



October 17, 2022

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, October 17, 2022 Board Meeting.

The meeting will be held Hinson Administration Building, 444 Appleyard Drive, Tallahassee, Florida 32304.

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 32304
Monday, October 17, 2022
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. September Minutes
Approve Minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Human Resource Report
Approve the report as presented.

TCC Foundation

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

Academic Affairs

6. Academic Calendars 2023-2024 and 2024-2025
Approve the proposed 2023-2024 and 2024-2025 academic calendars.

Administrative Services

7. Construction Status Report
Presented as an information item only.
8. Fund Analysis - September
Presented as an information item only.
9. Renewal of Professional Services Contract – Legal Services
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.
10. Changes to Salary Schedule
Approve updates to the 2022 – 2023 Salary Schedule as presented.
11. Architect Invoices
Authorize payment of architectural invoices as presented.

PUBLIC COMMENT

WORKSHOP

PRESIDENT’S REPORT

NEXT MEETING DATE

November 21, 2022

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Monday, September 19, 2022
Business Meeting & Workshop – 2:30 p.m.**

On September 19, 2022, the District Board of Trustees meeting was called to order by Chair Eugene Lamb at approximately 2:30 p.m.

Members Present: Chair Lamb, Vice Chair Jonathan Kilpatrick, Trustees Frank Messersmith, and Monte Stevens

Absent: Trustees Karen Moore and Charlie Ward

Via phone/Zoom: None

Others Present: President Jim Murdaugh, Candice Grause, Celia Cassels, Craig Knox, Bill Spiers, Lei Wang, Gerald Jones, Heather Mitchell, Mike Robeck, Kim Moore, Calandra Stringer, Nyla Davis, Anthony Jones, Suzi Baugh, Stephanie Solomon, Bobby Jones, Sheri Rowland, Kalynda Holton, Charlie Moore, Barbara Wills, Daniel Beugnet, Nichols Vick, Angela Long, Sharisse Turner, Amy Bradbury, Amanda Clements, and Jessica Griffin.

CALL TO ORDER

Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance.

COMMENTS

- i. Trustee Messersmith mentioned the President Circle and Dr. Hooper's Black Male Achiever event was inspirational. Trustee Kilpatrick was glad students were back on campus.
- ii. President Murdaugh briefed the Board on the Florida Department of Education's legislative budget request. They are proposing \$50 million additional for the program fund and that the Council of Presidents is working with DOE to modify the formula to disperse those funds; \$30 million was preserved for performance funding; \$40 million for the PIPELINE and \$19 million for LINE nursing education funds; \$20 million for industry certifications, a \$6 million increase over last year; \$10 million for new performance funding for workforce programs; \$91.7 million for Public Education Capital Outlay (PECO) maintenance; \$71.1 million for Florida College System PECO projects; and \$678,000 for the TCC STEM Charter School, which TCC is looking to open in fall 2023. It was mentioned that TCC will host upcoming candidate forums led by Oasis Center for Women and Girls, Commission on Status of Women and Girls, Sister Girls Network, She Academy, Junior League, Refuge House, Ladies Learning to Lead, Domestic Coordinating Council, and Club 25. The forum is scheduled for October 18 and 20 held in the Workforce Development ballroom. Additionally, VP Moore has partnered with the Boys and Girls Club and the Tallahassee Housing Authority to donate 16 new computers and provide training in coding and blockchain at Pinewood Apartments.

APPROVAL OF MINUTES

1. September 15, 2022 Meeting
Approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

VP Candice Grause reported news mentions on the partnership with Sunshine Health to expand the healthcare programs; Student Affairs' Hispanic Heritage Month events; congratulations to VP Kim Moore for the 2022-23 Aspen Rising President Fellowship; highlights of the Athletic campaign; the 15th Annual Blood Hound Scent tracking seminar at the Florida Public Safety Institute; the Student Union renovations

and the food trucks from 7 Hills Catering for on-campus food options. There were 122 mentions in print and digital for the month.

UNFINISHED BUSINESS

None.

PRESENTATIONS

- i. President Murdaugh asked Dr. Jennifer Carr to introduce students from the Peer Leadership Program who spoke about themselves and the benefits of the program.
- ii. VP Heather Mitchell presented four donor gifts: Sandra Jean Lipton donated approximately \$24,000 for scholarships; \$60,000.00 was received from an anonymous donor for Book Scholarships for Athletics; Ms. Amy Lynette Bailey donated \$57,000 for the Athletics Campaign; and Barbara and Ted Judd's \$90,000 donation will go toward the Athletics campaign, and the baseball field will be named in her honor.

NEW BUSINESS

Approval of Consent Agenda

2. Attorney Invoice – Bryant Miller Olive (July 2022)
Authorize payment of architectural invoices as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
5. Human Resource Report
Approve the report as presented.
Motion was made to approve the consent agenda.
MOTION: Trustee Messersmith **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

TCC Foundation

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

Academic Affairs

7. 2022 FCS Textbook Affordability Report
Approve the report for submission to the Florida College System Chancellor.
MOTION: Trustee Stevens **SECOND:** Trustee Messersmith
Motion passed unanimously.
8. Additional Dual Enrollment Articulation Agreement with Liberty County Public Schools
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Messersmith
Motion passed unanimously.

Administrative Services

9. Fund Analysis – August 2022
Presented as an information item only.
10. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
11. Construction Status Report
Presented as an information item only.
12. FY 2022-2023 Carry Forward Spending Plan
Approve the FY 2022-23 Carry Forward Spending Plan
MOTION: Trustee Stevens **SECOND:** Trustee Messersmith
Motion passed unanimously.
13. Guaranteed Maximum Price – TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Rippee Construction, for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project.

MOTION: Trustee Stevens **SECOND:** Trustee Messersmith

Motion passed unanimously.

14. Disposition of Surplus Property Asset

Authorize the College to dispose of the items designated as surplus

MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens

Motion passed unanimously.

15. Direct Support Organization Audit Reports

Presented as an information item only.

MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Messersmith

Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

Drs. Sheri Rowland, Calandra Stringer, and Kim Moore presented fall 2022 enrollment trends, student demographics data, and the work of the Strategic Enrollment Management committee.

PRESIDENT'S REPORT

President Murdaugh mentioned that Trustee Messersmith's birthday would be coming up.

NEXT MEETING DATE

October 17, 2022

Location: **Main Campus**

ADJOURNMENT

Chair Lamb called for adjournment at approximately 4:03 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on October 17, 2022.

Eugene Lamb Jr.
Chair

Jim Murdaugh, Ph.D.
President



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

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 - Holocaust Education Task Force FY22/23

TCC will support the activities related to the Holocaust Education Task Force committee members including travel reimbursement and subgrants to designated sites. The contract amount is for \$100,000 with an indirect cost of 0%.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Education - Holocaust Education Task Force

This is an annual renewal.

Funding/ Financial Implications

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

Recommended Action

Authorize funding for the awards and contracts as presented.



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

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

This award supports general adult education services, as well as literacy education for limited English proficient populations in Gadsden County. The award is for \$152,152 including an indirect cost rate of 5%. The funding period is from 7/1/22 through 6/30/23. Amendment 1 increased the award amount by \$75,000. New award amount \$227,152.

Florida Department of Juvenile Justice – 2017-2023 – Amendment 8

This amendment increased the salaries of contracted staff, but reduced the overall award amount by \$32,868.72 due to position vacancies. New award amount is \$7,723,067.83.

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation - Amendment 2

This amendment extends the award date to 9/30/2023 and increases the award by \$21,000. New award amount is \$63,000 with an indirect cost rate of 0%.

Lumen Learning - Amendment 1

This amendment extends the award period through 11/30/2023. Award amount remains the same.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Administrative - Amendment 3 and 4

These amendments increased the award by \$180,623.63 and extend the award period through 9/30/23. The new award amount is \$368,336.04.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 4

This amendment is a no-cost extension to extend the award date to 9/30/23. Award amount remains the same.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists

This award is to provide five (5) Delinquency Prevention Specialist to serve in assigned counties. The positions coordinate and communicate with the Office of Prevention Services management and stakeholders on concerns related to delinquency prevention and assist, when necessary in carrying out duties and responsibilities of other Prevention Services activities. The amount of this contract is \$348,025.87, including an indirect cost rate of 14%. The funding period is 9/7/22 through 6/30/23.

Florida Department of Corrections - Vocational Instruction FY 22/23

This project provides vocational instruction and programming (i.e., textbooks, consumable supplies, industry exams) to DOC inmate-students at regional facilities. The award is for \$1,728,941.74, including an indirect cost rate of 10%. The funding period is from 7/1/22 through 6/30/23.

Bridges to the Baccalaureate at FAMU 22 - 27

This award supports the goal of the FAMU-TCC partnership and collaboration with the Bridges to the Baccalaureate Research Training Program to establish a means for providing UR students, attending TCC, with the knowledge and appropriate skills necessary to attain an Associate in Arts (A.A.) degree and to successfully compete with others to obtain an entry-level degree in the natural or biomedical sciences at FAMU. The award is for \$140,530 including an indirect cost rate of 8%. The funding period is from 7/1/22 through 6/30/27.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

This award supports general adult education services, as well as literacy education for limited English proficient populations in Leon County. The award is for \$177,683 including an indirect cost rate of 5%. The funding period is from 7/1/22 through 6/30/23.

US Department of Labor – Mine Safety Award and Amendment 1

This award will help promote healthful workplaces for miners in Florida by assisting with training to prevent death, as well as to reduce the frequency and severity of injuries from mining related incidences. The amount of this award is \$191,510.00, including an indirect cost rate of 8%. The amendment extends the funding period is from 10/1/2022 through 9/30/2023.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Juvenile Justice – 2017-2023

Amendment 8 was approved at the August 2022 Board of Trustees meeting.

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

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

Lumen Learning

Initial award was approved at the June 2022 Board of Trustees meeting.

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

Amendment 2 was approved at the November 2021 Board of Trustees meeting.

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

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

Florida Department of Corrections - Vocational Instruction

This is an annual renewal.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

This is an annual renewal.

US Department of Labor – Mine Safety Award

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new awards is \$248,559.47.

Recommended Action

Authorize funding for the awards and contracts as presented.



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item requests Board approval for personnel actions.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2022-2023 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Angela Rabon	Staff Assistant	Testing Services	September 1, 2022
Aaron Jones	Commercial Vehicle Driving Instructor	Workforce Development	September 1, 2022
Aimee Klaschus	Assessment Analyst	Institutional Research and Planning	September 1, 2022
Robert Williamson	Landscape Services Supervisor	Facilities	September 6, 2022
Emani Sewell	Video/Multimedia Producer	Communications and Marketing	September 6, 2022
Adene Hendricks	Staff Assistant	Math and Science	September 6, 2022
Brandy Harris	Campus Police Officer	TCC Campus Police	September 7, 2022
Paul Williams	Commercial Vehicle Driving Instructor	Workforce Development	September 12, 2022
Jason Nakai	Video/Multimedia Producer	Communications and Marketing	September 12, 2022
Leah Haas	Executive Assistant	Administrative Services	September 12, 2022
Kayla Dover	Student Services Case Manager	Counseling Center/Student Services	September 19, 2022

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Candice Mills	Career Development Specialist	Compass 100 DOC - Gulf C.I.	September 1, 2022
Lauren Kappler	Regional Civics Literacy Captain	FDOE - Civics Literacy Program	September 1, 2022
Kenneth Chestnut	Regional Civics Literacy Captain	FDOE - Civics Literacy Program	September 1, 2022
Robin Siegers	Regional Civics Coach	FDOE Civics Literacy Program	September 1, 2022
Jasmine Chapman	Regional Civics Coach	FDOE Civics Literacy Program	September 2, 2022
Tammy Bender	Special Education Assistant	Compass 100 DOC - Lancaster C.I.	September 6, 2022

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
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Robert Bryant	Career Development Specialist	Compass 100 DOC - DeSoto C.I.	August 30, 2022	Resigned
Ashley Lagos	Career Development Specialist	Compass 100 DOC - DeSoto C.I.	August 31, 2022	Resigned

Michael McCleod	Head Coach, Baseball	Athletics	August 31, 2022	Retired
Matthew Carroll	Admissions Navigator	Admissions and Records	August 31, 2022	Resigned
Veronica Sitaras	Program Specialist	DOE, Sponsored Programs	August 31, 2022	Resigned
Tomas Berger	Physical Science Faculty	Science and Math	August 31, 2022	Retired
Ashley Allen	Call Center Representative	Student Services	September 2, 2022	Dismissed
Erika Austin	Human Resource Manager	Human Resources	September 6, 2022	Resigned
Julius Williams	Career Development Specialist	Compass 100 DOC - Jefferson C.I.	September 15, 2022	Resigned
Amy Gaughf	Career and Academic Advisor	Student Services	September 20, 2022	Resigned
Russell Upchurch	Career Development Specialist Coordinator	Compass 100 - DOC	September 22, 2022	Resigned
Chris Lau	Information Specialist	Admissions and Records	September 23, 2022	Resigned
Dwight Williams	Career and Technical Education Advisor	Workforce Development	September 23, 2022	Resigned
Losias Israel	Student Support Specialist	Admissions and Records	September 23, 2022	Resigned
Jason Nakai	Video/Multimedia Producer	Communications and Marketing	September 26, 2022	Dismissed

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Rachel Austin-Hickey	Biological Science Faculty	Science and Math	Springhill Suites	Front Desk Associate
Nadine Gordon	Biological Science Faculty	Science and Math	Southern New Hampshire University	Adjunct Instructor
Wilbert Butler	Biological Science Faculty	Science and Math	STEM Gym LLC	Owner
Jennifer Zimmerman	Nutrition Faculty	Science and Math	Self-Employed	Owner
Leslie Wooten	Biological Science Faculty	Science and Math	Florida State University	Adjunct Instructor
Michal Paul	Math Faculty	Science and Math	Florida State University	Adjunct Instructor
Majorie Huettel	Earth Science Faculty	Science and Math	Environchron	Consultant
Carol Lynne Andresen	Radiologic Technology Faculty	Healthcare Professions	Radiology Associates	MRI Technologist
Rodges Collins	Public Safety Officer	TCC Campus Police	Sentry Event Service, Inc.	Security
Emmie Odham	Nursing Clinical Faculty	Healthcare Professions	Tallahassee Memorial Hospital	Registered Nurse
Jules Bailey	Librarian Faculty	Library Services	LeRoy Collins Leon County Public Library	OPS Information Professional
Kimberly Moore	Vice President, Workforce Development	Workforce Development	Yavapai College	Consultant
Sara Marchessault	Education and College Success Faculty	Behavioral, Social Science and Education	Florida Lifest, Inc.	Director, Word of South Festival
Joey Walter	Dean, Business Industry and Technology	Business, Industry and Technology	Wenatchee Valley College	Adjunct Instructor

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Office	Position
None to Report				

Reclassifications (All Employees)

Name	Position	Department	Effective Date	Prior Position
Alessandro Pirredda	HVAC Specialist	Workforce Development/AMTC	September 19, 2022	Staff Assistant
Curtis Miller	Information Specialist	Admissions and Records	September 1, 2022	Assistant to the Dean of Enrollment Services
Jackie Willis	Contracts and Grants Coordinator	Contracts and Grants	September 12, 2022	Office Manager
Jeffrey Thornton	Research and Business Analyst	Institutional Research and Planning	September 1, 2002	Information Specialist
Joy McGriff	Human Resources Specialist	Human Resources	September 6, 2022	Library Technical Assistant I
Kris Reeves	Technology Consulting Manager	Information Technology	September 1, 2022	Technology Consultant

Loren Williams	Simulation Lab Technician	Healthcare Professions	September 1, 2022	OPS
Randy Curby	Systems Support Manager	Information Technology	September 6, 2022	Systems Support Specialist
Shawn Lavin	Student Support Specialist	Admissions and Records	September 9, 2022	Call Center Representative
Steven Berger	Campus Police Officer	TCC Campus Police	September 12, 2022	Public Safety Officer
Timothy Roberts	Veterans Success Center Coordinator	Advising	September 12, 2022	Testing and Retention Coordinator
Troy Mahler	College Registrar	Student Affairs	August 22, 2022	Director, Admissions and Records



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

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

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

October 31: TCC's Visits with a Dean, ZOOM, 12:00 – 12:30 p.m.

November 2: Donuts with Donors, TCC Ghazvini Center, Lobby, 8:00 – 9:00 a.m.

November 8: President's Circle Reception, FPAC Lobby, 5:30 – 7:00 p.m.

November 17: Scholarship Donor/Recipient Luncheon, TCC WD Ballroom, 12:15 – 1:15 p.m.

December 1: TCC Foundation Hob Nob, Hotel Duval, 6:00 – 8:00 p.m.

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

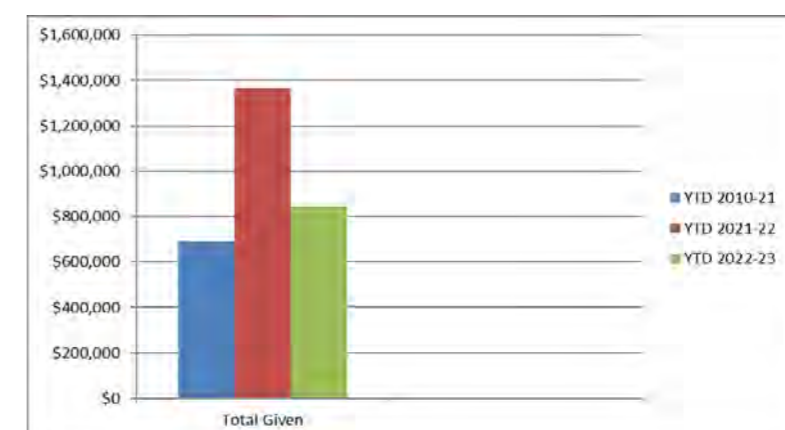
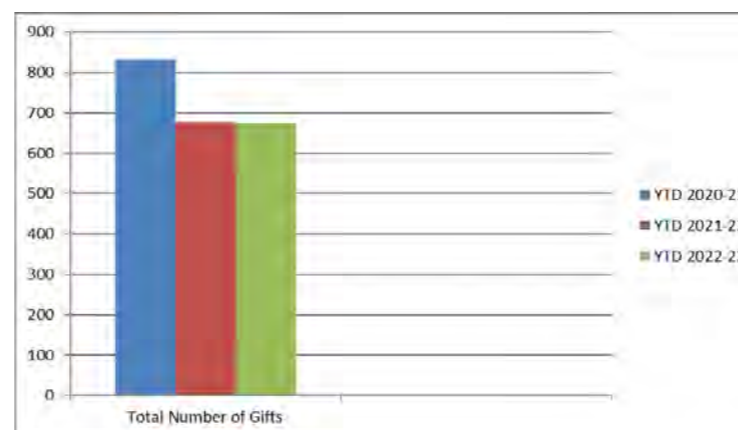
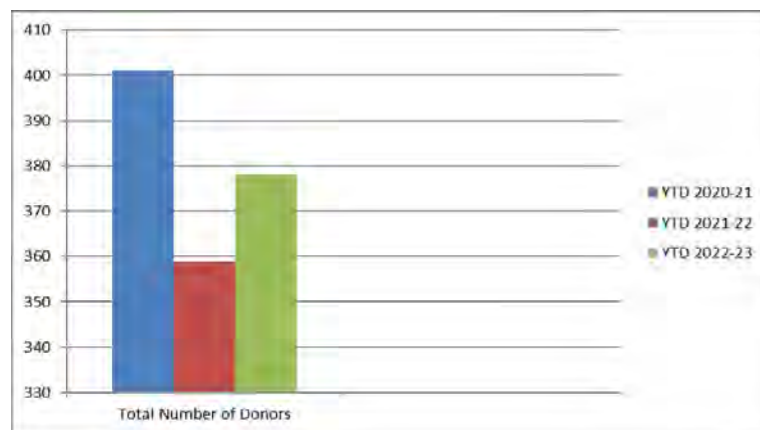
Presented as an information item only.

TCC Foundation - Financial Update FY 22/23 July 20 - September 28

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received	\$693,862	\$1,364,476
	Scholarship amount	\$435,312	\$274,860	\$410,253
	Program support amount	\$144,013	\$38,123	\$134,485
	Facility support amount	\$65,571	\$16,490	\$112,333
	Unrestricted support amount	\$48,966	\$35,003	\$189,408
	Number of Donors	401	359	378
	Number of Gifts	832	678	675
	Blueprint Donation		1,000,000	
	Net assets of the TCC Foundation	\$19,194,768	\$22,395,493	\$19,057,612

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received for Alumni	\$32,585	\$43,462
	Number of Donors	94	95	81
	Number of Gifts	206	218	173

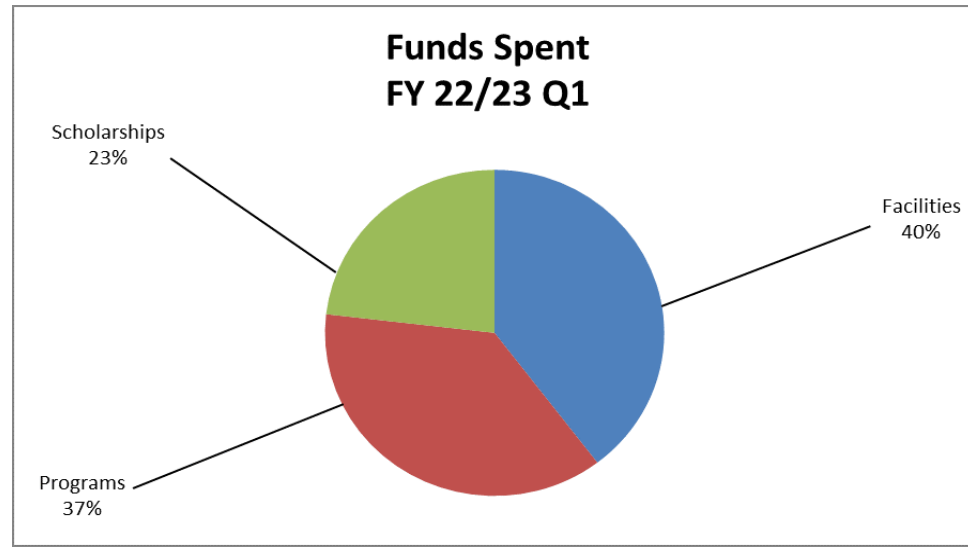
TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Cash	\$693,862	\$1,363,653
	Gift in Kind	\$0	\$823	\$0
	Number of Planned Gifts Confirmed	3	4	3
	Total Raised - Pledges Received	\$159,029	\$135,088	\$564,650
	Grants Received			14 grants total \$6,554,654
	Grants Applied For			11 grants total \$3,986,435
	Pledges Expected by 6/30/2023			\$475,015



TCC Foundation - Funds Spent FY 22/23

Funds Spent FY 2022-2023 First Quarter

Fund Category	Amount Spent
Facilities	\$150,710.82
Programs	\$141,395.48
Scholarships	\$88,094.37
Total	\$380,200.67





October 17, 2022

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 Calendars 2023-2024 and 2024-2025

Item Description

This item requests that the Board approve the academic calendars for the 2023-2024 and 2024-2025 academic years.

Overview and Background

The proposed calendars are similar to previous calendars. They are aligned with spring break for the Leon County School District, Florida State University and Florida A&M University. The calendar meets all Florida statutory requirements.

Funding/ Financial Implications

None

Past Actions by the Board

Annually, the Board reviews the academic calendar for approval.

Recommended Action

Approve the proposed 2023-2024 and 2024-2025 academic calendars.

**TALLAHASSEE COMMUNITY COLLEGE
2023-2024 ACADEMIC CALENDAR**

FALL TERM I (AUGUST 21 - DECEMBER 8, 2023)			
2023	Days	Description	No. Days
MAIN SESSION (8/21 to 12/8)			
August 14 - 18	(M-F)	General Registration	
August 21	(M)	Classes Begin	
September 4	(M)	No Classes- Labor Day Observed	
November 10	(F)	No Classes - Veteran's Day Observed	
November 22 - 24	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 22, College closed Nov. 23-24 (College closes at 5 PM on 11/22. No class on Saturday 11/25)	
December 1	(F)	Classes End (Saturday classes end 12/2)	
December 4 - 8	(M-F)	Exams (Saturday exams 12/9)	
December 15	(F)	Winter Break (College suspends business at 11:30 AM; employees work until 1:00 PM on 12/15)	
TOTAL DAYS			76
SEPTEMBER EXPRESS (C SESSION) (9/11 to 12/8)			
September 11	(M)	Classes Begin	
November 10	(F)	No Classes - Veteran's Day Observed	
November 22 - 24	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 22, College closed Nov. 23-24 (College closes at 5 PM on 11/22. No class on Saturday 11/25)	
December 1	(F)	Classes End (Saturday classes end 12/2)	
December 4 - 8	(M-F)	Exams (Saturday exams 12/9)	
TOTAL DAYS			62
AUGUST EXPRESS (A SESSION) (8/21 to 10/10)			
August 21	(M)	Classes Begin	
September 4	(M)	No Classes- Labor Day Observed	
October 6	(F)	Classes End	
October 9 - 10	(M-T)	Exams	
TOTAL DAYS			36
OCTOBER EXPRESS (B SESSION) (10/16 to 12/8)			
October 16	(M)	Classes Begin	
November 10	(F)	No Classes - Veteran's Day Observed	
November 22 - 24	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 22, College closed Nov. 23-24 (College closes at 5 PM on 11/22. No class on Saturday 11/25)	
December 1	(F)	Classes End (Saturday classes end 12/2)	
December 4 - 8	(M-F)	Exams (Saturday exams 12/9)	
TOTAL DAYS			37

SPRING TERM (JANUARY 8 – MAY 3, 2024)			
2024	Days	Description	No. Days
MAIN SESSION (1/8 to 5/03)			
January 2	(T)	College Opens	
January 3 - 5	(W-F)	General Registration	
January 8	(M)	Classes Begin	
January 15	(M)	No Classes - Martin Luther King, Jr. Observed	
March 11 - 15	(M-F)	No Classes - Spring Break (No Saturday classes on 03/16)	
April 26	(F)	Classes End (Saturday classes end 04/23)	
April 29 – May 3	(M-F)	Exams (Saturday exams on 05/04)	
TOTAL DAYS			79
FEBRUARY EXPRESS (C SESSION) (2/05 to 5/03)			
February 5	(M)	Classes Begin	
March 11 - 15	(M-F)	No Classes - Spring Break (No Saturday classes on 03/16)	
April 26	(F)	Classes End (Saturday classes end 04/23)	
April 29 – May 3	(M-F)	Exams (Saturday exams on 05/04)	
TOTAL DAYS			60
JANUARY EXPRESS (A SESSION) (1/8 to 2/23)			
January 8	(M)	Classes Begin	
January 15	(M)	No Classes: Martin Luther King, Jr. Observed	
February 21	(W)	Classes End	
February 22- 23	(R-F)	Exams	
TOTAL DAYS			34
MARCH EXPRESS (B SESSION) (3/18 to 5/03)			
March 18	(M)	Classes Begin	
April 26	(F)	Classes End (Saturday classes end 04/23)	
April 29 – May 3	(M-F)	Exams (Saturday exams on 05/04)	
TOTAL DAYS			35

SUMMER TERM (MAY 9 – AUGUST 8, 2024)			
2024	Days	Description	No. Days
MAIN (C SESSION) (5/9 to 7/25)			
May 7 - 8	(T-W)	General Registration	
May 9	(R)	Classes Begin	
May 27	(M)	No Classes - Memorial Day Observed	
June 19	(W)	No Classes - Juneteenth Observed	
June 20	(R)	No Classes - May Express Exams	
July 4	(R)	No Classes - Independence Day Observed	
July 23	(T)	Classes End	
July 24 - 25	(W-R)	Exams	
TOTAL DAYS			41
MINI-MESTER (F SESSION) (5/13 to 6/4)			
May 13	(M)	Classes Begin	
May 27	(M)	No Classes - Memorial Day Observed	
June 3	(M)	Classes End	
June 4	(T)	Exams	
TOTAL DAYS			16
MAY EXPRESS (A SESSION) (5/11to 6/21)			
May 9	(R)	Classes Begin	
May 27	(M)	No Classes -Memorial Day Observed	
June 18	(T)	Classes End	
June 19	(W)	No Classes - Juneteenth Observed	
June 20 - 21	(R-F)	Exams	
TOTAL DAYS			30
JUNE EXPRESS (B SESSION) (6/26 to 8/8)			
June 26	(W)	Classes Begin	
July 4	(R)	No Classes - Independence Day Observed	
July 24	(W)	No Classes - Main Session Exams	
August 6	(T)	Classes End	
August 7 - 8	(W-R)	Exams	
TOTAL DAYS			30

FACULTY CONTRACT DATES: FALL 2023

2023	Days	Description	No. Days
August 10 - 11	(R-F)	Faculty Contract Days Begin	2
August 14 - 18	(M-F)	Faculty Work Days	5
August 21	(M)	Classes Begin	9
September 4	(M)	Labor Day Observed; College Closed	20
October			22
November 10	(F)	Veteran's Day Observed; College Closed	
November 22 - 24	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 22, College closed Nov. 23-24 (College closes at 5 PM on 11/22. No class on Saturday 11/26)	19
December 1	(F)	Classes End (Saturday classes end 12/2)	
December 4 - 8	(M-F)	Exams (Saturday Exams 12/9)	6
December 11	(M)	Faculty Work Day (Grades Due)	1
December 12	(T)	Faculty Work Day	1
December 15	(F)	Winter Break (College suspends business at 11:30, employees work until 1:00 PM on 12/15)	
TOTALS			85

FACULTY CONTRACT DATES: SPRING 2024

2024	Days	Description	No. Days
January 4 - 5	(R-F)	Faculty Work Days	2
January 8	(M)	Classes Begin	17
January 15	(M)	No Classes - Martin Luther King, Jr. Observed	
February			21
March 11 - 15	(M-F)	Spring Break (No Saturday classes on 03/16)	16
April 26	(F)	Classes End (Saturday classes end 04/27)	20
April 29 – May 3	(M-F)	Exams (Saturday exams on 05/04)	5
May 6	(M)	Faculty Work Day (Grades Due)	1
May 7	(T)	Faculty Work Day	1
TOTALS			83

TOTAL FACULTY WORKING DAYS FOR 2023-2024 = 168 DAYS

COLLEGE HOLIDAYS (college closed)

September 4, 2023 – Labor Day

November 10, 2023 - Veterans Day Observed

November 23 – 24, 2023 – Thanksgiving (college closes on 11/22 at 5:00 pm)

December 18, 2023 – January 1, 2024 – Christmas Holidays (college closes on 12/15 at 1:00 pm)

January 15, 2024 – Martin Luther King Jr Day

March 11 – 15, 2024 – Spring Break (no Saturday classes on 3/16/24)

May 27, 2024 – Memorial Day Observed

June 19, 2024 – Juneteenth Day Observed

July 4, 2024 – Independence Day Observed

**TALLAHASSEE COMMUNITY COLLEGE
2024-2025 ACADEMIC CALENDAR**

FALL TERM I (AUGUST 19 - DECEMBER 6, 2024)			
2024	Days	Description	No. Days
MAIN SESSION (8/19 to 12/6)			
August 12 - 16	(M-F)	General Registration	
August 19	(M)	Classes Begin	
September 2	(M)	No Classes- Labor Day Observed	
November 11	(M)	No Classes - Veteran's Day Observed	
November 27	(W)	Classes End (Saturday classes end 11/23)	
November 27 - 29	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 27, College closed Nov. 28-29 (College closes at 5 PM on 11/27. No class on Saturday 11/30)	
December 2 - 6	(M-F)	Exams (Saturday exams 12/7)	
December 18	(W)	Winter Break (College suspends business at 11:30 AM; employees work until 1:00 PM on 12/18)	
TOTAL DAYS			76
SEPTEMBER EXPRESS (C SESSION) (9/9 to 12/6)			
September 9	(M)	Classes Begin	
November 11	(M)	No Classes - Veteran's Day Observed	
November 27	(W)	Classes End (Saturday classes end 11/23)	
November 27 - 29	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 27, College closed Nov. 28-29 (College closes at 5 PM on 11/27. No class on Saturday 11/30)	
December 2 - 6	(M-F)	Exams (Saturday exams 12/7)	
TOTAL DAYS			62
AUGUST EXPRESS (A SESSION) (8/21 to 10/8)			
August 19	(M)	Classes Begin	
September 2	(M)	No Classes- Labor Day Observed	
October 4	(F)	Classes End	
October 7 - 8	(M-T)	Exams	
TOTAL DAYS			36
OCTOBER EXPRESS (B SESSION) (10/14 to 12/6)			
October 14	(M)	Classes Begin	
November 11	(M)	No Classes - Veteran's Day Observed	
November 27	(W)	Classes End (Saturday classes end 11/23)	
November 27 - 29	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 27, College closed Nov. 28-29 (College closes at 5 PM on 11/27. No class on Saturday 11/30)	
December 2 - 6	(M-F)	Exams (Saturday exams 12/7)	
TOTAL DAYS			37

SPRING TERM (JANUARY 8 – MAY 2, 2025)			
2025	Days	Description	No. Days
MAIN SESSION (1/8 to 5/02)			
January 2	(R)	College Opens	
January 2 - 7	(R-T)	General Registration	
January 8	(W)	Classes Begin	
January 20	(M)	No Classes - Martin Luther King, Jr. Observed	
March 10 - 14	(M-F)	No Classes - Spring Break (No Saturday classes on 03/15)	
April 25	(F)	Classes End (Saturday classes end 04/26)	
April 28 – May 2	(M-F)	Exams (Saturday exams on 05/03)	
TOTAL DAYS			78
FEBRUARY EXPRESS (C SESSION) (2/05 to 5/02)			
February 3	(M)	Classes Begin	
March 10 - 14	(M-F)	No Classes - Spring Break (No Saturday classes on 03/15)	
April 25	(F)	Classes End (Saturday classes end 04/26)	
April 28 – May 2	(M-F)	Exams (Saturday exams on 05/03)	
TOTAL DAYS			60
JANUARY EXPRESS (A SESSION) (1/8 to 2/25)			
January 8	(W)	Classes Begin	
January 20	(M)	No Classes - Martin Luther King, Jr. Observed	
February 21	(F)	Classes End	
February 24- 25	(M-T)	Exams	
TOTAL DAYS			34
MARCH EXPRESS (B SESSION) (3/17 to 5/02)			
March 17	(M)	Classes Begin	
April 25	(F)	Classes End (Saturday classes end 04/26)	
April 28 – May 2	(M-F)	Exams (Saturday exams on 05/03)	
TOTAL DAYS			35

SUMMER TERM (MAY 8 – AUGUST 7, 2025)			
2025	Days	Description	No. Days
MAIN (C SESSION) (5/8 to 7/25)			
May 6 - 7	(T-W)	General Registration	
May 8	(R)	Classes Begin	
May 26	(M)	No Classes - Memorial Day Observed	
June 18	(W)	No Classes - May Express Exams	
June 19	(R)	No Classes - Juneteenth Observed	
July 4	(F)	No Classes - Independence Day Observed	
July 21	(M)	Classes End	
July 22 - 23	(T-W)	Exams	
TOTAL DAYS			41
MINI-MESTER (F SESSION) (5/12 to 6/3)			
May 12	(M)	Classes Begin	
May 26	(M)	No Classes - Memorial Day Observed	
June 2	(M)	Classes End	
June 3	(T)	Exams	
TOTAL DAYS			16
MAY EXPRESS (A SESSION) (5/8to 6/20)			
May 8	(R)	Classes Begin	
May 26	(M)	No Classes -Memorial Day Observed	
June 17	(T)	Classes End	
June 18	(W)	Exams	
June 19	(R)	No Classes - Juneteenth Observed	
June 20	(F)	Exams	
TOTAL DAYS			30
JUNE EXPRESS (B SESSION) (6/25 to 8/7)			
June 25	(W)	Classes Begin	
July 4	(F)	No Classes - Independence Day Observed	
July 22	(T)	No Classes - Main Session Exams	
August 5	(T)	Classes End	
August 6 - 7	(W-R)	Exams	
TOTAL DAYS			30

FACULTY CONTRACT DATES: FALL 2024

2024	Days	Description	No. Days
August 8 - 9	(R-F)	Faculty Contract Days Begin	2
August 12 - 16	(M-F)	Faculty Work Days	5
August 19	(M)	Classes Begin	10
September 2	(M)	Labor Day Observed; College Closed	20
October			23
November 11	(M)	Veteran's Day Observed; College Closed	
November 27 - 29	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 27, College closed Nov. 28-29 (College closes at 5 PM on 11/27. No class on Saturday 11/30)	18
November 27	(W)	Classes End (Asynchronous Day) (Saturday classes end 11/23)	
December 2 - 6	(M-F)	Exams (Saturday Exams 12/7)	5
December 9	(M)	Faculty Work Day (Grades Due)	1
December 10	(T)	Faculty Work Day	1
December 18	(W)	Winter Break (College suspends business at 11:30 AM, employees work until 1:00 PM on 12/18)	
TOTALS			85

FACULTY CONTRACT DATES: SPRING 2025

2025	Days	Description	No. Days
January 6 - 7	(M-T)	Faculty Work Days	2
January 8	(W)	Classes Begin	17
January 20	(M)	No Classes - Martin Luther King, Jr. Observed	
February			21
March 10 - 14	(M-F)	Spring Break (No Saturday classes on 03/15)	16
April 25	(F)	Classes End (Saturday classes end 04/26)	19
April 28 – May 2	(M-F)	Exams (Saturday exams on 05/03)	5
May 5	(M)	Faculty Work Day (Grades Due)	1
May 6	(T)	Faculty Work Day	1
TOTALS			82

TOTAL FACULTY WORKING DAYS FOR 2024-2025 = 167 DAYS

COLLEGE HOLIDAYS (college closed)

September 2, 2024 – Labor Day

November 11, 2024 - Veterans Day Observed

November 28 – 29, 2024 – Thanksgiving (college closes on 11/27 at 5:00 pm)

December 19, 2024 – January 1, 2025 – Christmas Holidays (college closes on 12/18 at 1:00 pm)

January 20, 2025 – Martin Luther King Jr Day

March 10 – 14, 2025 – Spring Break (no Saturday classes on 3/15/25)

May 26, 2025 – Memorial Day Observed

June 19, 2025 – Juneteenth Day Observed

July 4, 2025 – Independence Day Observed



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF OCTOBER 2022

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
TCC COVID Air Quality Upgrades to HVAC	80%	February 2023	Scope includes multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvements.
AP 160 Classroom Renovation	60%	TBD	Converting to a Dental Sim Lab
Student Union Bldg#35 1 st Floor/Food Court Renovation	70%	December 2022	Under Construction
Administration Bldg#27 Lobby	75%	TBD	Video Wall installed; Water Wall Installed; Completion pending final finishes
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
Elevator Upgrades at SMA Bldg#2	50%	October 2022	In progress
Elevator Upgrades at SU Bldg#35	10%	TBD	Materials on backorder
Athletics	10%	TBD	RFQ's for CM's Advertised
Baseball Fieldhouse Window Replacement	20%	TBD	Drawings received; contractor mobilizing
Flagpole Memorial Garden	20%	October 2022	Contract awarded; Installing irrigation
State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	5%	TBD	Field measurements complete
State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	5%	12/31/2023	Buildings SMA#2 underway and SU#35 materials on order, 11N PO in progress
State DM - 15KV Electrical Underground Infrastructure	5%	TBD	DD's delivered
State DM - Roof Restoration Mailroom (MR) Bld#57	5%	TBD	Materials ordered
Carpet/LVT Replacements	I/P	In Progress	AC Bldg#8 Floors 1-3 - In Progress AP Bldg#3 1 st Floor – On Hold Cashiers Office – Scheduling Install CT Bldg#41 Hallways – Scheduling Install SS Bldg#17 Three Offices – In Progress

SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 373,000 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,683,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 18,650 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
Dining Facility Bldg#8 (IAQ)	65%	October 2022	Indoor air quality
FPSI Master Plan	15%	April 2023	In progress
State DM - Elevator Door Lock Monitoring Systems Bldg#3	5%	April 2023	PO Issued
State DM - Replace 2 Chillers and Install VFD's on Chill Water Pumps at Bldg#4	5%	TBD	Quote underway

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 nd Floor Renovation	85%	December 2022	Furniture on order; Punchlist underway
State DM - CFI Exterior Envelope (Walls & Windows)	5%	TBD	RFQ for CM Advertised; DD's in Progress
State DM - CFI Exterior Staircases	5%	TBD	RFQ for CM Advertised; DD's in Progress

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	75%	October 2022	KB Port Simulators being Installed
Ghazvini Patio Solar Panel System	10%	TBD	PO and NTP Issued; Contracts being Executed

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
WEI Master Plan	15%	April 2023	In progress
Infrastructure	10%	TBD	In progress
Irrigation Well	10%	TBD	Contract Issued

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 118 - Classroom Renovations	\$ 42,419.96
CH 233 - Classroom Renovations	\$ 19,166.32
CH 234 - Classroom Renovations	\$ 19,151.32
SM 114 - Classroom Renovations	\$ 21,774.29
SM 211 - Classroom Renovations	\$ 27,774.36
SM 129 – Classroom Renovations	\$ 42,569.77



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/30/2022.

Overview and Background

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

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

Past Actions by the Board

N/A.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of September 30, 2022

REVENUE	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 558,614	\$ 2,070,228	\$ 11,907,773	\$ 6,210,684	\$ 24,842,734	48%
State Support	2,554,763	3,080,652	7,769,094	9,241,957	36,967,829	21%
Federal Support	96,609	41,667	363,710	125,000	500,000	73%
Other Revenue	92,938	47,917	306,927	143,750	575,000	53%
Non-Revenue Sources	-	83,333	-	250,000	1,000,000	0%
TOTAL REVENUE	3,302,924	5,323,797	20,347,504	15,971,391	63,885,563	32%
EXPENSES	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	287,795	317,146	916,542	951,439	3,805,756	24%
Instructional	1,051,204	1,133,698	3,356,999	3,401,095	13,604,381	25%
Non-Instructional	1,217,252	1,342,102	3,642,179	4,026,306	16,105,224	23%
OPS	620,703	508,165	976,299	1,524,495	6,097,979	16%
Personnel Benefits	868,553	897,685	2,644,430	2,693,056	10,772,223	25%
TOTAL PERSONNEL COSTS	4,045,507	4,198,797	11,536,448	12,596,391	50,385,563	23%
<u>CURRENT EXPENSES</u>						
Services	297,195	354,105	1,084,980	1,062,314	4,249,254	26%
Material & Supplies	292,637	231,881	863,714	695,644	2,782,576	31%
Other Current Charges	619,907	518,181	2,019,835	1,554,543	6,218,170	32%
TOTAL CURRENT EXPENSES	1,209,739	1,104,167	3,968,529	3,312,500	13,250,000	30%
CAPITAL OUTLAY	-	20,833	-	62,500	250,000	0%
TOTAL EXPENSES	\$ 5,255,246	\$ 5,323,797	\$ 15,504,977	\$ 15,971,391	\$ 63,885,563	24%

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

Issued in September 2022

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-016204	9/1/2022	TeamDynamix Solutions, LLC	107,110.50	Annual site license for project and portfolio management and IT service management capabilities.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-016266	9/13/2022	Siemens Industry, Inc.	275,199.00	Professional services to support TCC's efforts to improve IT security and operations.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) - Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
PO-016273	9/14/2022	Incline Alchemy	100,800.00	Professional services to provide the assistance in the Workday applications.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-016329	9/23/2022	American Audio Visual, Inc.	100,000.00	Professional services and equipment for the three-day 2022 Florida Charter School Conference (FCSC) event.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.



October 17, 2022

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: Renewal of Professional Services Contract – Legal Services

Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2022 through October 31, 2023.

Overview and Background

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College, with options for annual renewals for up to five (5) years.

This approval would be the second annual renewal.

Funding/ Financial Implications

The annual cost for these professional services of \$210,000 were included in the College's annual operating budget.

Past Actions by the Board

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College for five (5) years.

Recommended Action

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

PROFESSIONAL SERVICES AGREEMENT
FOR
ATTORNEY SERVICES

THIS AGREEMENT for Professional Services entered this 1st day of November, 2022, by and between The DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE COMMUNITY COLLEGE, 444 Appleyard Drive, Tallahassee, Florida, 32304, hereinafter referred to as the “BOARD” and Andrews, Crabtree, Knox & Longfellow, LLP, hereinafter referred to as the “FIRM.” This Agreement shall bind the parties upon its execution by their representatives upon the date of the last signature.

WHEREAS the FIRM is needed to represent the BOARD, to render legal services for the BOARD and to serve as the legal advisor to the BOARD, the President and others in accordance with this Agreement.

WHEREAS, the FIRM has the expertise necessary to perform the duties and responsibilities outlined in the Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - ENGAGEMENT OF THE FIRM

The BOARD agrees to engage the FIRM and the FIRM agrees to perform the services set forth below. The FIRM understands and agrees that all services contracted for are to be performed solely by the FIRM and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE II - SCOPE OF SERVICES

The FIRM agrees under the supervision of the BOARD or its designees to perform certain professional services more particularly described as follows:

- A. Represent the BOARD in legal matters pertaining to the Tallahassee Community College, hereinafter called the COLLEGE, with respect to preparation and execution of contracts, purchase orders, administrative and personnel matters, real estate transactions, litigation and other legal matters of COLLEGE employees relating to their employment by the COLLEGE. The FIRM shall attend and provide counsel to the BOARD at Board meetings and other conferences called by the BOARD. The FIRM shall be available at all times for consultation with the BOARD, its Chairman and the President and delegated members of the Administrative Staff authorized by the BOARD to confer with the FIRM concerning legal affairs of the COLLEGE. The scope of this agreement excludes legal services provided through assignment by the Florida College System Risk Management Consortium or matters related to governmental relations external to the COLLEGE.
- B. Review and analyze BOARD legal files, data, documents, and other materials concerning the above matters and advise on recommended legal course.
- C. Prepare and file pleadings, or motions, or briefs which may be required and represent the BOARD in any related litigation.
- D. Initiate and conduct discovery, including depositions, on behalf of the BOARD and represent the BOARD in discovery initiated by opposing parties.
- E. Represent the BOARD at trial or on appeal.
- F. Attend and participate in meetings, conference calls, field trips, or the like and report on the status of legal matters.

- G. Acquire specialty legal services when necessary with concurrence of College president. Review specialty attorney service contracts, engagement letters, or retainer agreements. Review specialty attorney service invoices and advise College president as to reasonableness and necessity for specialized legal services.

ARTICLE III - COMPENSATION FEES

- A. The BOARD shall be billed in accordance with Exhibit A, the agreed-upon billing rates for partners, of counsel, associates, and paralegals of the FIRM.
- B. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials, and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.
- C. Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.
- D. Premium rates will not be paid for overtime work.

ARTICLE IV - COMPENSATION COSTS

- A. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior written authorization by the COLLEGE Contract Administrator and shall be reimbursed based upon documented charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
- B. Non-routine office overhead expenses such as long-distance telephone calls, long distance facsimile transmissions, long distance courier services, bulk mailing, bulk third-party copying, blueprints, x-rays, photographs, and computer-assisted legal

resource services must be justified to the BOARD and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$1,000 per month, written approval from the BOARD's Contract Administrator must be obtained by the FIRM, prior to the expenditure of funds. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.

- C. The FIRM shall only bill the BOARD for the proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is also applicable to other clients.
- D. Exceptional non-routine office overhead expenses must be expressly defined in the Agreement or in an Amended Agreement and approved by the Board before being incurred.
- E. The FIRM shall notify the BOARD contract administrator when costs reach \$5,000.00 per month. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

ARTICLE V - FORMAT FOR INVOICES

Each statement for fees and costs shall be submitted after the services have been rendered, in a format that includes, at a minimum, the following information:

- A. Case name and number, if applicable, or other legal matter reference.
- B. Invoice number for the particular bill.
- C. FIRM taxpayer identification number.
- D. Inclusive dates of the month covered by the invoice.
- E. Itemization of the date; hours billed (if hourly); a concise, meaningful description

of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the FIRM performed work; their hourly rate (if hourly) as specified in Exhibit A, and any billing rate that is for some reason different from the one furnished in Exhibit A. If billing is based on other than an hourly rate, the basis for the billing must be explained in this section.

- F. A listing of all invoiced costs to be reimbursed pursuant to Article IV - COMPENSATION COSTS section. Invoiced costs must be accompanied by copies of actual receipts.
- G. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- H. A certification statement, signed by the FIRM's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD."
- I. Any other information as may be requested by the BOARD's Contract Administrator.

ARTICLE VI - ADMINISTRATION OF AGREEMENT

- A. The BOARD Contract Administrator is the College Vice President for Administrative Services / Chief Business Officer.
- B. The FIRM Contract Administrator is J. Craig Knox.
- C. All written approvals referenced in this Agreement must be obtained from the parties' Contract Administrators or their designees.

- D. This contract shall be governed by and construed under the laws of the State of Florida and, where applicable, the provisions of Chapter 2-37, Florida Administrative Code.
- E. All notices must be given to the parties' Contract Administrator.

ARTICLE VII - STATUS REPORTING

- A. The FIRM shall provide the President with a monthly status report of current administrative actions and litigation involving TCC;
- B. The FIRM will provide immediate notice by e-mail or facsimile transmission and telephone regarding significant legal developments that will likely result in media inquiries.

ARTICLE VIII - OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the FIRM shall use existing College Agreements, when available and cost effective, to acquire services (e.g., computer assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

ARTICLE IX - PUBLIC RECORDS

All documents prepared pursuant to this Agreement that constitute attorney work product, as defined in Section 119.07(1)(1), Fla. Stat., shall be marked with a notice stating that the information contained in that document is exempt from disclosure for a period of time in accordance with the Public Records Law.

ARTICLE X - SPECIAL CONDITIONS

- A. The FIRM will make affirmative efforts to achieve cost effectiveness by consolidating court hearing, limiting travel, streamlining case processing, using

printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.

- B. Multiple staffing at meetings, hearings, depositions, trials, etc., by the FIRM will not be compensated unless prior written approval from the BOARD's Contract Administrator has been obtained.
- C. The FIRM agrees that all documents shall be promptly returned at the termination of the FIRM's involvement in the case or matter at hand.
- D. All documents intended to be provided to third parties or college employees filed with a court or agency must be sent to the BOARD's Contract Administrator with enough lead time to allow for meaningful review, unless waived by the BOARD's Contract Administrator. Copies of final or as-filed documents should also be sent to the BOARD's Contract Administrator.
- E. All discovery, including depositions, document production, etc., shall be coordinated by the BOARD's Contract Administrator and the FIRM's Contract Administrator to avoid needless duplication of efforts.
- F. All documents prepared pursuant to this Agreement are subject to Florida's Public Records Law. Refusal of the FIRM to allow public access to such records as required by such law shall constitute grounds for unilateral cancellation of this Agreement. Documents prepared for litigation or in anticipation of litigation, including administrative actions, shall not be subject to public access until the action is concluded.

ARTICLE XI - TERM OF CONTRACT

- A. The initial contract shall begin upon execution and shall be effective through

October 31, 2021. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.

- B. If this Agreement is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the FIRM under this Agreement shall be made available to and for the exclusive use of the BOARD.

ARTICLE XII - AMENDMENTS

Either party may, from time to time, request changes under this Agreement. Such changes which are mutually agreed upon shall be incorporated in written amendments to this Agreement.

ARTICLE XIII - ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire Agreement of the parties and is not intended to create any third party beneficiaries. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations or Agreements on this subject.

ARTICLE XIV - INDEPENDENT FIRM

The FIRM is an independent contractor consistent with the Rules of Professional Conduct, and is not an employee or agent of the BOARD. Nothing in this agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the BOARD and the FIRM, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE XV - LIABILITY

The BOARD shall not assume any liability for the acts, omissions, or negligence of the FIRM, its agents, servants, and employees.

The firm shall maintain, during the period of this Agreement, a professional liability insurance policy for the professional services to be rendered.

ARTICLE XVI - NON-DISCRIMINATION

The FIRM shall comply with all federal, state, and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, disability, or national origin in the performance of work.

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates of their signatures.

**THE DISTRICT BOARD OF TRUSTEES
TALLAHASSEE COMMUNITY COLLEGE**

ATTEST:

By:

Eugene Lamb Jr.
Board Chair

Date: _____

FIRM

ATTEST:

By: _____

J. Craig Knox

Date: _____

EXHIBIT A - FEE SCHEDULE

Billing Schedule:

An annual flat fee is to be paid in equal monthly installments. The firm proposes to do the College community's legal work for the fee of \$210,000 per year, plus reasonable expenses.

The above listed schedule of rates is guaranteed through the duration of this Agreement. Adjustment by the parties shall be documented in writing by amendment to the Agreement.



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Changes to Salary Schedule

Item Description

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

Overview and Background

The College brings forth a request to update the Annual Salary Schedule, 2022 - 2023.

- Pages 10 – 12, Corrected Adjunct Rates

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective July 1, 2022.

Funding/ Financial Implications

This item is funded by the 2022 -2023 Operating Budget.

Recommended Action

Approve updates to the 2022 – 2023 Salary Schedule as presented.



TALLAHASSEE COMMUNITY COLLEGE

ANNUAL SALARY SCHEDULE

2022 - 2023

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 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, 2022~~ October 17, 2022

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 appropriate Vice President and Human Resources, with approval from the President. It is not necessary for the Board to approve new job titles, job descriptions and classifications.

Contracts and Grants Personnel

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

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

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

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

Wireless Allowance Plans

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

Terminal Pay

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

Other Provisions

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

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

SALARY STATEMENT

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

Exempt and Non-Exempt Status

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

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

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

Essential Personnel

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

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

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

Executive Positions/Senior Management

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

Administrative Positions

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

Managerial/Professional Positions

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

Faculty

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

Non-Teaching Faculty

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

Classified Staff/Professional

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

Classified Staff

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

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

Time Limited

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

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

ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

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

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

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

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

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

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

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

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

Verification of Experience and Education

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

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

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

Transcripts/Certificates/Licensures

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

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

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

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

TEMPORARY ASSIGNMENTS

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

Interim Positions

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

Acting Assignment as Executive or Administrator

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

Additional Duties

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

Extraordinary Task or Project

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

Overlap in Position

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

RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

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

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

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

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

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

WORK SCHEDULE

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

FULL-TIME FACULTY

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

ADJUNCTS (Credit/Contract Hours)

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$884
Masters	\$821
Bachelors	\$745
Less than Bachelors with program specific credentials and Associate degree	\$657

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

Academic Credentials	Class Hour Rates
Doctorate	\$5331
Masters	\$4529
Bachelors	\$3726
Less than Bachelors with program specific credentials and Associate degree	\$3324

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$53
Masters	\$45
Bachelors	\$37
Less than Bachelors with program specific credentials and Associate degree	\$33

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Masters	\$41
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Masters	\$934
Bachelors	\$849
Less than Bachelors with program specific credentials and Associate degree	\$883 <u>752</u>

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$59
Masters	\$52
Bachelors	\$44
Less than Bachelors with program specific credentials and Associate degree	\$40

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

Academic Credentials	Credit Hour Rates
Doctorate	\$973

Masters	\$904
Bachelors	\$820
Less than Bachelors with program specific credentials and Associate degree	\$725

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

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

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Masters	\$3429
Bachelors	\$26
Less than Bachelors with program specific credentials and Associate degree	\$24

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

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

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

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

ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Masters	\$45
Bachelors	\$37
Less than Bachelors with program specific credentials and Associate degree	\$33

Professional certification or licensure	\$32
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Substitutes: Substitutes for clock hours shall be paid according to approved clock hours as follows:

Academic Credentials	Clock Hour Rates
Doctorate	\$46
Masters	\$41
Bachelors	\$32
Less than Bachelors with program specific credentials and Associate degree	\$29

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

Academic Credentials	Clock Hour Rates
Doctorate	\$32
Masters	\$30
Bachelors	\$26

DIS COURSES

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

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

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

CONTINUING EDUCATION INSTRUCTORS

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

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

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

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

Shift Differential

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

Service Credit

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

Trainee Status

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

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

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

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

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

RETIREES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

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

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

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

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

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

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 Engagement Officer
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 Continuing Workforce Education
Director of Development, TCC Foundation
Director of Enterprise Applications
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 Information Technology Consulting Services
Director of Institutional Research and Planning
Director of Integrated Marketing
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education (FPSI)
Director of Procurement and Auxillary Services
Director of Recruiting and Admissions
Director of Special Projects and Innovation
Director of Strategic Communications
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Services
Director of TCC Online
Director of User Services
Workday Operations Director

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

Classified Staff Pay Grades

Pay Grade	Minimum	Market	Maximum
119	\$31,255.86	\$37,194.30	\$50,201.71
120	\$32,505.36	\$38,681.46	\$52,208.85
122	\$36,279.36	\$43,172.44	\$56,442.82
126	\$41,130.48	\$48,944.70	\$66,061.14
127	\$42,775.74	\$50,902.08	\$68,704.20

Classified Staff Professional Pay Grades

Pay Grade	Minimum	Market	Maximum
219	\$31,255.86	\$37,194.30	\$50,201.71
220	\$32,505.36	\$38,681.46	\$52,208.85
221	\$33,805.86	\$44,051.90	\$54,297.95
222	\$35,158.38	\$41,838.36	\$56,469.00
223	\$36,564.96	\$43,512.18	\$58,728.54
224	\$38,026.62	\$45,252.30	\$61,077.68
225	\$39,548.46	\$47,062.80	\$63,520.79
226	\$41,130.48	\$48,944.70	\$66,061.15
227	\$42,775.74	\$50,902.08	\$68,704.20
228	\$44,486.28	\$52,939.02	\$71,452.14
229	\$46,266.18	\$55,056.54	\$74,310.45
230	\$48,116.46	\$57,258.72	\$77,282.39
231	\$50,041.20	\$59,548.62	\$80,373.42
232	\$52,042.44	\$61,930.32	\$83,589.01
233	\$54,124.26	\$64,407.90	\$86,932.45
235	\$58,540.86	\$69,663.62	\$94,025.76
237	\$63,316.50	\$75,346.64	\$101,695.02

APPENDIX C
Classified Staff Positions & Paygrades by Alpha

(matrix does not include FLSA adjustments)

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Academic Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Academy Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Accounting Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Accounting Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Accounting Scholarship Assistant	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Accounting Specialist	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Achieving the Dream (ATD) Coordinator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Admissions and Enrollment Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Admissions Navigator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Adult Education Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Advanced and Specialized Instructional Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Advising and New Student Orientation Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Advising Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Advising Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Advising Team Lead	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Alumni and Friends Association Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Alumni Relations Coordinator/Development Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
AMTC Program Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assessment Analyst	Classified Staff	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Assistant Coach	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assistant Director, Applications Architecture & Support	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Assistant Director IT Consulting	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Assistant Director, Recruiting & K-12 Outreach	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Assistant Director, Student Services	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Assistant Director, User Services for Instructional Technologies	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Assistant Director, Financial Aid	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Assistant Production Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Assistant to the Dean	CS Professional	221	NE	\$33,805.86	\$44,051.90	\$54,297.95
Assistant to the Director of Library Services	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletics and Campus Recreation Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletic Trainer	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Auxiliary Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Budget Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Business Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Operations Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Services and Corporate Training Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lieutenant	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Campus Police Officer	Classified Staff	126	NE	\$41,130.48	\$48,944.70	\$66,061.14
Campus Police Sergeant	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Career Pathways Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Service and Internship Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Services Counseling Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Cashier	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Cashiering Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Center Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Classroom Technologies Coordinator	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Client Support Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
College Admissions Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Readiness Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Commercial Vehicle Driving Instructor	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Computer Specialist	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Computer Systems Analyst	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Computer Technology Lab Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Construction Service Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Contracts and Grants Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Contracts and Grants Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Coordinator, Counseling Center	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Coordinator, Conference and Events	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, International Student Services	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Student Technology Support	CS Professional	222	NE	\$35,158.38	\$41,838.36	\$56,469.00
Coordinator, Student Life	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Loans	CS Professional	222	NE	\$35,158.38	\$41,838.36	\$56,469.00
Coordinator, TCC Internship Program	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Veterans Affairs	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Coordinator, Veterans Success Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Custodial Superintendent	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Database Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Digital Media Technician	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Dining Facilities Manager	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Dining Services Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Disability Services Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Donor Stewardship Officer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Dual Enrollment Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Emergency Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Health/Safety Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Environmental Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Executive Assistant	CS Professional	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Executive Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Event/Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Events Specialist	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Facilities Administrator	Classified Staff	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Facilities Maintenance Superintendent	Classified Staff	127	E	\$42,775.74	\$50,902.08	\$68,704.20
Facilities Office Manager	Classified Staff	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Facilities Operations Manager	Classified Staff	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Facilities Operations Superintendent	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Finance and Accounting Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Financial Aid Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
First Year Experience Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Graphic Designer	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Head Coach	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Head of Access Services	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
High Liability Training Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Human Resources Specialist I	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Human Resources Specialist II	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Human Resources Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$36,279.36	\$43,172.44	\$56,442.82
HVAC Program Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Information Specialist	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Information Technology Project Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Information Technology Trainer	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Instructional Designer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Network Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Instructional Technologist	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Technology Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
International Recruitment Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Landscaper	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Lead Computer Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Leadership Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Success Coach	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Library Circulation Services Supervisor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Library Technical Assistant II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Library Technical Service Supervisor	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Manager, Healthcare Education	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Manager, Application Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Gadsden Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Wakulla Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Auxiliary Service	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Client Support	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Help Desk	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Information Technology Event Support	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Systems Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Systems Support	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Student Financial Services	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Technology Consulting	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Web Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Media Production Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Media Production Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Media Relations Specialist	CS Professional	213	NE	\$31,255.86	\$37,194.30	\$50,201.71
Network Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Network and Computer Systems Specialist	CS Professional	225	NE	\$39,548.46	\$47,062.80	\$63,520.79
Network Technician	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Office Manager	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Performance Innovation Institute Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Production Coordinator	CS Professional	221	E	\$33,805.86	\$44,051.90	\$54,297.95
Production Media Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Professional Counselor	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Program Coordinator, Adult Education	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Project Coordinator	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Project Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Research and Business Analyst	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Science Lab Manager	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Security Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Accountant	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Accounting Specialist	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Engineering Technician	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Research Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Science Lab Assistant	CS Professional	220	E	\$32,505.36	\$38,681.46	\$52,208.85
Senior Systems Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Simulation & Information Tech Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Simulator Lab Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Store Manager	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Accounts Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Student Activities Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Conduct Coordinator	CS Professional	218	NE	\$29,464	\$35,062	\$47,323.47
Student Development Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Involvement Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Life Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT / NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Success Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Supervisor Landscape Services	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Systems Administrator	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
System Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
System Operations Specialist	Classified Staff	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Systems Support Specialist	Classified Staff	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Technology Consultant	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Testing and Retention Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Video/Multimedia Producer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Virtual Learning Commons Manager	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Web Developer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Web Developer Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Web Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Workday Completion Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Workforce Development Program Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79

APPENDIX D
Classified Staff Positions & Pay Grades by Pay Grades

(matrix does not include FLSA adjustments)

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Cashier	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
CIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Safety Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Landscaper	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Financial Advisor	CS Professional	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$37,194.30	\$50,201.71
Custodial Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Dining Services Shift Supervisor	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Graphic Designer	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Library Technical Assistant II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Maintenance Technician II	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Office Manager	Classified Staff	120	NE	\$32,505.36	\$38,681.46	\$52,208.85
Facilities Operations Superintendent	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$36,279.36	\$43,172.44	\$56,442.82
Supervisor Landscape Services	Classified Staff	122	E	\$36,279.36	\$43,172.44	\$56,442.82
Campus Police Officer	Classified Staff	126	NE	\$41,130.48	\$48,944.70	\$66,061.14
Dining Facilities Manager	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Senior Engineering Technician	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	E	\$41,130.48	\$48,944.70	\$66,061.14
Facilities Maintenance Superintendent	Classified Staff	127	E	\$42,775.74	\$50,902.08	\$68,704.20

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Media Relations Specialist	CS Professional	213	NE	\$31,255.86	\$37,194.30	\$50,201.71
Senior Accounting Specialist	CS Professional	218	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Conduct Coordinator	CS Professional	218	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Skills Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Communications Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Coordinator, Student Loans	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Financial Aid Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Graphic Design and Brand Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Scholarship Coordinator	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Social Media & Digital Content Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Student Services Case Manager	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Systems Training Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Web Specialist	CS Professional	219	NE	\$31,255.86	\$37,194.30	\$50,201.71
Client Support Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Commercial Vehicle Driving Instructor	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Coordinator, Veterans Affairs	CS Professional	220	NE	\$31,868	\$37,923	\$51,185.15
Environmental Health/Safety Specialist	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Event/Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Help Desk Consultant	Classified Staff	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Human Resources Specialist I	CS Professional	220	NE	\$32,505.36	\$38,681.46	\$52,208.85
Senior Science Lab Assistant	CS Professional	220	E	\$32,505.36	\$38,681.46	\$52,208.85
Assistant to the Dean	CS Professional	221	NE	\$33,805.86	\$44,051.90	\$54,297.95
Production Coordinator	CS Professional	221	E	\$33,805.86	\$44,051.90	\$54,297.95

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Coordinator, Student Technology Support	CS Professional	222	NE	\$35,158.38	\$41,838.36	\$56,469.00
Student Development Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Workday Completion Specialist	CS Professional	222	E	\$35,158.38	\$41,838.36	\$56,469.00
Career Pathways Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Classroom Technologies Coordinator	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Commercial Vehicle Driving Lead Instructor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Custodial Superintendent	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Executive Assistant	CS Professional	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Events Specialist	Classified Staff	223	E	\$36,564.96	\$43,512.18	\$57,577.00
Human Resources Specialist II	CS Professional	223	NE	\$36,564.96	\$43,512.18	\$58,728.54
Instructional Technology Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Leadership Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Learning Commons Success Coach	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Library Circulation Services Supervisor	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Media Production Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Project Specialist	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Store Manager	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Activities Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Involvement Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Student Life, Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Testing and Retention Coordinator	CS Professional	223	E	\$36,564.96	\$43,512.18	\$58,728.54
Assistant to the Director of Library Services	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Athletics and Campus Recreation Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Service and Internship Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Career Services Counseling Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Center Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Admissions Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
College Readiness Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Computer Specialist	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Computer Technology Lab Manager	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Conference and Events	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Engagement, Diversity & Inclusion	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, Student Life	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Coordinator, TCC Internship Program	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Contracts and Grants Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Donor Stewardship Officer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Dual Enrollment Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Facilities Office Manager	Classified Staff	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
First Year Experience Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
HVAC Program Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
International Recruitment Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Gadsden Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Manager, Wakulla Center	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Media Production Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Production Media Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Program Specialist, HVAC Manufacturing	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Science Lab Manager	CS Professional	224	NE	\$38,026.62	\$45,252.30	\$61,077.68
Simulation & Information Tech Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Simulator Lab Coordinator	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Recruiter	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Student Success Specialist	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
System Operations Specialist	Classified Staff	224	E	\$38,026.62	\$45,252.30	\$61,077.68
TCC 2 Career and Academic Advisor	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Video/Multimedia Producer	CS Professional	224	E	\$38,026.62	\$45,252.30	\$61,077.68
Athletic Trainer	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Cashiering Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, International Student Services	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Coordinator, Veterans Success Center	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Digital Media Technician	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Disability Services Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Dual Enrollment Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Executive Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Computer Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Lead Contracts and Grants Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Client Support	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Manager, Help Desk	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Network and Computer Systems Specialist	CS Professional	225	NE	\$39,548.46	\$47,062.80	\$63,520.79

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Professional Counselor	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Recruitment & Marketing Operations Specialist	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Student Accounts Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Technology Consultant	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Virtual Learning Commons Manager	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Workforce Development Program Coordinator	CS Professional	225	E	\$39,548.46	\$47,062.80	\$63,520.79
Assessment Analyst	Classified Staff	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Coordinator, Counseling Center	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Emergency Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Environmental Management and Safety Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Facilities Administrator	Classified Staff	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Head of Access Services	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Learning Commons Program Coordinator	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Library Technical Service Supervisor	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Network Technician	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Research and Business Analyst	CS Professional	226	E	\$41,130.48	\$48,944.70	\$66,061.15
Auxiliary Service Manager	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Budget Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Campus Police Sergeant	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Construction Service Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Head Coach	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Information Technology Trainer	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Instructional Network Coordinator	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Auxiliary Service	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Manager, Information Technology Event Support	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Adult Education	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, for IT, Online & Professional Development	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Program Coordinator, Transportation Logistics and Information Technology	CS Professional	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Systems Support Specialist	Classified Staff	227	E	\$42,775.74	\$50,902.08	\$68,704.20
Assistant Director IT Consulting	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Business Services and Corporate Training Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Contracts and Grants Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Information Specialist	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Performance Innovation Institute Manager	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Project Coordinator	CS Professional	228	E	\$44,486.28	\$52,939.02	\$71,452.14
Business Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Business Operations Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Finance and Accounting Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Help Desk	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Designer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Instructional Technologist	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Systems Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Systems Support	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Student Financial Services	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Manager, Technology Consulting	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Security Administrator	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Accountant	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Senior Research Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Simulation Program Manager	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
System Analyst	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Web Developer	CS Professional	229	E	\$46,266.18	\$55,056.54	\$74,310.45
Campus Police Lieutenant	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Construction Service Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
High Liability Training Coordinator	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Human Resources Manager	CS Professional	230	E	\$48,116.46	\$57,258.72	\$77,282.39
Computer Systems Analyst	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Information Technology Project Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Application Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Data Warehouse and Web Technology	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Manager, Web Development	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Systems Administrator	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Web Developer Manager	CS Professional	231	E	\$50,041.20	\$59,548.62	\$80,373.42
Database Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Institute for Nonprofit Innovation and Excellence Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT/ NON- EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Healthcare Education	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Network Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Non-Profit Resource Center Coordinator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Program Manager, Advance Manufacturing Training Center	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76
Senior Systems Administrator	CS Professional	235	E	\$58,540.86	\$69,663.62	\$94,025.76

APPENDIX E
Contract/Grant Position Titles

Grant Management Positions
Associate Director
Director of CTE Outreach & Recruitment
Executive Director
Other Grant Positions
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 F
TIMESHEET REPORTING PERIODS FOR
NON-EXEMPT CLASSIFIED STAFF, OPS AND WORK-STUDY STUDENTS**

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
May 8, 2022	June 11, 2022	June 17, 2022	Thursday, June 30, 2022
June 12, 2022	July 9, 2022	July 15, 2022	Friday, July 29, 2022
July 10, 2022	August 6, 2022	August 15, 2022	Wednesday, August 31, 2022
August 7, 2022	September 3, 2022	September 16, 2022	Friday, September 30, 2022
September 4, 2022	October 1, 2022	October 14, 2022	Monday, October 31, 2022
October 2, 2022	November 5, 2022	November 16, 2022	Wednesday, November 30, 2022
November 6, 2022	December 3, 2022	December 12, 2022	Friday, December 30, 2022
December 4, 2022	January 7, 2023	January 13, 2023	Tuesday, January 31, 2023
January 8, 2023	February 4, 2023	February 10, 2023	Tuesday, February 28, 2023
February 5, 2023	March 11, 2023	March 20, 2023	Friday, March 31, 2023
March 12, 2023	April 8, 2023	April 14, 2023	Friday, April 28, 2023
April 9, 2023	May 6, 2023	May 12, 2023	Wednesday, May 31, 2023
May 7, 2023	June 10, 2023	June 16, 2023	Friday, June 30, 2023



October 17, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of September 2022.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$40,263.68
Clemons, Rutherford & Associates, Inc. - \$145,010.00
DAG Architects, Inc. - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the September 19, 2022 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 9



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

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

Project Name:
 Student Union (SU- bldg #35)
 Lobby/1st Floor Renovations
 Date: 9/26/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ 38,020.00	\$ -
Phase 6- 100% Construction Documents	\$ 44,260.00	100%	\$ 44,260.00	\$ 44,260.00	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	100%	\$ 13,905.00	\$ 13,905.00	\$ -
Phase 8- Construction Administration	\$ 32,460.00	55%	\$ 17,853.00	\$ 12,334.80	\$ 5,518.20
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
ADDITIONAL SERVICES					
Energy Forms (required)	\$ 800.00	100%	\$ 800.00	\$ 800.00	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ 3,300.00	\$ -
Commissioning- Lighting (required)	\$ 3,000.00	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
ADDITIONAL SERVICES No. 4					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
ADDITIONAL SERVICES No. 5					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
ADDITIONAL SERVICES No. 6					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -

GRAND TOTALS	\$ 259,132.50		\$ 235,025.50	\$ 229,507.30	\$ 5,518.20
Total due Architect/Engineer					\$5,518.20

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:



 (Signature of Principal)

Bonnie Davenport AIA, President

 (Typed Name and Title)

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



Change Order

Purchase Order Number	PO-014007 - 5
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

Comments:
Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect & Engineering Professional Service Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168
Change Order#1 - Increasing PO by \$30,835.00 for Additional Services #1 & #2. New PO total is \$233,805.00.
Change Order#2 - Increasing PO by \$8,930.00 for Additional Services #3. New PO total is \$242,735.00
Change Order#3 - Increasing PO by \$5,737.50 for Additional Services #4. New PO total is \$248,472.50
Change Order#4 - Increasing PO by \$6,965.50 for Additional Services #5. New PO total is \$255,437.50
Change Order#5 - Increasing PO by \$3,695.00 for Additional Services #6. New PO total is \$259,132.50

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	259,132.50	0.00	259,132.50

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-014007 - 5
Purchase Order Date	07/09/2021
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		For the full architectural/ engineering (A/E) services from advanced schematic design through construction administration 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 developing the previously approved preliminary schematic design through advanced schematic design, design development, construction documents, permit submittal and construction administration services. Specifics per attached proposal dated June 29, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				259,132.50

Messages

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

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. 2



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-015754

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

Project Name:
ADA Restroom Improvements
Bldgs 20, 38, 57, 31 & 17
 Date: 9/26/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS	
				PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASEBALL FIELD HOUSE - BLDG 140					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ 2,005.00	\$ -
Phase 2- Construction Documents	\$ 5,755.00	100%	\$ 5,755.00	\$ -	\$ 5,755.00
Phase 3- Permitting/Bid	\$ 1,060.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ -	\$ -	\$ -
ECOMONIC WORKFORCE DEV. (EWD) - BLDG 38					
Phase 1- Existing Conditions Drawings	\$ 1,765.00	100%	\$ 1,765.00	\$ 1,765.00	\$ -
Phase 2- Construction Documents	\$ 4,275.00	100%	\$ 4,275.00	\$ -	\$ 4,275.00
Phase 3- Permitting/Bid	\$ 915.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 1,795.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	92%	\$ 68.80	\$ 68.80	\$ -
MAIL ROOM (MR) - BLDG 57					
Phase 1- Existing Conditions Drawings	\$ 1,065.00	100%	\$ 1,065.00	\$ 1,065.00	\$ -
Phase 2- Construction Documents	\$ 1,750.00	100%	\$ 1,750.00	\$ -	\$ 1,750.00
Phase 3- Permitting/Bid	\$ 625.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 50.00	0%	\$ -	\$ -	\$ -
RYDER TRUCK DRIVING SCHOOL - BLDG 31					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ 2,005.00	\$ -
Phase 2- Schematic Design	\$ 2,585.00	100%	\$ 2,585.00	\$ 1,292.50	\$ 1,292.50
Phase 3- Construction Documents	\$ 5,400.00	100%	\$ 5,400.00	\$ -	\$ 5,400.00
Phase 4- Permitting/Bid	\$ 1,310.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ 15.48	\$ -	\$ 15.48
SUPPORT SERVICES (SS) - BLDG 17					
Phase 1- Existing Conditions Drawings	\$ 2,610.00	100%	\$ 2,610.00	\$ 2,610.00	\$ -
Phase 2- Schematic Design	\$ 3,915.00	100%	\$ 3,915.00	\$ 1,957.50	\$ 1,957.50
Phase 3- Construction Documents	\$ 7,820.00	100%	\$ 7,820.00	\$ -	\$ 7,820.00
Phase 4- Permitting/Bid	\$ 1,435.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,920.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 100.00	0%	\$ -	\$ -	\$ -
MEP Engineering	\$ 8,100.00	80%	\$ 6,480.00	\$ -	\$ 6,480.00
GRAND TOTALS	\$ 63,535.00		\$ 47,514.28	\$ 12,768.80	\$ 34,745.48
Total due Architect/Engineer					\$34,745.48

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)



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

Date 8/29/2022
 Invoice # 109149
 Ordered By: Jonathon Hornack
 Terms Card on File

Bill To

BKJ, Inc
 1621 Physicians Drive
 Tallahassee, FL 32308

Customer Billing Information:

TCC - ADA Restroom

Account # B015

Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	9	1.60	14.40T

Please Remit Payment To:

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

Tax ID# 20-8045535

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

Subtotal	\$14.40
Sales Tax (7.5%)	\$1.08
Total	\$15.48

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-015754
Purchase Order Date	07/08/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0399 CIF ADA Improvements - ADA Restroom Improvements - Bldgs 20, 38, 57, 31 & 17 Contact: Trey.Kimbrel@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	63,535.00	0.00	63,535.00

Director of Procurement and Auxiliary Services

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-015754
Purchase Order Date	07/08/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional Architectural and Engineering services for the requested ADA Restroom Improvements in five (5) buildings located on Tallahassee Community College's Site 1 Main Campus at 444 Appleyard Drive in Tallahassee, Florida. Buildings include: Baseball Field house Bldg#20, Workforce Development Bldg#38, Mailroom Bldg#57, Transportation Terminal (Former Ryder) Bldg#31, and Support Services Bldg#17. Specifics per attached proposal dated June 9, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				63,535.00

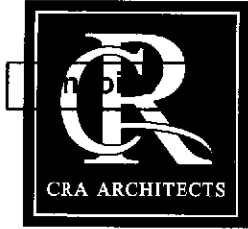
Messages

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CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308
 p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792
 p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

September 14, 2022
 Project No: 22041.00
 Invoice No: 15658

TALLAHASSEE COMMUNITY COLLEGE
 ATTN: ACCOUNTS PAYABLE
 444 APPELYARD DRIVE
 TALLAHASSEE, FL 32304-2895

Project 22041.00 TCC 15KV ELECTRICAL INFRASTRUCTURE
 PURCHASE ORDER# PO-015653

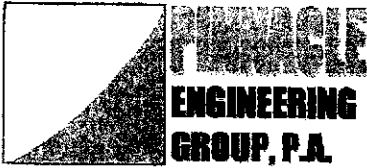
Professional Services from May 16, 2022 to August 31, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned
DESIGN PHASE SERVICES	140,210.00	100.00	140,210.00
BIDDING PHASE SERVICES	7,095.00	0.00	0.00
CONSTRUCTION PHASE SERVICES	39,170.00	0.00	0.00
PRE-DESIGN SERVICES MEASURED DRAWINGS	4,800.00	100.00	4,800.00
POST DESIGN SERVICES RECORD DRAWINGS	4,130.00	0.00	0.00
Total Fee	195,405.00		145,010.00
		Previous Fee Billing	0.00
		Current Fee Billing	145,010.00
		Total Fee	145,010.00
		Total this Invoice	\$145,010.00

Billings to Date

	Current	Prior	Total
Fee	145,010.00	0.00	145,010.00
Totals	145,010.00	0.00	145,010.00

22041.00



Pinnacle Engineering Group, P.A.
2032 Thomasville Road
Suite C
Tallahassee, FL 32308
(FEID 51-0475052)

Invoice

DATE	INVOICE #
8/31/2022	222-4199

BILL TO
Clemons Rutherford Attn: Mr. James Lewis 2027 Thomasville Road Tallahassee, Florida 32312

PROJECT			PEG PROJECT NO.	P.O. NO.	TERMS		
TCC Electrical Infrastructure			222-123		Net 30		
ITEM	DESCRIPTION	Fee	Prior Amt	Prior %	% Compl...	Total %	AMOUNT ...
CDs	Construction Documents	140,210.00			0.00%	0.00%	0.00
Bid	Bid Phase Services	7,095.00			0.00%	0.00%	0.00
CPS	Construction Phase Services	39,170.00			0.00%	0.00%	0.00
Project	Measured Drawings	4,800.00			100.00%	100.00%	4,800.00
Project	Record Drawings	4,130.00			0.00%	0.00%	0.00
For questions concerning this invoice, please contact Craig Allen, President (850-422-1763). Thank you for your payment.					Total		\$4,800.00