**

<b>REVENUE</b>	<b>May</b>	<b>Month</b>	<b>YTD</b>	<b>YTD</b>	<b>Annual</b>	<b>% of YTD</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Student Fees	\$ 1,170,607	\$ 2,053,219	\$ 23,547,014	\$ 22,585,407	\$ 24,638,626	96%
State Support	\$ 3,214,208	\$ 2,797,583	\$ 29,024,143	\$ 30,773,411	\$ 33,570,994	86%
Federal Support	\$ 80,099	\$ 40,833	\$ 1,362,872	\$ 449,167	\$ 490,000	278%
Other Revenue	\$ 115,462	\$ 210,833	\$ 3,065,851	\$ 2,319,167	\$ 2,530,000	121%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ 1,268,145	\$ 1,383,431	0%
<b>TOTAL REVENUE</b>	<b>\$ 4,580,376</b>	<b>\$ 5,217,754</b>	<b>\$ 56,999,880</b>	<b>\$ 57,395,297</b>	<b>\$ 62,613,051</b>	<b>91%</b>
<b>EXPENSES</b>	<b>May</b>	<b>Month</b>	<b>YTD</b>	<b>YTD</b>	<b>Annual</b>	<b>% of YTD</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	\$ 264,869	\$ 277,903	\$ 2,984,828	\$ 3,056,934	\$ 3,334,838	90%
Instructional	\$ 1,216,816	\$ 1,053,712	\$ 10,897,085	\$ 11,590,832	\$ 12,644,544	86%
Non-Instructional	\$ 1,200,517	\$ 1,467,835	\$ 13,885,176	\$ 16,146,180	\$ 17,614,014	79%
OPS	\$ 326,520	\$ 436,607	\$ 4,881,248	\$ 4,802,679	\$ 5,239,286	93%
Personnel Benefits	\$ 832,885	\$ 877,531	\$ 8,990,439	\$ 9,652,838	\$ 10,530,369	85%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 3,841,606</b>	<b>\$ 4,113,588</b>	<b>\$ 41,638,777</b>	<b>\$ 45,249,463</b>	<b>\$ 49,363,051</b>	<b>84%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	\$ 319,562	\$ 339,089	\$ 3,128,953	\$ 3,729,981	\$ 4,069,070	77%
Material & Supplies	\$ 116,468	\$ 195,744	\$ 1,974,992	\$ 2,153,189	\$ 2,348,933	84%
Other Current Charges	\$ 405,176	\$ 548,500	\$ 6,157,154	\$ 6,033,497	\$ 6,581,997	94%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 841,206</b>	<b>\$ 1,083,333</b>	<b>\$ 11,261,099</b>	<b>\$ 11,916,667</b>	<b>\$ 13,000,000</b>	<b>87%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 20,833</b>	<b>\$ -</b>	<b>\$ 229,167</b>	<b>\$ 250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,682,812</b>	<b>\$ 5,217,754</b>	<b>\$ 52,899,876</b>	<b>\$ 57,395,297</b>	<b>\$ 62,613,051</b>	<b>84%</b>

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

**Issued in May 2021**

<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-013610	5/6/2021	Seminole Sports Properties (SSP)	120,000.00	Advertising and promotional services provided at FSU games for FDOT. SSP has exclusive rights for FSU multi-media services.	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013625	5/11/2021	NASCAR Enterprises, LLC Daytona International Speedway, LLC	100,000.00	Advertising and promotional services provided during events at Daytona International Speedway (DIS). NASCAR has exclusive rights for DIS multi-media services.	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013677	5/21/2021	Dell Marketing, L.P.	103,213.56	Dell PowerEdge R840 Servers (3)	Contract # C000000005866 Customer Agreement # RFP No. 15-16-05 Technology Refresh Program.



June 21, 2021

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

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

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

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

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**Item Description**

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

**Overview and Background**

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

The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for TCC's Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting. The following represents the costs of College resources utilized for Foundation DSO activities compared to their highlighted support to the College, which totaled **\$969,946.46** this current fiscal year. A complete list of program support received by the College can be provided by Institutional Advancement staff.

<b>College Resource</b>	<b>Resources Utilized for DSO Activities</b>	<b>DSO Support Received by the College</b>	<b>DSO Student Scholarships Provided</b>
Personnel Services	\$63,082.20		
Facilities	\$32,202.21		
Property	\$0.00		
Facilities & Room Renovations		\$325,000.00	
College Innovation Grants		\$242,154.97	
Other College Support		\$55,000.00	
Student Scholarships			\$347,791.49
<b>Total</b>	<b>\$95,284.41</b>	<b>\$622,154.97</b>	<b>\$347,791.49</b>



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

The estimated resources designated for Foundation DSO related activities for FY 21-22 are projected to be \$94,298, or 14.1% of the Office for Institutional Advancement's total budget. The amount of resources utilized for Foundation DSO related activities totaled \$95,284.41 this fiscal year, or 14.3% of the Office for Institutional Advancement's total budget as certified by the College's review of the Office for Institutional Advancement's expenses.

<b>College Resource</b>	<b>Office for Institutional Advancement Projected FY 21-22 Budget</b>	<b>Projected Foundation DSO Related Resources</b>
Personnel Services	\$515,357.41	\$64,067.64
Other Services & Expenses	\$154,000.00	\$21,695.18
Facilities		\$8,534.79
Property		\$0.00
<b>Total</b>	<b>\$669,357.41</b>	<b>\$94,297.61</b>

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

**Funding/ Financial Implications**

The Board approved the use of College resources for Foundation DSO activities at the June 15, 2020 Board of Trustees meeting for the current fiscal year.

**Past Actions by the Board**

The funds allocated for Foundation DSO activities will be included in the proposed FY 2021-22 College Operating Budget as part of the Office for Institutional Advancement's budget.

**Recommended Action**

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



June 21, 2021

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

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

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

**SUBJECT:** Capital Improvement Plan (CIP) 2022-23 Through 2026-2027

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**Item Description**

This item requests board approval of the annual Capital Improvement Plan for the College to be submitted to the Florida Department of Education.

**Overview and Background**

The College is required to submit its Capital Improvement Plan (CIP) to the Florida Colleges Division office each year by July 1. The CIP from each College becomes part of the Commissioner of Education's Legislative Budget Request for the next year.

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

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

The Remodeling Request List includes projects that are most critical in meeting the current needs of the College's Educational Program. Each of these projects contains elements that serve to repair or upgrade vital parts of the infrastructure, which are beginning to fail or have failed. The College considered the following factors in selecting priorities for remodeling: age of facilities; technology infrastructure and building system complexity; laws, building codes, and environmental regulations; and required maintenance.

All projects must be recommended in the Educational Plant Survey for TCC, which was originally approved by DOE on April 26, 2017; and Spot Survey 2.2 approved June 2018.

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

**Funding/ Financial Implications**

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

**Past Actions by the Board**

The District Board of Trustees approved the 2021-22 through 2025-26 CIP on June 15, 2020.

**Recommended Action**

Approve the 2022-23 through 2026-27 CIP, as summarized on the CIP-2 form.





June 21, 2021

## **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:** COVID Air Quality Upgrade Contract

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### **Item Description**

This item requests the Board of Trustees authorize the College to negotiate an air quality upgrade contract with Siemens Industry, Inc. not to exceed \$4.25 million.

### **Overview and Background**

In order to meet the indoor air quality recommendations of the Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), the College is considering an upgrade to TCC's Heating, Air Conditioning and Ventilation (HVAC) systems.

Currently, the College uses the Siemens' Desigo operating platform for all HVAC and lighting controls on all campuses. The College has worked with Siemens to develop an action plan that will maximize current equipment and technology where possible but also provide necessary upgrades and replacements that utilize integrated technology in order to provide maximum air quality. The long-range plan is to incorporate this operating platform into a Physical Security Information Management System that will ultimately control Exterior Campus lighting, all HVAC functions, electronic access control, elevators and cameras.

Because of the existing building automation system, the mix of equipment and Siemens' knowledge of the College infrastructure, it is most cost effective to use Siemens. Additionally, this type of contract does not fall under any existing contract with the Florida Department of Management Services. Siemens will be a Sole Source contract.

### **Funding/ Financial Implications**

This contract will not exceed \$4,250,000. Funding is from the Higher Education Emergency Relief Fund and will not have financial impact upon the College.

**Past Actions by the Board**

This Energy Savings Performance Contract with Siemens was approved by the Board on August 15, 2016. Siemens was chosen by the College after careful evaluation of ten vendors with State Term Contracts for energy savings performance contracts. Siemens provided the best value and technology consistent with our needs.

**Recommended Action**

Authorize the College to enter into a contract for air quality upgrades not to exceed \$4.25 million.



Subject: Sole Source  
Date: 06/01/2021  
Project: Tallahassee Community College – Air Quality Control Project (COVID Response)

To Whom it may Concern,

This letter is being provided per the customers request to provide justification and understanding as to the needs and requirements to continue the sole sourcing of Siemens products and services as they relate to the Air Quality Control Project at Tallahassee Community College.

The Campus currently has a new Siemens Apogee Desigo CC Building Automation System installed. In addition, the Campus made a substantial investment into an energy savings project in 2016 that involved the central energy plant and reaches out to all campus building that have building automation controls associated with the central energy plant. The existing campus BAU system requires consistency and interoperability for proper energy conservation and air quality control. The air quality control project will utilize Siemens Dynamic VAV Optimization as well as other equipment changes, enhanced programming, and sensor technology.

Dynamic VAV Optimization (DVO) is a Siemens cloud-based optimization technology for central air handler systems. The system is interoperable with the Siemens building control system. Data from zone controllers and air handler controllers is communicated from the on-site systems to the cloud, and the machine learning device communicates setpoints from the cloud back to the on-site air handling unit controls. The configuration and integration with existing sequence of operation for the system relies on the Siemens standard architecture. The combination of flexible control, BMS integration, and performance utilizing only the existing control components, sensors, and devices is unique in the industry. Alternative approaches, such as on-site custom programming, do not deliver equivalent outcomes, or would incur significant additional costs due to the integration and interoperability requirements of Tallahassee Community College.

The justification for sole source is driven by the investments made into the existing Siemens Desigo CC BAS infrastructure and the energy efficient Siemens Demand Flow product and the warranties associated with proper operation. In closing, if there were other technologies that could closely compare at the component level the cost would be astronomical as these 3<sup>rd</sup> party systems would require system integration by Siemens as required for Tallahassee Community College.

Sincerely,

Jason M Taylor  
Siemen Building Technologies

**PROPOSAL**

TCC - COVID Air Quality Upgrades

**PREPARED BY**

Siemens Industry, Inc.

**PREPARED FOR**

TALLAHASSEE COMMUNITY COLLEGE

**DELIVERED ON**

May 26, 2021





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## Contact Information

Proposal #:	5707546
Date:	May 26, 2021

Sales Executive:	Jason M Taylor
Branch Address:	113 Progress Drive Tallahassee Florida, 32304
Telephone:	513-368-9073
Email Address:	jason.taylor@siemens.com

Customer Contact:	
Customer:	TALLAHASSEE COMMUNITY COLLEGE
Address:	444 APPLEYARD DR TALLAHASSEE FL 32304-2815
Services shall be provided at:	TALLAHASSEE COMMUNITY COLLEGE TALLAHASSEE FL 32304-2815

## Scope of Work

Tallahassee Community College - HVAC Air Quality COVID Response

### Conclusion

In response to the COVID - 19 Pandemic and measure called out in the CARES ACT and American Rescue Plan Siemens has developed a reaction plan utilizing multiple approved technologies to address the Tallahassee Community College Campus's ability to react to the air quality demands of the pandemic. This will involve multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvement as it relates to existing equipment. These measures will include a combination of the following; Siemens Dynamic VAV Optimization, Needle Point Bipolar Ionization, control panel and sequence changes to air handler operations. In addition there are 8 AHU's that are 30 Plus years old and are not capable of proper air quality control. Siemens Proposes to Remove and Replace these units with more energy efficient units capable of providing proper Humidity control and Ventilation.

## Inclusions

### Needle Point Bipolar Ionization Overview

Siemens is proposing a solution for Tallahassee Community College that will reduce the risk of infection by pathogens such as SARS-CoV-2 (COVID-19) through the generation of ions that bind with the pathogens to deactivate them. This is accomplished through the generation of ions via needle point bipolar ionization. This bipolar ionization is installed in air conditioning equipment and the ions are fed into the facility. Additionally, Siemens' bipolar ionization solution is certified by UL 867 and UL 2998 to be ozone-free to ensure the long-term health and safety of the solution on people and equipment. There are additional benefits including reduction in volatile organic compounds (VOCs) in the spaces as well as improve filtration since the ions promote the binding together of airborne particles to ensure they are captured in the filters.

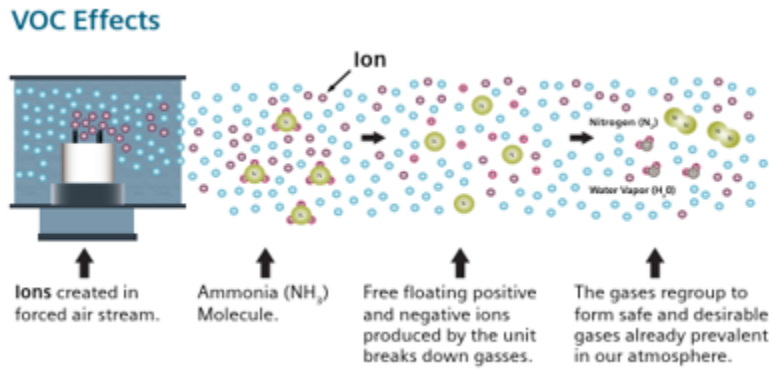


Figure 1. VOC Effects of Bipolar Needle Point Ionization

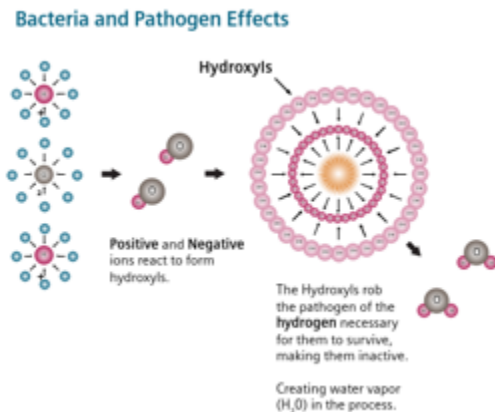


Figure 2. Bacteria and Pathogen Effects of Bipolar Needle Point Ionization

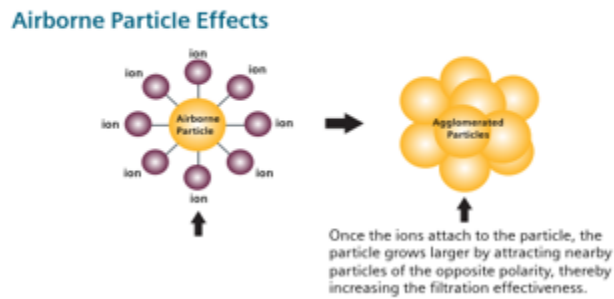


Figure 3. Airborne Particle Effects of Bipolar Needle Point Ionization

Needle Point Bipolar Ionization Benefits Summary

Operational & Health Benefits:

- Improved indoor air quality leads to reduced surface cleaning needs
- Reduction of infection risk in spaces served by bipolar needle point ionization
- Improved indoor air quality reduces "sick building syndrome" defined as poor indoor air quality that impacts the health and productivity of occupants

Energy Cost Benefits:

- Reduces buildup of dust and other contaminants on heating and cooling coils thus increasing their efficiency and reducing overall energy usage

**Dynamic VAV Optimization Overview**

Siemens is proposing a solution for Tallahassee Community College that will provide an environment that reduces the risk of infection of pathogens (per ASHRAE and CDC recommendations), maintain and/or improve comfort, and drive energy savings where possible. This solution is called Dynamic VAV Optimization (DVO) and uses the latest technology to optimize ventilation, supply air temperature, and room humidity using real-time machine learning. **This technology learns how the building operates and selects the ideal set points at any given time based on occupancy and health requirements.**

After the outbreak of the pandemic, **ASHRAE and the CDC have developed recommendations for how buildings should operate.** Key recommendations include **maintaining occupant comfort while constraining humidity set points as well as increasing the amount of outside air provided to the space.** In fact, the CDC recommends maximizing the amount of outside air, but this must be done with caution: how much is too much? What if the space gets too cold or hot or too humid? How can this be done effectively while also not needlessly increasing energy usage? If the building is not controlled correctly and the amount of outside air brought in is too high, then excessive conditioning will have to occur which increases both cooling and heating energy (depending on time of year). **How do you do this correctly? The answer is DVO.**

In short, **DVO will increase the amount of outside air to the space** to the exact point where the other ASHRAE recommendations are satisfied: **the correct humidity range and a comfortable temperature.** This ensures you are receiving as much benefit as possible from an outside air perspective while reducing unnecessary energy usage and maintaining comfort.

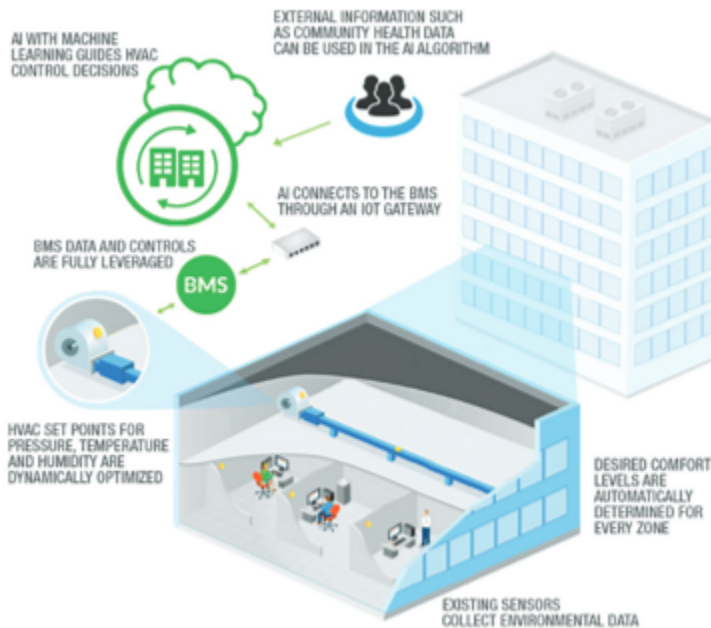


Figure 4. How Does DVO Machine Learning Work?

Dynamic VAV Optimization Benefits Summary

Operational and Health Benefits:

- Increases outside air to prevent "sick building syndrome" and promote occupant health by reducing the risk of infection by pathogens
- Maintains a certain humidity range to prevent too low humidity levels (allows viruses to aerosolize making it easier to infect) and too high humidity levels (leading to mold growth)
- Promotes occupant comfort by controlling humidity and space temperature correctly and potentially reduces the amount of hot- or cold-calls

Energy Cost Benefits:

- Reduces excessive energy usage by controlling outside air, humidity, and temperature set points tightly and correctly

**(8) Hot Deck / Cold Deck AHU Replacement Overview**

Operational and Health Benefits:

The new AHU's replacing the old technology will have the ability to control Humidity because they will be equipped with reheat coils. In addition the airflow and ventilation of the unit will be greatly increased allowing for better circulation of properly conditioned and cleaner air with improved PPM counts.

This Proposal Includes the following:

- Demolish and dispose of existing AHU's
- Furnish and install new replacement AHU's that include reheat capability
- Pipe and fittings to connect existing heating hot water and chilled water services to new AHU's
- Duct and Pipe insulation for new or modified work, including all service jacketing.
- Install hydronic control valves furnished by others for chilled and heating hot water feeds.
- Equipment pad modifications as required.
- Disposables, power tools, and hand tools
- Hangers and supports necessary for installation
- Tie-ins to existing lines as required
- Labor (price reflects working normal business hours)
- Freight, Delivery and Handling

The Following 21 Buildings and 99 AHU's will be included in this project and scope of work will vary based off of the requirements for each building and piece of equipment to achieve air quality control.

Building	AHU
01-EN	AHU-1-01-EN-130
01-EN	AHU-2-01-EN-105
01-EN	AHU-3-01-EN-228
SMA 140 A	AHU 5
SMA 207	AHU 4
SMA 107	AHU3
03-AP	AHU-1-03-AP-253
03-AP	AHU-2-03-AP-144
04-MLH	AHU-9-04-MLH-151
04-MLH	AHU-10-04-MLH-152
05-CH	AHU-1-05-CH-211
05-CH	AHU-2-05-CH-239
05-CH	AHU-3-05-CH-294
05-CH	AHU-4-05-CH

Continuation:

Building	AHU
06-DH	AHU-1-06-DH-300
06-DH	AHU-2-06-DH-300
06=DH	AHU-3-06-DH
06-DH	AHU-4-06-DH
08-AC	AHU-2.1-08-AC-223
08-AC	AHU-2.2-08-AC-223
08-AC	AHU-3.1-08-AC-334
08-AC	AHU-3.2-08-AC-334
08-AC	AHU-1.1-08-AC-141
08-AC	AHU-1.2-08-AC-141
11-TPPN	AHU-1-11-TPPN-192
11-TPPN	AHU-2-11-TPPN-275
11-TPPS	AHU-1-11-TPPS-300
11-TPPS	AHU-2-11-TPPS-300
11-TPPS	AHU-3-11-TPPS-300
11-TPPS	AHU-4-11-TPPS-300



Continuation:

Building	AHU
15-LS	AHU-11-15-LS-200
15-LS	AHU-12-15-LS-200
15-LS	AHU-15-15
15-LS	AHU-5-15-LS-200
15-LS	AHU-6-15-LS-200
15-LS	AHU-7-15-LS-141
15-LS	AHU-1-15-LS-161
15-LS	AHU-2-15-LS-170
15-LS	AHU-3-15-LS-182
15-LS	AHU-4-15-LS-183
SM-18	AHU1
SM-18	AHU4
SM-18	AHU5
SM-18	AHU6
SM-18	AHU2
SM-18	AHU7
SM-18	AHU3

Continuation:

Building	AHU
12-FPA	AHU-1-12-FPA-300
12-FPA	AHU-2-12-FPA-300
12-FPA	AHU4
12-FPA	AHU5
12-FPA	AHU-5
12-FPA	AHU-7
27-AD	AHU-1-27-AD-203
27-AD	AHU-2-27-AD-255
27-AD	AHU-3-27-AD-242
27-AD	AHU-4-27-AD-203
27-AD	AHU-5-27-AD-255
30-LB	AHU-1-30-LB-300
30-LB	AHU-2-30-LB-300
30-LB	AHU-3-30-LB-300
30-LB	AHU-4-30-LB-300
30-LB	AHU-5-30-LB-300
30-LB	AHU-6-30-LB-300
30-LB	AHU-7-30-LB-300
30-LB	AHU-8-30-LB-300

Continuation:

Building	AHU
30-LC	AHU-1-30-LC-300
30-LC	AHU-2-30-LC-300
35-SU	AHU-1-35-SU-301
35-SU	AHU-2-35-SU-301
35-SU	AHU-3-35-SU-301
35-SU	AHU-4-35-SU-301
35-SU	AHU-5-35-SU-301
35-SU	AHU-6-35-SU-301
35-SU	AHU-7-35-SU-301
35-SU	AHU-8-35-SU-301
35-SU	AHU-9-35-SU-301
35-SU	AHU-13-35-SU-301
38-CWD	AHU-1-38-EWD-300
38-CWD	AHU-2-38-EWD-300
38-CWD	AHU-3-38-EWD-300
38-CWD	AHU-4-38-EWD-300

Continuation:

Building	AHU
39-HSS	AHU-1-39-HSS-300
39-HSS	AHU-2-39-HSS-300
39-HSS	AHU-3-39-HSS-300
39-HSS	AHU-4-39-HSS-300
41-CT	AHU-1-41-CT-300
41-CT	AHU-2-41-CT-300
41-CT	AHU-3-41-CT-300
41-CT	AHU-4-41-CT-300
FPSI-ADM	AHU-1
FPSI-ADM	AHU-2
FPSI-ADM	AHU-3
FPSI-CLSRM	AHU-1
FPSI-CLSRM	AHU-2
FPSI-CLSRM	AHU-3
FPSI-DT	003.DT.AHU1
FPSI-CC	AHU-1
FPSI-CC	AHU-2
FPSI-CC	AHU-3

## Exclusions / Clarifications

- **Submittals**
  - Siemens Standard Submittal Package to be provided in accordance with Siemens standards
- **Training ( 40 ) Hours onsite**
- **Warranty**
  - ( 1 ) Year parts and labor from substantial completion
  - ( 1 ) Years labor only for Siemens programming

### Exclusions / Clarifications :

- Graphics updates will reside on the existing Siemens Desigo CC System
- Programming changes and updates will be backed up at the panel level
- Panels included in the project will be flashed to the appropriate firmware version for FIM measure.
- Any additional equipment failures outside of this project will be quoted as separate work.
- Fire Smoke and Smoke Dampers if shown or required with actuators are by others
  - No Work Siemens BAU (work will be performed under Siemen Fire proposal)
- Any additional components controlled by the demo
- Access doors if shown or required are by others
- Variable Frequency Drives (VFD's) outside of those called out in the inclusions are by others (Furnishing and mounting by others. Power wiring by division Electrical) VFD's to be provided with Siemens P-1 and BACNet interface.
- Starters & H-O-A switches for HVAC equipment if required are by others.
- 120vac Emergency Power Wiring for Control Panels is by Div. Electrical
- We do not include any additional clean up personnel other than that required for our trade.
- This proposal does not include the installation of valves, dampers, water or airflow, water or steam pressure and water or steam temperature measuring devices.
- Taps, tap valves where required for BAS instruments are by mechanical contractor.
- Thermometers, non-electronic pressure gauges, and PTs are by others.
- Flow control-balancing or isolation valves by others.
- Building security, lighting control, fire alarm systems, smoke detectors, relays by others. Connections to fire alarm system by others.
- Test & Balance by others.
- No Spare Parts are included
- Performance & Payment Bonds included are not included.
- Siemens Standard Insurance Coverage

- Builders Risk is not included
- Per Project Aggregate Adder not included
- All asphalt and/or concrete, patching, repairs, pourback and sawcutting work
- Access panels, ceiling and wall work, painting, flooring or any other finishes
- ICRA, Negative Air Machine, Temporary Air, Temporary Filters, Temporary utilities of any kind
- Permit or impact fees
- Duct Cleaning
- Temporary facilities and services such as water, heat, power, toilets, security

## Sell Price

Project Projected Cost:	<b>\$4,125,000.00</b>
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June 21, 2021

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

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

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

**SUBJECT:** Bookstore Service Contract

---

**Item Description**

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

**Overview and Background**

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

**Funding/ Financial Implications**

The Board approved the last renewal of the original contract at the June 15, 2020 meeting.

**Past Actions by the Board**

There are no funding implications for these services. The College is projecting an annual commission of over \$250,000 from these services.

**Recommended Action**

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

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

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

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

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

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

As per Article 2 of the original Agreement, the Agreement shall be renewed for one (1) additional year, until June 30, 2022.

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

FOLLETT HIGHER EDUCATION  
GROUP, INC.

THE DISTRICT BOARD OF TRUSTEES OF  
TALLAHASSEE COMMUNITY COLLEGE

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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





June 21, 2021

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

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

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

**SUBJECT:** Changes to Salary Schedule

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**Item Description**

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

**Overview and Background**

The College brings forth a request to update the Annual Salary Schedule, 2021 - 2022.

- Page 4: Updated title from Director of Financial Planning and Sponsored Programs to Director of Financial Services.
- Pages 6 and 7: Added language regarding the Collective Bargaining Agreement under Faculty and Non-Teaching Faculty to make it consistent with District Board of Trustees Policies.
- Pages 7 and 8: Deleted Executive Vice President and Provost position title.
- Page 9: Updated Lateral/Transfer language to include Reassignment.
- Pages 11, 12 and 13: Added language to give the College the ability to pay additional compensation for positions requiring specialized credentials/experience for adjunct instruction.
- Page 16: Changed shift differential from \$.50 per hour to \$2.00 per hour. Applies to Custodian positions.
- Page 18: Clarified language under the Deferred Retirement Option (DROP) option.

- Page 19: Revised and deleted language under the Reemployment Provisions for Retirees. Deleted language regarding a procedure no longer required or applicable.
- Page 20: Updated Appendix under Other Time Limited Provisions and updated language under Contracts and Grants.
- Pages 21 – 22: Added and deleted Managerial/Professional Positions.
- Pages 23 – 32: Added and deleted Classified Staff positions and paygrades. Duplicate positions and positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table.
- Pages 33 – 34: Added Appendix C to reflect Grant-Funded Positions.

**Past Actions by the Board**

The Board previously approved the revised Salary Schedule effective July 1, 2020.

**Funding/ Financial Implications**

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

**Recommended Action**

Approve updates to the 2021 – 2022 Salary Schedule as presented.



# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2020-2021 - 2021-2022**

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**

~~November 1, 2020~~ July 1, 2021

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

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

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

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

### **Contracts and Grants Personnel**

The College shall adhere to the established classification plan, salary schedules, and appointment procedures when appointing grant personnel. Exceptions to the College's standard practices must be recommended by the Director of Financial ~~Planning and Sponsored Programs~~ Services, Vice President of

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

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

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

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

**Wireless Allowance Plans**

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

**Terminal Pay**

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

**Other Provisions**

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

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

## **SALARY STATEMENT**

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

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

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

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

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

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

#### **Administrative Positions**

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

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

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

### **Faculty**

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



### **Non-Teaching Faculty**

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

### **Classified Staff/Professional**

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

### **Classified Staff**

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

### **Time Limited**

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

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

## **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 appropriate Vice President or Provost and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

**Managerial/Professional** - The starting salary for persons in a Managerial/Professional Position shall be determined by the President on the recommendation of the Human Resources Director and ~~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~~whereby, an employee is assigned to a higher pay grade or level, the promotional increase should be at least ten (10%) percent.

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

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

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

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

## **WORK SCHEDULE**

For full-time Executive, Administrative, Managerial/Professional and Classified employees, the work schedule is generally detailed as 40 hours per week. All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President

shall establish a standard work week for all personnel predicated on the needs of the College and may authorize departures from the standard workday/work week.

### **FULL-TIME FACULTY**

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

## ADJUNCTS (Credit/Contract Hours)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ADJUNCTS (Clock Hours)

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

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

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

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

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

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



## DIS COURSES

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

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

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

## CONTINUING EDUCATION INSTRUCTORS

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

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

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

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

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

### **Shift Differential**

Custodial Workers that have the majority of their work hours assigned to shifts outside of the College's regular business hours, shall receive an additional \$~~2.00~~<sup>50</sup> hourly increment to their base pay as a shift differential. The hourly increment will be based on a 2,080-hour work year for full-time employees.

### **Service Credit**

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

### **Trainee Status**

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

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

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

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

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

### **Other Classified Staff Provisions**

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

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

## RETIREES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

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

Any employee not choosing to exercise the above option shall not be eligible for the retirement incentive plan and shall follow the procedures in accordance to the [District Board of Trustees sSick lLeave payout pPolicy Manual](#), 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, Florida Statutes and shall have completed seven (7) years of service at the College. Retirees must follow reemployment rules as outlined by FRS prior to returning to employment with a FRS participating employer. Retirees include anyone retiring from the Pension Plan, Investment Plan, DROP Program, or Optional Retirement Plan. Human Resources must be contacted prior to reemployment to confirm eligibility.~~

~~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 [ED](#).
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. [The College's grant funded positions are listed in Appendix C.](#)

## APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

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

Position Title
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief of Staff
<del>Chief Financial Officer, TCC Foundation</del>
<del>Controller</del>
<del>Dean, Career and Academic Planning</del>
Dean, Enrollment Services
<del>Dean, Student Services</del>
<del>Dean, Student Success</del>
<del>Director of Assessment and Accreditation</del>
Director of Athletics
Director of Business & Office (FPSI)
Director of Business <del>and Industry Service Center</del> & <del>Workforce Development</del>
Director of Business Process Improvement
Director of Call Center
<del>Director of Career Center</del>
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
Director of Development, TCC Foundation
<del>Director of Educational Research</del>
Director of Enterprise Systems
Director of Facilities, Planning and Construction
Director of Financial Aid
<del>Director of Finance</del>

Director of Financial <del>Planning &amp; Sponsored Programs</del> <u>Services</u>
Director of Food Service (FPSI)
Director of Grants and Special Projects
Director of Human Resources
Director of Information Technology Infrastructure
Director of Institutional Research and Planning
Director of Integrated Marketing
<del>Director of Instructional Programs (FPSI)</del>
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 Recruiting and Admissions
<u>Director of Special Projects and Innovation</u>
Director of Strategic Communications and Change Management
<del>Director of Strategic Engagement</del>
Director of STEM Programs
Director of Student Records
Director of Student Services
Director of TCC Online
<del>Director of Telecommunications and Network Systems</del>
Director of User Services
Workday Operations <del>Officer</del> <u>Director</u>



## APPENDIX B

### Classified Staff Positions & Paygrades

*(matrix does not include FLSA adjustments)*

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<del>Academic Advisor</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$35,848</del>	<del>\$42,659</del>	<del>\$57,577.00</del>
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
<del>Accounting</del> <del>Accounting Manager</del>	<del>CS Professional</del>	<del>231</del>	<del>E</del>	<del>\$49,060</del>	<del>\$58,381</del>	<del>\$78,797.47</del>
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
<del>Admissions Navigator</del>	<del>Classified Staff</del>	<del>115</del>	<del>NE</del>	<del>\$26,193</del>	<del>\$31,170</del>	<del>\$42,070.31</del>
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
<del>Advising Coordinator</del>	<del>CS Professional</del>	<del>225</del>	<del>E</del>	<del>\$38,773</del>	<del>\$46,140</del>	<del>\$62,275.28</del>
-Advising Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Alumni and Friends Association Coordinator 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
Assistant Coach	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
<del>Assistant Controller</del>	<del>CS Professional</del>	<del>231</del>	<del>E</del>	<del>\$49,060</del>	<del>\$58,381</del>	<del>\$78,797.47</del>
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

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, Student Services & <del>Chief Judicial Officer</del>	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 Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant to the Dean	CS Professional	221	<del>E</del> <u>NE</u>	\$33,143	\$39,440	\$53,233.28
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
Budget Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business <u>Operations</u> Manager	CS Professional	<del>229</del> <u>231</u>	<del>E</del> <u>E</u>	<del>\$45,359</del> <del>\$49,060</del>	<del>\$53,977</del> <del>\$58,381</del>	<del>\$72,853.38</del> <del>\$78,797.47</del>
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	115	NE	\$26,193	\$31,170	\$42,070.31
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 <u>Sports Facility</u> <u>Athletics</u> Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Pathways Specialist	CS Professional	223	<del>NE</del> <u>E</u>	\$35,848	\$42,659	\$57,577.00
Career <u>Placement Coordinator and Academic Advisor</u>	CS Professional	<del>224</del> <u>224</u>	E	<del>\$37,281</del> <del>\$37,281</del>	<del>\$44,365</del> <del>\$44,365</del>	<del>\$59,880.08</del> <del>\$59,880.08</del>
<u>Career Service and Internship Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$37,281</u>	<u>\$44,365</u>	<u>\$59,880.08</u>
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	<del>NE</del> <u>E</u>	\$37,281	\$44,365	\$59,880.08

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
CIT Support Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Classroom Technologies Coordinator	CS Professional	<del>223</del> 222	<del>NEE</del>	<del>\$35,848</del> <del>\$34,469</del>	<del>\$42,659</del> <del>\$41,018</del>	<del>\$57,577.00</del> <del>\$55,361.76</del>
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
<u>College Readiness Advisor</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$37,281</u>	<u>\$44,365</u>	<u>\$59,880.08</u>
<u>Commercial Vehicle Driving Lead Instructor</u>	<u>CS Professional</u>	<u>223</u>	<u>E</u>	<u>\$35,848</u>	<u>\$42,659</u>	<u>\$57,577.00</u>
<u>Commercial Vehicle Driving Instructor</u>	<u>CS Professional</u>	<u>220</u>	<u>NE</u>	<u>\$31,868</u>	<u>\$37,923</u>	<u>\$51,185.15</u>
<del>Communications Editor</del>	<del>CS Professional</del>	<del>219</del>	<del>E</del>	<del>\$30,643</del>	<del>\$36,465</del>	<del>\$49,217.36</del>
Communications Skills Specialist	CS Professional	219	<u>NE</u>	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	<u>NE</u>	\$28,331	\$33,714	\$45,503.50
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer <del>Technician</del> <u>Technology</u> Lab Manager	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
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
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
<u>Coordinator, Counseling Center</u>	<u>CS Professional</u>	<u>225</u>	<u>E</u>	<u>\$38,773</u>	<u>\$46,140</u>	<u>\$62,275.28</u>
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	<u>NE</u>	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Custodial Shift Supervisor	Classified Staff	<del>116</del> 117	NE	<del>\$28,331</del> <del>\$27,241</del>	<del>\$33,714</del> <del>\$32,417</del>	<del>\$45,503.50</del> <del>\$43,753.16</del>
Custodial Superintendent	Classified Staff	<del>117</del> 223	E	<del>\$35,848</del> <del>\$28,331</del>	<del>\$42,659</del> <del>\$33,714</del>	<del>\$57,577.00</del> <del>\$45,503.50</del>
Custodial Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
<u>Data Integration Specialist</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$45,359</u>	<u>\$53,977</u>	<u>\$72,853.38</u>

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
<del>Dental Clinic Assistant</del>	<del>Classified Staff</del>	<del>114</del>	<del>NE</del>	<del>\$24,960</del>	<del>\$29,702</del>	<del>\$40,452.80</del>
Digital Communications Specialist	CS Professional	218	NE	\$30,643	\$36,465	\$49,217.36
<del>Digital Media Technician</del>	<del>CS Professional</del>	<del>225</del>	<del>E</del>	<del>\$38,773</del>	<del>\$46,140</del>	<del>\$62,275.28</del>
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Disability Services Coordinator	CS Professional	225	E	\$47,173	\$56,136	\$75,767.05
Donor Stewardship Officer	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
<del>Emergency Management Accreditation and Safety Manager</del>	<del>CS Professional</del>	<del>226</del>	<del>E</del>	<del>\$40,324</del>	<del>\$47,985</del>	<del>\$64,765.83</del>
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	NE	\$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	<del>CS Professional</del> <del>Classified Staff</del>	223	E	\$35,848	\$42,659	\$57,577.00
Executive Coordinator	<del>CS Professional</del> <del>Classified Staff</del>	225	E	\$38,773	\$46,140	\$62,275.28
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	NE	<del>\$34,469</del> <del>\$35,568</del>	<del>\$41,018</del> <del>\$42,325.92</del>	<del>\$55,361.76</del> <del>\$55,366.10</del>
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

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Financial Aid Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Financial Aid Technician	Classified Staff	114 <del>6</del>	NE	<del>\$27,241</del> \$24,960	<del>\$32,417</del> \$29,702	<del>\$43,753.16</del> \$40,452.80
<u>First Year Experience Coordinator</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$37,281</u>	<u>\$44,365</u>	<u>\$59,880.08</u>
Food Service Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
<u>Health Care Education Manager</u>	<u>CS Professional</u>	<u>235</u>	<u>E</u>	<u>\$57,393</u>	<u>\$68,298</u>	<u>\$92,182.12</u>
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 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 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
<u>HVAC Program Specialist</u>	<u>CS Professional</u>	<u>224</u>	<u>E</u>	<u>\$37,281</u>	<u>\$44,365</u>	<u>\$59,880.08</u>
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	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	<del>NE</del>	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Lead Contracts and Grants Coordinator	CS Professional	<del>225</del> 224	<del>E</del> E	<del>\$38,773</del> <del>\$37,281</del>	<del>\$46,140</del> <del>\$44,365</del>	<del>\$62,275.28</del> <del>\$59,880.08</del>
Leadership Coordinator	CS Professional	223	<del>N</del> E	\$35,848	\$42,659	\$57,577.00
<u>Learning Commons Program Coordinator</u>	<u>CS Professional</u>	<u>226</u>	<u>E</u>	<u>\$40,324</u>	<u>\$47,985</u>	<u>\$64,765.83</u>
Learning Commons Specialist	CS Professional	22 <del>3</del> 1	E	<del>\$35,848</del> <del>\$33,143</del>	<del>\$42,659</del> <del>\$39,440</del>	<del>\$57,577.00</del> <del>\$53,233.28</del>
Learning Commons Success Coach	CS Professional	22 <del>3</del> 4	E	<del>\$35,848</del> <del>\$33,143</del>	<del>\$42,659</del> <del>\$39,440</del>	<del>\$57,577.00</del> <del>\$53,233.28</del>
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	22 <del>0</del> 3	E	<del>\$35,848</del> <del>\$31,868</del>	<del>\$42,659</del> <del>\$37,923</del>	<del>\$57,577.00</del> <del>\$51,185.15</del>
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
Maintenance Support Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Maintenance Computer Operations Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Gadsden Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Wakulla Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Auxiliary Service	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, Web Developer Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
<u>Marketing Research and Digital Communication Specialist</u>	<u>CS Professional</u>	<u>225</u>	<u>NE</u>	<u>\$38,773</u>	<u>\$46,140</u>	<u>\$62,275.28</u>
Media Production Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08



POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<del>Media Production Specialist II</del>	<del>CS Professional</del>	<del>2243</del>	<del>E</del>	<del>\$35,848</del> <del>\$33,143</del>	<del>\$42,659</del> <del>\$39,440</del>	<del>\$57,577.00</del> <del>\$53,233.28</del>
Media Relations Coordinator/Specialist	CS Professional	2173	E	\$35,848 \$28,331	\$42,659 \$33,714	\$57,577.00 \$45,503.50
<del>Mental Health Specialist</del>	<del>CS Professional</del>	<del>225</del>	<del>E</del>	<del>\$38,773</del>	<del>\$46,140</del>	<del>\$62,275.28</del>
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
<del>Network Systems/Data Communications Analyst</del>	<del>CS Professional</del>	<del>231</del>	<del>E</del>	<del>\$49,060</del>	<del>\$58,381</del>	<del>\$78,797.47</del>
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
<del>Office Manager/Dispatcher Supervisor</del>	<del>Classified Staff</del>	<del>117</del>	<del>E</del>	<del>\$28,331</del>	<del>\$33,714</del>	<del>\$45,503.50</del>
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 Coordinator, <del>for Adult Education</del>	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
<del>Program Coordinator for Online Solutions</del>	<del>CS Professional</del>	<del>221</del>	<del>E</del>	<del>\$33,143</del>	<del>\$39,440</del>	<del>\$53,233.28</del>
<del>Program Coordinator, for Online Training</del>	<del>CS Professional</del>	<del>227</del>	<del>E</del>	<del>\$41,937</del>	<del>\$49,904</del>	<del>\$67,357.06</del>
<del>Program Coordinator, Transportation Logistics and Information Technology</del>	<del>CS Professional</del>	<del>227</del>	<del>E</del>	<del>\$41,937</del>	<del>\$49,904</del>	<del>\$67,357.06</del>
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
<del>Program Specialist</del>	<del>CS Professional</del>	<del>223</del>	<del>E</del>	<del>\$35,848</del>	<del>\$42,659</del>	<del>\$57,577.00</del>
Program Specialist, <del>HVAC Manufacturing</del>	CS Professional	<del>224</del> <del>223</del>	<del>E</del> <del>E</del>	<del>\$37,281</del> <del>\$35,848</del>	<del>\$44,365</del> <del>\$42,659</del>	<del>\$59,880.08</del> <del>\$57,577.00</del>
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
<del>Publications Coordinator</del>	<del>CS Professional</del>	<del>219</del>	<del>E</del>	<del>\$30,643</del>	<del>\$36,465</del>	<del>\$49,217.36</del>
<del>Purchasing Manager</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$37,281</del>	<del>\$44,365</del>	<del>\$59,880.08</del>

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Receiving Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
<del>Registration Specialist</del>	<del>Classified Staff</del>	<del>115</del>	<del>NE</del>	<del>\$26,193</del>	<del>\$31,170</del>	<del>\$42,070.31</del>
<del>Research Analyst</del>	<del>CS Professional</del>	<del>223</del>	<del>NE</del>	<del>\$35,848</del>	<del>\$42,659</del>	<del>\$57,577.00</del>
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
<del>Scholarship Coordinator</del>	<del>CS Professional</del>	<del>219</del>	<del>NE</del>	<del>\$30,643</del>	<del>\$36,465</del>	<del>\$49,217.36</del>
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 Custodian	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Financial Aid Assistant	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
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
<del>Service Learning and Civic Engagement Coordinator</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$34,469</del>	<del>\$41,018</del>	<del>\$55,361.76</del>
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
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	<del>217</del> 219	NE	<del>\$30,643</del> <del>\$28,331</del>	<del>\$36,465</del> <del>\$33,714</del>	<del>\$49,217.36</del> <del>\$45,503.50</del>
<del>Software Distribution Specialist</del>	<del>CS Professional</del>	<del>220</del>	<del>NE</del>	<del>\$31,868</del>	<del>\$37,923</del>	<del>\$51,185.15</del>
<del>Sports Facility Manager</del>	<del>CS Professional</del>	<del>224</del>	<del>NE</del>	<del>\$37,281</del>	<del>\$44,365</del>	<del>\$51,185.15</del>
Staff Assistant-I	Classified Staff	<del>114</del> 115	NE	<del>\$26,193</del> \$24,960	<del>\$31,170</del> \$29,702	<del>\$42,070.31</del> <del>\$40,452.80</del>
<del>Staff Assistant II</del>	<del>Classified Staff</del>	<del>114</del>	<del>NE</del>	<del>\$24,960</del>	<del>\$29,702</del>	<del>\$40,452.80</del>
<del>STEM Center Coordinator</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$34,469</del>	<del>\$41,018</del>	<del>\$55,361.76</del>



POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
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 Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
<del>Student Conduct Coordinator</del>	<del>CS Professional</del>	<del>218</del>	<del>NE</del>	<del>\$29,464</del>	<del>\$35,062</del>	<del>\$47,323.47</del>
<del>Student Development Specialist</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$34,469</del>	<del>\$41,018</del>	<del>\$55,361.76</del>
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	NE	\$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
<del>Student Support Technology Specialist</del>	<del>CS Professional</del>	<del>218</del>	<del>NE</del>	<del>\$29,464</del>	<del>\$35,062</del>	<del>\$47,323.47</del>
Student Success Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	<del>120</del> <u>122</u>	E	<del>\$35,568</del> <u>\$31,868</u>	<del>\$42,325.9</del> <u>\$37,923</u>	<del>\$55,366.10</del> <u>\$51,185.15</u>
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 Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
<del>TCC 2 Career and Academic Advisor</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$37,281</del>	<del>\$44,365</del>	<del>\$51,185.15</del>
<del>TCC Online Support Staff</del>	<del>CS Professional</del>	<del>225</del>	<del>E</del>	<del>\$38,773</del>	<del>\$46,140</del>	<del>\$62,275.28</del>
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
<del>Transfer and Graduation Specialist</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$34,469</del>	<del>\$41,018</del>	<del>\$55,361.76</del>
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Learning Commons Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
<del>Volunteer and Peer Support Coordinator</del>	<del>CS Professional</del>	<del>222</del>	<del>E</del>	<del>\$34,469</del>	<del>\$41,018</del>	<del>\$55,361.76</del>
<del>Wakulla Center Manager</del>	<del>CS Professional</del>	<del>224</del>	<del>E</del>	<del>\$37,281</del>	<del>\$44,365</del>	<del>\$51,185.15</del>
<del>Web Collaboration and Special Projects Coordinator</del>	<del>CS Professional</del>	<del>229</del>	<del>E</del>	<del>\$45,359</del>	<del>\$53,977</del>	<del>\$72,853.38</del>

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
<del>Web Administrator and Application Developer</del>	<del>CS Professional</del>	<del>229</del>	<del>E</del>	<del>\$45,359</del>	<del>\$53,977</del>	<del>\$72,853.38</del>
<u>Web Developer</u>	<u>CS Professional</u>	<u>229</u>	<u>E</u>	<u>\$45,359</u>	<u>\$53,977</u>	<u>\$72,853.38</u>
<u>Web Developer Manager</u>	<u>CS Professional</u>	<u>231</u>	<u>E</u>	<u>\$49,060</u>	<u>\$58,381</u>	<u>\$78,797.47</u>
<u>Workday Completion Specialist</u>	<u>CS Professional</u>	<u>222</u>	<u>E</u>	<u>\$34,469</u>	<u>\$41,018</u>	<u>\$55,361.76</u>

**APPENDIX C**  
Contract/Grant Position Titles

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

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

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

**APPENDIX D  
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 14, 2020	July 11, 2020	July 17, 2020	Friday, July 31, 2020
July 12, 2020	August 8, 2020	August 17, 2020	Monday, August 31, 2020
August 9, 2020	September 5, 2020	September 17, 2020	Wednesday, September 30, 2020
September 6, 2020	October 3, 2020	October 16, 2020	Friday, October 30, 2020
October 4, 2020	November 7, 2020	November 16, 2020	Monday, November 30, 2020
November 8, 2020	December 5, 2020	December 7, 2020	Friday, December 11, 2020
December 6, 2020	January 9, 2021	January 15, 2021	Friday, January 29, 2021
January 10, 2021	February 6, 2021	February 12, 2021	Friday, February 26, 2021
February 7, 2021	March 13, 2021	March 12, 2021	Wednesday, March 31, 2021
March 14, 2021	April 10, 2021	April 16, 2021	Friday, April 30, 2021
April 11, 2021	May 8, 2021	May 14, 2021	Friday, May 28, 2021
May 9, 2021	June 12, 2021	June 17, 2021	Wednesday, June 30, 2021

<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Time &amp; Attendance Lock Out Dates</u></b>	<b><u>Pay Date</u></b>
<u>May 9, 2021</u>	<u>June 12, 2021</u>	<u>June 17, 2021</u>	<u>Wednesday, June 30, 2021</u>
<u>June 13, 2021</u>	<u>July 10, 2021</u>	<u>July 16, 2021</u>	<u>Friday, July 30, 2021</u>
<u>July 11, 2021</u>	<u>August 7, 2021</u>	<u>August 16, 2021</u>	<u>Tuesday, August 31, 2021</u>
<u>August 8, 2021</u>	<u>September 4, 2021</u>	<u>September 16, 2021</u>	<u>Thursday, September 30, 2021</u>

<a href="#"><u>September 5, 2021</u></a>	<a href="#"><u>October 2, 2021</u></a>	<a href="#"><u>October 15, 2021</u></a>	<a href="#"><u>Friday, October 29, 2021</u></a>
<a href="#"><u>October 3, 2021</u></a>	<a href="#"><u>November 6, 2021</u></a>	<a href="#"><u>November 16, 2021</u></a>	<a href="#"><u>Tuesday, November 30, 2021</u></a>
<a href="#"><u>November 7, 2021</u></a>	<a href="#"><u>December 4, 2021</u></a>	<a href="#"><u>December 6, 2021</u></a>	<a href="#"><u>Friday, December 10, 2021</u></a>
<a href="#"><u>December 5, 2021</u></a>	<a href="#"><u>January 8, 2022</u></a>	<a href="#"><u>January 14, 2022</u></a>	<a href="#"><u>Monday, January 31, 2022</u></a>
<a href="#"><u>January 9, 2022</u></a>	<a href="#"><u>February 5, 2022</u></a>	<a href="#"><u>February 11, 2022</u></a>	<a href="#"><u>Monday, February 28, 2022</u></a>
<a href="#"><u>February 6, 2022</u></a>	<a href="#"><u>March 12, 2022</u></a>	<a href="#"><u>March 21, 2022</u></a>	<a href="#"><u>Thursday, March 31, 2022</u></a>
<a href="#"><u>March 13, 2022</u></a>	<a href="#"><u>April 9, 2022</u></a>	<a href="#"><u>April 15, 2022</u></a>	<a href="#"><u>Friday, April 29, 2022</u></a>
<a href="#"><u>April 10, 2022</u></a>	<a href="#"><u>May 7, 2022</u></a>	<a href="#"><u>May 13, 2022</u></a>	<a href="#"><u>Tuesday, May 31, 2022</u></a>
<a href="#"><u>May 8, 2022</u></a>	<a href="#"><u>June 11, 2022</u></a>	<a href="#"><u>June 17, 2022</u></a>	<a href="#"><u>Thursday, June 30, 2022</u></a>

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# TALLAHASSEE COMMUNITY COLLEGE

*ANNUAL SALARY SCHEDULE*

**2021 - 2022**

**Prepared by 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, 2021

### **Budgeted Personnel Costs**

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

### **Salaries**

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

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

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

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

### **Maximum of Salary Range**

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

### **Pay Dates**

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

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

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

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

### **Contracts and Grants Personnel**

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

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

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

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

**Wireless Allowance Plans**

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

**Terminal Pay**

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

**Other Provisions**

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

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

## **SALARY STATEMENT**

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

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

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

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

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

### **Essential Personnel**

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

## **EMPLOYEE CLASSIFICATIONS**

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

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

#### **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. These positions are governed under the College's collective bargaining agreement.

### **Non-Teaching Faculty**

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

### **Classified Staff/Professional**

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

### **Classified Staff**

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

### **Time Limited**

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

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

## **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, 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 appropriate Vice President or Provost and Human Resources. Consideration shall be given to the applicant's academic credentials, number of years of qualifying professional work experience, professional licensure/certification or other factors that may be pertinent to the position.

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

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

qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ten percent (10%) of the market rate must be approved by the President.

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

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

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

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

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

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

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

## **EDUCATIONAL ATTAINMENT/DEGREE CHANGE**

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

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

## **TEMPORARY ASSIGNMENTS**

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

### **Interim Positions**

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

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

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

### **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.

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

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

## **WORK SCHEDULE**

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



## **FULL-TIME FACULTY**

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

## ADJUNCTS (Credit/Contract Hours)

**1. Credit and Contact Hours:** Adjuncts teaching on a credit/contact hour basis as defined in the 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
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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.

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

## ADJUNCTS (Clock Hours)

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

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

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

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

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

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

## DIS COURSES

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

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

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

## CONTINUING EDUCATION INSTRUCTORS

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

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

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

## **CLASSIFIED STAFF/PROFESSIONAL POSITIONS**

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

### **Shift Differential**

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

### **Service Credit**

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

### **Trainee Status**

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

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

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

### **Sworn Law Enforcement**

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

### **Athletics**

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

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

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

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

### **Other Classified Staff Provisions**

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

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



## RETIREES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complete information about DROP is available in the Human Resources.

### **Retirement Incentive**

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

### **Reemployment Provisions for Retirees**

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

## **TIME LIMITED EMPLOYEES**

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

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

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

### **Work-study Students**

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

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

### **Other Time Limited Provisions**

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

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

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

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

### **Contracts & Grants**

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

## APPENDIX A MANAGERIAL/PROFESSIONAL POSITIONS

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

Position Title
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief of Staff
Dean, Career and Academic Planning
Dean, Enrollment Services
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Office (FPSI)
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Center for Professional Enrichment
Director of Certificate Programs (FPSI)
Director of Development, TCC Foundation
Director of Enterprise Systems
Director of Facilities, Planning and Construction
Director of Financial Aid
Director of Finance
Director of Financial Services
Director of Food Service (FPSI)
Director of Grants and Special Projects
Director of Human Resources
Director of Information Technology Infrastructure
Director of Institutional Research and Planning

Director of Integrated Marketing
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 Recruiting and Admissions
Director of Special Projects and Innovation
Director of Strategic Communications and Change Management
Director of STEM Programs
Director of Student Records
Director of Student Services
Director of TCC Online
Director of User Services
Workday Operations Director

## APPENDIX B

### Classified Staff Positions & Paygrades

*(matrix does not include FLSA adjustments)*

POSITION TITLE	Classification	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
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 Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Accounting Scholarship Assistant	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Accounting Specialist	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Admissions and Enrollment Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Admissions Navigator	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
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 Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
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
Assistant Coach	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
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	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

<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 of Financial Aid	CS Professional	230	E	\$47,173	\$56,136	\$75,767.05
Assistant Production Coordinator	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Assistant to the Dean	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
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
Budget Coordinator	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Business Analyst	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Business Operations Manager	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
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	115	NE	\$26,193	\$31,170	\$42,070.31
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 Athletics Manager	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Pathways Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Career and Academic Advisor	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Career Service and Internship 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	E	\$37,281	\$44,365	\$59,880.08
CIT Support Technician	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Classroom Technologies Coordinator	CS Professional	223	NE	\$35,848	\$42,659	\$57,577.00
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

<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>
College Admissions Recruiter	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
College Readiness Advisor	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Commercial Vehicle Driving Instructor	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Communications Skills Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Communications Specialist	CS Professional	217	NE	\$28,331	\$33,714	\$45,503.50
Computer Specialist	CS Professional	224	NE	\$37,281	\$44,365	\$59,880.08
Computer Systems Analyst	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Computer Technology Lab Manager	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
Construction Service Manager	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
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, Counseling Center	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of International Student Services	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Coordinator of Student Technology Support	CS Professional	222	NE	\$34,469	\$41,018	\$55,361.76
Coordinator, TCC Internship Program	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Custodial Shift Supervisor	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Custodial Superintendent	Classified Staff	223	E	\$35,848	\$42,659	\$57,577.00
Custodial Worker	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Database Administrator	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Digital Communications Specialist	CS Professional	218	NE	\$30,643	\$36,465	\$49,217.36
Digital Media Technician	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Dining Facilities Manager	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.83
Dining Services Shift Supervisor	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Disability Services Coordinator	CS Professional	225	E	\$47,173	\$56,136	\$75,767.05
Donor Stewardship Officer	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>
Emergency Management and Safety Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
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	NE	\$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	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Executive Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Facilities Maintenance Superintendent	Classified Staff	127	E	\$41,937	\$49,904	\$67,357.06
Facilities Office Manager	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Facilities Operations Superintendent	Classified Staff	122	E	\$35,568	\$42,325.92	\$55,366.10
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	116	NE	\$27,241	\$32,417	\$43,753.16
First Year Experience Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Food Service Assistant	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Graphic Designer	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Head Coach	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Head of Access Services	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
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 Specialist I	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36

<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>
Human Resources Specialist II	CS Professional	221	NE	\$33,143	\$39,440	\$53,233.28
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
HVAC Program Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
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	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	E	\$35,848	\$42,659	\$57,577.00
International Recruitment Specialist	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Intramurals Coordinator	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Landscaper	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Lead Computer Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Leadership Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Learning Commons Program Coordinator	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
Learning Commons Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Learning Commons Success Coach	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Learning Management Systems Specialist	Classified Staff	117	NE	\$28,331	\$33,714	\$45,503.50
Library Circulation Services Supervisor	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
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
Maintenance Support Worker	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>
Maintenance Computer Operations Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Maintenance Technician I	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Maintenance Technician II	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Manager, Healthcare Education	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Manager, Application Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Manager, Gadsden Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Wakulla Center	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Manager, Auxiliary Service	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 Technology	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, Web Development	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Media Production Coordinator	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Media Production Specialist	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Media Relations Specialist	CS Professional	213	E	\$35,848	\$42,659	\$57,577.00
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 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
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 Coordinator, Adult Education	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator, Online Training	CS Professional	227	E	\$41,937	\$49,904	\$67,357.06
Program Coordinator, Transportation Logistics and	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>
Information Technology						
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$57,393	\$68,298	\$92,182.12
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$37,281	\$44,365	\$59,880.08
Project Coordinator	CS Professional	228	E	\$43,614	\$51,901	\$70,051.12
Property Records Specialist	Classified Staff	118	NE	\$29,464	\$35,062	\$47,323.47
Public Safety Officer	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Receiving Clerk	Classified Staff	114	NE	\$24,960	\$29,702	\$40,452.80
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Research and Business Analyst	CS Professional	226	E	\$40,324	\$47,985	\$64,765.83
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 Custodian	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
Senior Engineering Technician	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
Senior Financial Aid Assistant	Classified Staff	116	NE	\$27,241	\$32,417	\$43,753.16
Senior Lab Assistant	Classified Staff	119	NE	\$30,643	\$36,465	\$49,217.36
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
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$40,324	\$47,985	\$64,765.82
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 Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
Staff Assistant	Classified Staff	115	NE	\$26,193	\$31,170	\$42,070.31
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

<b>POSITION TITLE</b>	<b>Classification</b>	<b>PAY GRADE</b>	<b>EXEMPT / NON-EXEMPT</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
Student Activities Coordinator	CS Professional	223	E	\$35,848	\$42,659	\$57,577.00
Student Conduct Coordinator	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
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	NE	\$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	E	\$37,281	\$44,365	\$51,185.15
Student Success Specialist	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
Supervisor Landscape Services	Classified Staff	122	E	\$35,568	\$42,325.92	\$55,366.10
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 Training Specialist	CS Professional	219	NE	\$30,643	\$36,465	\$49,217.36
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$37,281	\$44,365	\$51,185.15
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
Veterans Affairs Coordinator	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Virtual Learning Commons Manager	CS Professional	225	E	\$38,773	\$46,140	\$62,275.28
Web Developer	CS Professional	229	E	\$45,359	\$53,977	\$72,853.38
Web Developer Manager	CS Professional	231	E	\$49,060	\$58,381	\$78,797.47
Workday Completion Specialist	CS Professional	222	E	\$34,469	\$41,018	\$55,361.76

**APPENDIX C**  
**Contract/Grant Position Titles**

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

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

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

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

<b>Start Date</b>	<b>End Date</b>	<b>Time &amp; Attendance Lock Out Dates</b>	<b>Pay Date</b>
May 9, 2021	June 12, 2021	June 17, 2021	Wednesday, June 30, 2021
June 13, 2021	July 10, 2021	July 16, 2021	Friday, July 30, 2021
July 11, 2021	August 7, 2021	August 16, 2021	Tuesday, August 31, 2021
August 8, 2021	September 4, 2021	September 16, 2021	Thursday, September 30, 2021
September 5, 2021	October 2, 2021	October 15, 2021	Friday, October 29, 2021
October 3, 2021	November 6, 2021	November 16, 2021	Tuesday, November 30, 2021
November 7, 2021	December 4, 2021	December 6, 2021	Friday, December 10, 2021
December 5, 2021	January 8, 2022	January 14, 2022	Monday, January 31, 2022
January 9, 2022	February 5, 2022	February 11, 2022	Monday, February 28, 2022
February 6, 2022	March 12, 2022	March 21, 2022	Thursday, March 31, 2022
March 13, 2022	April 9, 2022	April 15, 2022	Friday, April 29, 2022
April 10, 2022	May 7, 2022	May 13, 2022	Tuesday, May 31, 2022
May 8, 2022	June 11, 2022	June 17, 2022	Thursday, June 30, 2022



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June 21, 2021

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

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

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

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

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**Item Description**

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

**Overview and Background**

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

**Funding/ Financial Implications**

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

**Past Actions by the Board**

There were no previous Board actions required for this item.

**Recommended Action**

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

**EXHIBIT A  
THE FLORIDA COLLEGE SYSTEM  
COLLEGE OPERATING BUDGET  
ANNUAL BUDGET SUMMARY  
FISCAL YEAR 2021-22**

**COLLEGE:** Tallahassee Community College

**CURRENT FUNDS -  
UNRESTRICTED**

**BEGINNING FUND BALANCE - JULY 1, 2021:**

ESTIMATED AFR FUND BALANCE - JUNE 30, 2021 (IF DEBIT BALANCE USE "MINUS SIGN" )	\$6,966,014
ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS ( USE PLUS SIGN )	0

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2021	\$6,966,014
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ADD:	REVENUES	\$61,250,000
	TRANSFERS IN	\$1,000,000

TOTAL RECEIPTS	\$62,250,000
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<b>TOTAL ESTIMATED AVAILABLE</b>	<b>\$69,216,014</b>
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DEDUCT:	EXPENDITURES	\$62,250,000
	TRANSFERS OUT	\$0

<b>TOTAL DISBURSEMENTS</b>	<b>\$62,250,000</b>
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**ESTIMATED FUND BALANCE - JUNE 30, 2022:**

TOTAL AVAILABLE LESS DISBURSEMENTS	\$6,966,014
ADD ACCRUED LEAVE EXPENSE (GLC 59300)	\$0

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2022	\$6,966,014
LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2022	\$0

<b>TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2022</b>	<b>\$6,966,014</b>
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ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2022	\$6,133,742
(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	

<b>PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30 2022, TO ESTIMATED FUNDS AVAILABLE</b>	<b>8.86%</b>
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**CERTIFY BOARD OF TRUSTEES APPROVAL:**

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

\_\_\_\_\_  
DATE

**THE FLORIDA COLLEGE SYSTEM  
COLLEGE OPERATING BUDGET  
FALL 2021-22 STUDENT TUITION AND FEE RATES AND BLOCK TUITION  
(UPPER AND LOWER LEVELS)**

COLLEGE: Tallahassee Community College

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

PROGRAMS	TUITION	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	4.59	9.18	18.36	4.59	128.51	3,855.30
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	3.84	5.35	11.00	3.84	100.83	3,024.90
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	3.39		3.39	3.39	80.07	2,402.10
PROGRAMS	BLOCK TUITION					TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00					30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00					30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00					0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00					0.00	0.00

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

PROGRAMS	TUITION	OUT-OF-STATE FEES	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	275.37	18.36	9.18	73.43	18.36	486.49	14,594.70
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	230.40	15.36	5.35	44.00	15.36	387.27	11,618.10
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	209.70	13.56		13.56	13.56	320.28	9,608.40
PROGRAMS	BLOCK TUITION						TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00						30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00						30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00						0.00	0.00



June 21, 2021

## **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:** Student Financial Obligations

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### **Item Description**

This item requests approval by the District Board of Trustees (Board) to temporarily waive the requirement to place a financial obligation hold on students with a delinquent account as required by Board Policy 09-03, Receipts and Disbursements. The College requests this waiver to apply from the Fall 2020 semester through the Spring 2022 semester.

### **Overview and Background**

College Policy 09-03, states:

*Students who have a delinquent account (for example, dishonored checks, short term loan, Foundation obligation, promissory note, or other financial obligation past due) shall have a financial obligation notation placed against all records so that transcripts will be held. The student cannot register or receive a degree or certificate until the obligation is removed.*

In order to timely respond to the immediate needs of our students at the onset of the COVID-19 pandemic, the College made the necessary decision to allow students with a financial hold to continue to register for classes. With the many challenges brought on by COVID-19, the College determined it was necessary to remove administrative barriers to their continued education.

### **Funding/ Financial Implications**

The College's outstanding accounts receivables may grow. Students will not be released from the financial obligation to pay the College. However, we are able to use the Higher Education Emergency Relief Funds (HEERF) to provide direct assistance to students with outstanding account balances.

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

None.

**Recommended Action**

Authorization to waive Policy 09-03, Receipts and Disbursements, and allow students with outstanding financial obligations to register for classes.



June 21, 2021

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

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

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

**SUBJECT:** Information Technology Plan for 2021-22

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**Item Description**

This item requests that the District Board of Trustees approve the Information Technology Plan for FY 2021-22.

**Overview and Background**

As requested by the District Board of Trustees, we present the Information Technology Plan for FY 2021-22 for your information and discussion. While it is unlikely that we will complete all of the projects that are listed, this does present the major technology needs, initiatives, and directions for the College as of this time. Due to the inherent nature of technology, items may move on and off the list as needs and technologies change and evolve.

**Funding/ Financial Implications**

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

**Past Actions by the Board**

None.

**Recommended Action**

Approve the Information Technology Plan for FY 2021-22.



**May 20, 2021**

**MEMORANDUM**

**TO:** Jim Murdaugh, President

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

**SUBJECT:** Information Technology Plan for FY 2021-22

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

- Continue to explore, procure and deploy appropriate technologies to support the academic and business continuity plans of the College as it relates to the coronavirus pandemic. Also explore, procure and deploy technologies that will support any changes to the academic and business operations of the College post-pandemic.
- Explore and/or implement chatbots, digital assistants and similar technologies, including any related technologies such as artificial intelligence (AI), natural language processing (NLP) and integration platform as a service (IPaaS) that can help provide information and support to students, parents, community members, faculty and staff via self-service and technology-mediated support channels.
- Continue to explore, upgrade, and/or replace the technologies used to communicate with students, employees and others especially those that deliver automated, personalized information by integrating with various data sources.
- Continue the process of replacing and/or upgrading the College's ERP, SIS and related systems (including but not limited to CRM, curriculum management, catalog management, degree audit, financial aid, advising, and other systems that either require change due to ERP conversion or whose change in conjunction with the ERP conversion will benefit the College
- Replace, acquire and/or upgrade the technologies used for the College's public website, intranet, portal and internal and external communication and collaboration sites.
- Continue to acquire software technologies that offer robust features and flexible, modern integration capabilities that can be used in conjunction with other College-owned technologies to develop creative solutions to meet institutional needs.





- Replace and/or upgrade end-user computing devices and associated hardware and software components (including but not limited to desktop computers, laptop computers, tablets, etc.)
- Explore and/or implement a robust centralized network and data security program including but not limited to physical and logical network security (hardware, software), intrusion detection and prevention (hardware and software), network access control (hardware and software), and data security policies and procedures (on premise, and cloud/hosted).
- Continue to enhance end-point protection, access controls, and data security (such as two-factor authentication, identity management tools, PII scanning tools, anti-virus software, mobile device management, etc.).
- Replace and/or upgrade classroom instructional technologies and associated hardware and software components
- Replace and/or upgrade networking equipment (wired and wireless), servers, and associated technologies (including but not limited to Uninterruptible Power Supplies, data storage devices, backup devices, etc.) with an eye towards increasing redundancy of critical systems and a goal of increasing the use of virtualization and / or hosted and cloud technologies.
- Replace and/or upgrade the security systems in use at the College (including video cameras and related systems, dispatch software, door access, etc.).
- Replace and/or upgrade campus police department technologies including but not limited to database systems, reporting systems, records management, computer aided dispatching, evidence/property/incident/activity tracking, and case management systems along with any hardware, software, training, and/or maintenance needs that might be necessary to implement and support present and future needs and systems or integration and/or communication with other systems.
- Support technology needs and initiatives at all campus sites and locations.

**Tallahassee Community College  
District Board of Trustees  
2021 - 2022 Schedule of Business Meetings and Workshops**

August 16, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
September 20, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
October 18, 2021	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
November 15, 2021	2:30 pm Business Meeting and Workshop	<b>Center for Innovation</b>
December – no meeting		
<b>TUESDAY</b> January 18, 2022	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
February 21, 2022	2:30 pm Business Meeting and Workshop	<b>Ghazvini Center for Healthcare Education</b>
March 21, 2022	2:30 pm Business Meeting and Workshop	<b>Florida Public Safety Institute</b>
April 18, 2022	2:30 pm Business Meeting and Workshop	<b>Wakulla Environmental Institute</b>
May 16, 2022	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
June 20, 2022	2:30 pm Business Meeting and Workshop	Herb F. Morgan Room Administration Building
July – no meeting		