

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Charter School Application Evaluation and Recommendation

Item Description

This item is a request to approve the charter school application for the Innovation Academy of Excellence.

Overview and Background

In December 2022, TSC was approved by the Florida Department of Education to serve as an authorizer of Florida's public charter schools. As an authorizer, the College is responsible for meeting the following core principles: ensuring that schools maintain high standards, upholding school autonomy crucial to student success, and protecting student and public interests.

This item represents the results of the evaluation of Innovation Academy of Excellence's charter school application. The application was reviewed by TSC's Charter School Office which consists of stakeholders from Academic Affairs, Student Affairs, and Administrative Services. The school has a sound educational plan that aligns with TSC's commitment to academic excellence and student success. Additionally, Innovation Academy of Excellence provides access to high quality education choices for students and their families and accelerated pathways to college and careers that lead to greater socio-economic mobility. TSC recommends approval of the application for Innovation Academy of Excellence.

Innovation Academy of Excellence charter school application may be reviewed at:
https://link.tsc.fl.edu/Resources/Innovation-Academy-of-Excellence_Submitted-on-June-2-2025.pdf

Funding/ Financial Implications

None.

Past Actions by the Board

None.

Recommended Action

Approve the Innovation Academy of Excellence charter school application.

Florida Charter School Application Evaluation Instrument

Each section presents criteria for a response that meets the standard, and these criteria should guide the overall rating for the section. The Strengths and Weaknesses boxes provide space to identify data and other evidence that supports the rating. The rationale for each rating is important, especially if some of the data or evidence does not fit neatly into the criteria provided.

Capacity Interview:

Applicants may have the opportunity to present their plan and demonstrate the team's capacity to open and maintain a high-quality charter school as well as to answer questions about their proposal. Any information or evidence from the capacity interview that is used by the sponsor as a basis for denial of the application must be properly documented by means of a recording or transcript.

The following definitions should guide the ratings:

Meets the Standard:	The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
Partially Meets the Standard:	The response addresses most of the criteria, but the responses lack meaningful detail and require important additional information.
Does Not Meet the Standard:	The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant's understanding of the issue in concept or ability to meet the requirement in practice.

Authorizers are encouraged to align their application review process with the Florida Principles and Standards for Quality Authorizing.

OVERALL ASSESSMENT – COMPLETE THIS SECTION LAST

Would you recommend approval of this application for a public charter school? Explain your recommendation in the Summary Comments section, below.

DENY	APPROVE
<input type="checkbox"/>	X

Name of Person Completing Assessment: Tallahassee State College Charter Review Committee
Date: 6/4/2025

Title: Calandra Stringer, Provost, VP, Academic Affairs – Charter Review Committee Chair

Signature: 

I. Educational Plan

The education plan should define what students will achieve, how they will achieve it, and how the school will evaluate performance. It should provide a clear picture of what a student who attends the school will experience in terms of educational climate, structure, assessment and outcomes.

1. Mission, Guiding Principles and Purpose

The Mission, Guiding Principles and Purpose section should indicate what the school intends to do, for whom and to what degree.

Statutory References:

s. 1002.33(2)

Evaluation Criteria:

A response that meets the standard will present:

- A clear and compelling mission and vision statement that defines the guiding principles and values of the school.
- Adequate references to evidence that the application fulfills the statutory guiding principles and purposes for charter schools. (Note: the substance of each addressed principle and purpose will be evaluated within appropriate application sections.)

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Focus is on grades 6-8 which aligns with the district's mission of accelerating learning through dual enrollment. Strong focus on innovation and STEM which is a priority of the district. A STEM-rich, standards-based curriculum; personalized learning plans (PLPs); ethical use of AI; experiential and place-based learning; strong parent engagement through student-led data chats	Page 6
Concerns and Additional Questions	Reference

2. Target Population and Student Body

The Target Population and Student Body section should describe the anticipated target population of the school and explain how the school will be organized by grade structure, class size and total student enrollment over the term of the school's charter.

Statutory Reference(s):

s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of the students the charter school intends to serve including any target populations in accordance with Florida law.
- Alignment of the targeted student body with the overall mission of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
School is open and inclusive to all populations. The goal of the school is to prepare students for STEM careers and college pathways. Innovative concept of a micro schooling with the small capacity.	Page 7

Concerns and Additional Questions	Reference

3. Educational Program Design

The Educational Program Design section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

Statutory Reference(s):

s. 1002.33(7)(a)2.

Evaluation Criteria:

A response that meets the standard will present an educational program design that:

- An educational program design that:
 - Is clear and coherent;
 - Is based on effective, experience or research-based educational practices and teaching methods, and high standards for student learning;
 - Aligns with the school's mission and responds to the needs of the school's target population, and
 - Is likely lead to improved student performance for the school's target population.
- A proposed daily school schedule and annual calendar that complies with statutory requirements for annual number of instructional minutes/days and aligns with priorities and practices described in the educational program design.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Innovation in the curriculum by embedding ethical AI skills and teaching AI literacy. Dual enrollment options and preparation for those options embedded within the curriculum. Commitment to STEM education and career readiness Embedding CTE academies focused on STEM Based on Dr. Robert Marzano's research; Guaranteed and Viable Curriculum (GVC)	Page 9

Concerns and Additional Questions	Reference

4. Curriculum Plan

The Curriculum Plan section should explain not only *what* the school will teach but also *how* and *why*.

Statutory Reference(s):

s. 1002.33(6)(a)2.; s. 1002.33(6)(a)4.; s. 1002.33(7)(a)2.; s.1002.33(7)(a)4.

A response that meets the standard will present a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is well-aligned with the school's mission and educational philosophy;
- Provides an emphasis on reading;
- Will enable students to attain Florida standards and receive a year's worth of learning for each year enrolled; and
- Will be appropriate for students below, at, and above grade level.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Alignment with Florida B.E.S.T. standards; scaffolded instruction; differentiated learning; use of adaptive technology; cross-curricular integration Embedding and integrating AI throughout curriculum demonstrates innovation. STEM Integration and dual enrollment readiness is included along with project-based learning (PBL). Strong use of virtual lab simulations, AI lab, AR and VR experiences embedded in the curriculum and aligned to Florida standards. AI Google Tech Lab and innovative STEM labs are included in the curriculum.	Page 10

Concerns and Additional Questions	Reference

5. Student Performance, Assessment and Evaluation

The Student Performance, Assessment and Evaluation section should define what students attending the school should know and be able to do and reflect how the academic progress of individual students, cohorts over time, and the school as a whole will be measured.

Statutory Reference(s):

s. 1002.33(6)(a)3.; s.1002.33(7)(a)3.; s.1002.33(7)(a)4.; s.1002.33(7)(a)5.

Evaluation Criteria:

A response that meets the standard will present:

- An understanding of academic accountability provisions and goals mandated by the state.
- An indication that the applicant will hold high expectations for student academic performance.
- Measurable goals for student academic growth and improvement.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- A proposed assessment plan that is sufficient to determine whether students are making adequate progress.
- Evidence of a comprehensive and effective plan to use student achievement data to inform decisions about and adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.
- Acknowledgement of and general plan to meet FERPA requirements.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Use of FAST (ELA and Math), EOC for Algebra and Civics, grade 8 science assessment	Page 19-20
Personalized learning plans for each student to track performance	
AI-supported micro-assessments for real-time insights	

Concerns and Additional Questions	Reference

6. Exceptional Students

The Exceptional Students section should demonstrate an understanding of the requirements of the school to serve all students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(16)(a)3.

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of the programs, strategies and supports the school will provide to students with disabilities that will ensure appropriate access for students with disabilities and that the school will not discriminate based on disability.
- A clear description of how the school will ensure students with disabilities will have an equal opportunity of being selected for enrollment.
- A comprehensive and compelling plan for appropriate identification of students with special needs to ensure they are served in the least restrictive environment possible, have appropriate access to the general education curriculum and schoolwide educational, extra-curricular, and culture-building activities in the same manner as non-disabled students, receive required and appropriate support services as outlined in their Individual Education Plans and 504 plans, and participate in standardized testing.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs through the IEP process.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projections.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
School will implement services to accommodate students' IEP. Certified ESE teacher will manage service coordination and compliance. Use of AI tools to personalize learning and reinforce skills that are accessible and individualized	Page 31

Concerns and Additional Questions	Reference

7. English Language Learners

The English Language Learners section should demonstrate an understanding of the requirements of the school to serve English Language Learner students and provide a concrete plan for meeting the broad spectrum of educational needs and providing all students with a quality education.

Statutory Reference(s):

s. 1002.33(10)(f)

Evaluation Criteria:

A response that meets the standard will present:

- Demonstrated understanding of legal obligations regarding the education of English Language Learners.
- A comprehensive and compelling plan for educating English Language Learner students that reflect the full range of programs and services required to provide all students with a high-quality education.
- A clear plan for monitoring and evaluating the progress of ELL students, including exiting students from ELL services.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English Language Learners.
- A realistic enrollment projection (ELL) and a staffing plan that aligns with the projections.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
ELL progress will be monitored through ongoing assessments. Use of ACCESS for ELLs assessment to evaluate listening, speaking, reading and writing ESOL-certified teachers; adaptive language tools; real-time translation; scaffolded instruction; digital dashboards for progress monitoring	Page 33

Concerns and Additional Questions	Reference

8. School Culture and Discipline

The School Climate and Discipline section should describe the learning environment of the school and provide evidence that the school will ensure a safe environment conducive to learning.

Statutory Reference(s):

s. 1002.33(7)(a)7.; s. 1002.33(7)(a)11.

Evaluation Criteria:

A response that meets the standard will present:

- A planned school culture that is consistent with the school's mission and congruent with the student discipline policy.
- An approach to classroom management and student discipline that is consistent with the overall school culture and philosophy.
- Recognition of legal obligations and children's rights related to enforcing student discipline, suspension, and recommended expulsion, including the school's code of conduct, if available.
- Consideration of how the code of conduct will apply to students with special needs.
- Appropriate and clear roles of school administrators, teachers, staff, and the governing board regarding discipline policy implementation.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Future-focused culture with small size and collegiate setting. Emphasis on charter development, social-emotional learning, and student empowerment to guide the culture. Focus on relationship building and social-emotional learning. Core values of respect, curiosity, and contribution	Page 34

Concerns and Additional Questions	Reference

9. Supplemental Programming

The Supplemental Programming section should describe extra and co-curricular activities offered by the school. This section is optional.

Statutory Reference(s):

NA

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of extra- and co-curricular activities that support, and do not detract from, the educational program.
- Evidence of an adequate funding source for extra- and co-curricular activities.
- Lack of supplemental programming may not be a basis for denial.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Ethical AI Entrepreneurship opportunities will be available STEM and robotics club, future fellows student leadership groups and STEM ambassadors will be included. STEM Immersion Week aligned to each grade level with hands-on learning experiences	Page 36

Concerns and Additional Questions	Reference

II. Organizational Plan

The Organizational Plan should provide an understanding of how the school will be governed and managed. It should present a clear picture of the school's governance and management priorities, what responsibilities various groups and people will have, and how those groups will relate to one another.

10. Governance

The Governance section should describe how the policy-making and oversight function of the school will be structured and operate.

Statutory Reference(s):

s. 1002.33(7)(a)15.; s. 1002.33(9)

Evaluation Criteria:

A response that meets the standard will present:

- A governing board that is legally structured, or has a plan to organize in conformity with the laws of Florida.
- A clear description of the governing board's roles, powers, and duties that are consistent with overseeing the academic, organizational, and financial success of the school.
- Appropriate delineation between governance and school management roles.
- At least the core of the Governing Board is identified that has a wide range of knowledge and skills needed to oversee a charter school.
- A board structure (e.g. bylaws and policies concerning member selection, committees, meeting frequency) that supports sustainable and effective school governance.
- Evidence that applicant understands and intends to implement open meeting and records laws.
- Clear policy and plan for dealing with conflicts of interest.
- Appropriate and clear role for any advisory bodies or councils if included.
- An outline of a grievance process (or policy) that will simultaneously address parent or student concerns and preserve appropriate governance and management roles.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Governing Board is currently in place and has school board experience. Clear outline of duties with the school and with CSUSA who will provide the management services. Application outlines the board responsibilities for operating the charter school. Transparent public meetings held in collaboration with Tallahassee State College (TSC).	Page 40

Concerns and Additional Questions	Reference

11. Management and Staffing

The Management and Staffing section should describe how the day-to-day administration of the school's operations will be structured and fulfilled.

Statutory Reference(s):

s. 1002.33(7)(a)9.; s. 1002.33(7)(a)14.

Evaluation Criteria:

A response that meets the standard will present:

- An organizational chart or charts that clearly and appropriately delineate lines of authority and reporting.
- A management structure that includes clear delineation of roles and responsibilities for administering the day-to-day activities of the school.
- Identification of a highly-qualified school leader or a sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan.
- A sound plan for recruiting and retaining highly-qualified and appropriately-certified instructional staff.

Meet the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Position descriptions for the administrative team that outlines the roles and responsibilities for the day-to-day activities.	Pages 43-44
Staffing plan and structure is provided along with a timeline.	
Emphasis on AI integration, project-based learning, and cross-content collaboration.	
Staff roles are clearly defined to support innovation and inclusion	

Concerns and Additional Questions	Reference

12. Human Resources and Employment

The Human Resources and Employment section should define the policies and procedures that frame the school's relationship with its staff.

Statutory Reference(s):

s. 1002.33(7)(a)14.; s. 1002.33(12)

Evaluation Criteria:

A response that meets the standard will present:

- A clear explanation of the relationship between employees and the school.
- Description of the school leader and teacher evaluation plans, or outline of such plans, which align with the Student Success Act as defined by state law.
- A compensation and benefits plan or outline of such a plan that is aligned with Florida's Student Success Act, and will attract and retain quality staff.
- Procedures that are likely to result in the hiring of highly-effective personnel.
- Policies and procedures that hold staff to high professional standards or a plan to develop such policies and procedures.
- An effective plan to address any leadership or staff turnover.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school outlines the role of the school board and CSUSA for personnel services. The compensation plan meets the Student Success Act. All staff employed by CSUSA, ensuring consistency in hiring, evaluation, and compliance. Alignment with Florida law and board policies. Use of shared services to optimize staffing and reduce costs	Page 46

Concerns and Additional Questions	Reference

13. Professional Development

The Professional Development section should clearly describe the proposed expectations and opportunities for administrators, teachers, and other relevant personnel.

Statutory Reference(s):

NA

Evaluation Criteria:

A response that meets the standard will present:

- Professional development activities for administrators and instructional staff that align with the educational program and support continual professional growth as well as growth in responsibilities related to specific job descriptions.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will utilize the services provided by CSUSA in collaboration with TSC to ensure dual enrollment readiness. The use of AI for professional development. Comprehensive PD plan including New Teacher Induction, Returning Teacher Orientation, and CRT Bootcamps. Weekly PLCs and data chats to drive instructional improvement. Focus on ethical AI integration and Marzano's instructional framework	Page 47

Concerns and Additional Questions	Reference

14. Student Recruitment and Enrollment

The Student Recruitment and Enrollment section should describe how the school will attract and enroll its student body.

Statutory Reference(s):

s. 1002.33(7)(a)7.; s. 1002.33.(7)(a)8.; s. 1002.33(10)

Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.
- A plan and process that will likely result in the school meeting its enrollment projections.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
Inclusive and transparent enrollment process with digital access and in-person support. Strategic outreach to underrepresented communities. Enrollment preferences for siblings and children of staff at Innovation Academy, TCA, and TSC	Pages 49-50

Concerns and Additional Questions	Reference

15. Parent and Community Involvement

The Parent and Community Involvement section should provide a broad overview of the school's plans to encourage and support parental and community involvement.

Statutory Reference(s):

NA

Evaluation Criteria:

A response that meets the standard will present:

- A general conception of how parents will be involved with the school that aligns with the school's mission and provisions of the educational program. A detailed plan may be developed following approval.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will establish a collaboration with TSC to cultivate a strong partnership. The school will partner with local employers and STEM industry partners. Use of digital platforms for real-time communication. Quarterly family forums and student-led PLP meetings	Page 53

Concerns and Additional Questions	Reference

III. Business Plan

The Business Plan should provide an understanding of how the charter operators intend to manage the school's finances. It should present a clear picture of the school's financial viability including the soundness of revenue projections; expenditure requirements; and how well the school's budget aligns with and supports effective implementation of the educational program.

16. Facilities

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

Statutory Reference(s):

s. 1002.33(7)(a)13.; s. 1002.33(18)

Evaluation Criteria:

If a facility is acquired, reviewers will look for:

- Evidence that the proposed facility complies with all applicable laws, regulations, and policies and can be ready for the school's opening OR a timeline to ensure the facility will be in compliance and ready by school's opening.
- A facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school has the necessary resources to fund the facilities plan.
- A reasonable back-up plan should the proposed facility plan fall through.

If a facility is not yet acquired, reviewers will look for:

- A realistic sense of facility needs.
- A plan and timeline for securing a facility that is appropriate and adequate for the school's program and targeted population.
- Reasonable projections of facility requirements.
- Evidence that the school has the necessary resources to fund the facilities plan.
- Adequate facilities budget based on demonstrated understanding of fair market costs.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will rent space on the campus of the College and a plan is included to meet the needs.	Page 54
Dedicated STEM lab, digital media room, and secure student access.	
Facility meets all safety and instructional standards	

Concerns and Additional Questions	Reference

17. Transportation

The Transportation section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)

Evaluation Criteria:

A response that meets the standard will present:

- An outline of a reasonable transportation plan that serves all eligible students and will not be a barrier to access for students residing within a reasonable distance of the school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will work to support families commuting from outside the immediate area. Coordinated drop-off/pick-up zones with staff supervision Transportation will be not be provided.	Page 55

Concerns and Additional Questions	Reference

18. Food Service

The Food Service section should describe how the school will address these services for its student body.

Statutory Reference(s):

s. 1002.33(20)(a)1.

Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all students and makes particular provisions for those students who may qualify for free or reduced price lunch.
- A food service plan that places an emphasis on quality, healthy foods.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will partner with a food vendor to provide meals to students.	Page 56
Participation in the National School Lunch Program (NSLP).	
Meals meet USDA guidelines and accommodate dietary needs.	

Concerns and Additional Questions	Reference

19. School Safety and Security

The School Safety and Security section should provide a description of the school's plan to ensure the safety and security of its students and faculty.

Statutory Reference(s):

s. 1002.33(7)(a)11; s. 1002.33(16)(b)8, 12, and 14

Evaluation Criteria:

A response that meets the standard will present:

- A plan that reasonably ensures the safety of students and staff and the protection of the school facility and property. Note that a fully-developed plan will be completed after approval of the application.
- A description of how the school plans to comply with the requirement that at least one safe-school officer is present while school is in session.
- Procedures that clearly demonstrate a plan to respond to active assailant incidents.
- A description of how the school plans to train school staff to respond to active assailant incidents.
- A description of how the school will establish a team to assess and intervene with individuals whose behavior may pose a threat to the safety of staff or students.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The plan for security and meeting compliance is well documented with the use of a school resource officer that will be employed by TSC's police department.	Page 58
Compliance with Florida statutes and Office of Safe Schools guidelines.	
Secure access controls, emergency drills, and SRO presence.	

Concerns and Additional Questions	Reference

20. Budget

The Budget section should provide financial projections for the school over the term of its charter.

Statutory Reference(s):

s. 1002.33(6)(a)5.; s. 1002.33(6)(b)2.

Evaluation Criteria:

A response that meets the standard will present:

- Budgetary projections that are consistent with and support all key aspects of the application, including the school's mission, educational program, staffing plan, and facility.
- A realistic assessment of projected sources of revenue and expenses that ensure the financial viability of the school.
- A sound plan to adjust the budget should revenues not materialize as planned.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
CSUSA will provide the facility upgrades to prepare for opening the facility.	Page 59
The school will utilize FEFP, federal grants and local fundraising.	
Conservative budgeting with a focus on instructional quality and innovation.	
Prioritization of staffing, curriculum, and safety infrastructure.	
Transparent financial planning with contingency reserves.	

Concerns and Additional Questions	Reference
The proposal includes a tentative budget based on revenue projections. Support services to be determine in the charter school contract.	

21. Financial Management and Oversight

The Financial Management and Oversight section should describe how the school's finances will be managed and who will be responsible for the protection of student and financial records.

Statutory Reference(s):

s. 1002.33(6)(a)5.; s. 1002.33(7)(a)9.; s. 1002.33(7)(a)11.

Evaluation Criteria:

A response that meets the standard will present:

- A clear description of how the school's finances will be managed, including who (or what contracted entity) will manage the finances. Such plan should contain strong internal controls to ensure appropriate fiscal management and ability to comply with all financial reporting requirements.
- A plan for the governing board to regularly exercise oversight over and take accountability for all financial operations of the school.
- Provisions for an annual financial audit.
- Appropriate public transparency of school financial health.
- Appropriate plan to securely store financial records.
- A plan to obtain appropriate and reasonable insurance coverage.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school's finances will be managed by CSUSA. A timeline is included with deliverables for opening along with a plan for any shortfalls. Centralized accounting system with GAAP compliance. Monthly and quarterly financial reviews. Independent audits and strong internal controls.	Page 61

Concerns and Additional Questions	Reference

22. Start-Up Plan

The Start-Up Plan should provide a clear roadmap of the steps and strategies that will be employed to prepare the school to be ready to serve its students well on the first day of operation.

Statutory Reference(s):

s. 1002.33(7)(a)16.

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The start-up plan is included to launch a successful micro school focused on grades 6-8. Timeline and milestones have been included to demonstrate the ability to open and operate the school. CSUSA-led launch team ensures compliance and operational readiness. Strategic enrollment and marketing campaigns	Pages 63-64

Concerns and Additional Questions	Reference

Addendum

Addendum A: Replications

The Replications section should identify the school to be replicated and provide evidence that the model has been successful in raising student achievement, while also describing the capacity of the organization to operate an additional school.

Statutory Reference(s):

s. 1002.33(6)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Evidence that school or model to be replicated demonstrates academic, organizational, and financial success.
- A clear, compelling vision for what is being replicated in terms of essential components of the educational program.
- A convincing rationale for how the school or model to be replicated will successfully serve the proposed target student population.
- A strong justification for changing key components of the original school or model in the proposed school. Such justification should include why the changes will better suit the targeted student population and whether the model is still similar enough to the existing model that comparable successful outcomes are likely.
- Evidence that the applicant group has a sound plan for developing the capacity to replicate an existing school including adequate financial and human resources.
- If applicable, evidence of successful past replications or lessons learned from unsuccessful attempts at replication that will increase the probability that this replication will be successful.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
n/a	n/a	n/a

Strengths	Reference

Concerns and Additional Questions	Reference
N/A – not a replication	

Addendum A1: High-Performing Replications

The High-Performing Replications section should identify the school to be replicated and provide evidence that the proposed school meets the statutory requirements of being a substantially similar model of a school that has been designated as a High-Performing Charter School and is being established and operated by an organization or individuals that were significantly involved in the operation of the school being replicated.

Statutory Reference(s):

s. 1002.331

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- Evidence that the applicant's school and the school to be replicated (if different) are designated by the Commissioner of Education as a High-Performing Charter School.
- Evidence that the proposed school will be substantially similar to the high-performing school that is being replicated. Reviewers should base this determination on the response to this question as well applicant's proposed educational, organization, and business plans as described throughout the application.
- Evidence that the organization or individuals involved in the establishment and operation of the proposed school are significantly involved in the operation of the high-performing school that is being replicated.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
n/a	n/a	n/a

Strengths	Reference

Concerns and Additional Questions	Reference

Addendum B: Education Service Providers

The ESP section should provide a rationale for contracting with the ESP, evidence of ESP success in operating high-quality charter schools, the capacity of the ESP to successfully operate this school, and evidence that the governing board and ESP are able to operate free from conflicts of interest.

Statutory Reference(s):

s. 1002.33(6)(a)

Evaluation Criteria:

A response that meets the standard will present an action plan that:

- A clear explanation of the reasons for contracting with an education service provider and how and why the ESP was selected and a description of the due diligence employed to assess the capacity of the ESP.
- Sufficient evidence of the ESP's previous academic, organizational, and financial success and capacity for future success that make it more likely than not that it will be successful with the proposed school.
- Evidence of the ESP's organizational capacity to manage an additional school or schools as determined by its growth plan.
- A comprehensive list (Form IEPC-MIA) of all schools affiliated with the ESP and ensuing performance data used to support the selection of the ESP (past and current).
- Evidence of success working with similar populations to the target population. If there are deficiencies or lack of experience working with the target populations, then reviewers will look for a sufficient explanation of programmatic adjustments that will be made to ensure success with any new school(s).
- A clear delineation of the roles and responsibilities and decision-making authority of the school's governing board and the ESP, structured to ensure a clearly defined arm's-length, performance-based relationship that is free from conflicts of interest. This includes evidence that the school's governing board has a clear plan for holding the ESP accountable for negotiated performance.
- A clear delineation of the term of the management agreement, the conditions, grounds and procedures by which the agreement may be renewed and terminated, and a plan for continued operation of the school in the event of termination.
- A draft of the proposed contract with all key terms included.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference
The school will utilize CSUSA as the service provider. This company has a strong track record of launching and managing high performing charter schools across Florida. Services will include academic services, operations, human resources, finance and budgeting, compliance and legal, and marketing and enrollment.	Page 65

Concerns and Additional Questions	Reference

Applicant History Worksheets (Form IEPC-M1A)

The Applicant History Worksheets should provide information regarding the track record of the applicant, the applicant's governing board, and if applicable, the applicant's ESP with regard to the operation of other charter schools. The sponsor should review the entire portfolio of charter schools of the foregoing entities when evaluating performance. The academic and financial performance of the portfolio should be considered in the decision to approve or deny the application.

Statutory Reference(s):

s. 1002.33(6)(a)

Evaluation Criteria:

A sponsor should review the portfolio of schools operated by the applicant group, governing board, or ESP to determine if the academic and financial performance demonstrates the capacity to operate a high-quality charter school.

Meets the Standard	Partially Meets the Standard	Does Not Meet the Standard
X	<input type="checkbox"/>	<input type="checkbox"/>

Strengths	Reference

Concerns and Additional Questions	Reference

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - May

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 5/31/2025.

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 on 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 May is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of May 30, 2025

REVENUE	May	Monthly	YTD	YTD	Annual	% of YTD
	Actual	Budget	Actual	Budget	Budget	Budget
Student Fees	\$ 1,182,932	\$ 2,654,057	\$ 31,309,312	29,194,622	\$ 31,848,678	98%
State Support	2,929,725	3,589,169	38,040,884	39,480,854	43,070,023	88%
Federal Support	35,618	62,500	497,911	687,500	750,000	66%
Other Revenue	189,230	145,833	2,913,260	1,604,167	1,750,000	166%
TOTAL REVENUE	4,337,505	6,451,558	72,761,367	70,967,143	77,418,701	94%
EXPENSES	May	Monthly	YTD	YTD	Annual	% of YTD
	Actual	Budget	Actual	Budget	Budget	Expenses
<u>PERSONNEL COSTS</u>						
Administrative	308,459	320,833	3,603,187	3,529,167	3,850,000	94%
Instructional	1,465,815	1,291,667	13,890,781	14,208,333	15,500,000	90%
Non-Instructional	1,608,786	1,541,667	17,040,898	16,958,333	18,500,000	92%
OPS	502,041	708,333	7,400,019	7,791,667	8,500,000	87%
Personnel Benefits	1,451,294	1,172,392	14,131,170	12,896,309	14,068,701	100%
TOTAL PERSONNEL COSTS	5,336,395	5,034,892	56,066,055	55,383,809	60,418,701	93%
<u>CURRENT EXPENSES</u>						
Services	165,611	411,879	4,535,720	4,530,672	4,942,551	92%
Material & Supplies	518,818	310,224	3,308,236	3,412,461	3,722,685	89%
Other Current Charges	214,389	694,564	7,566,740	7,640,200	8,334,764	91%
TOTAL CURRENT EXPENSES	898,818	1,416,667	15,410,696	15,583,333	17,000,000	91%
CAPITAL OUTLAY	46,382	166,667	63,485	1,833,333	2,000,000	3%
TOTAL EXPENSES	\$ 6,281,595	\$ 6,618,225	\$ 71,540,236	\$ 72,800,476	\$ 79,418,701	90%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in May 2025					
Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-023214	5/13/2025	Presidio Networked Solutions, LLC	101,634.80	Campus wireless hardware and equipment.	Data Communications Products and Services (State of Florida Contract Number 43210000-19-NASPO-ACS)

June 16, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Use of College Personnel and Facilities

Item Description

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

Overview and Background

As authorized in Florida statutes 1004.70 (3), the Foundation was established as a DSO to the College with the goal of strengthening connections to the community, promoting excellence in teaching, and expanding student success in a global economy. The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for the Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting.

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

The estimated resources designated for Foundation DSO related activities for FY 2025-26 are projected to be \$163,726.80, or 17.7% of the Office for Institutional Advancement's total budget. For reference, the resources utilized for Foundation DSO related activities this fiscal year totaled \$153,97.21 or 17.3% of the Office for Institutional Advancement's total budget.

College Resource	Office for Institutional Advancement Projected FY 2025-26 Budget	Projected Foundation DSO Related Resources for FY 2025-26
Personnel Services	\$676,790.64	\$120,061.63
Other Services & Expenses	\$184,000.00	\$32,641.32
Facilities	\$62,141.75	\$11,023.85
Property	\$0.00	\$0.00
Total	\$922,932.39	\$163,726.80

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

Funding/ Financial Implications

The funds allocated for Foundation DSO activities will be included in the proposed FY 2025-26 College Operating Budget as part of the Office for Institutional Advancement's budget.

Past Actions by the Board

The Board approved the use of College resources for Foundation DSO activities at the June 17, 2024 Board of Trustees meeting for the current fiscal year.

Recommended Action

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

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Capital Improvement Plan (CIP) 2026-27 Through 2028-2029

Item Description

This item describes the annual Capital Improvement Plan submittal process and the project priorities for the College.

Overview and Background

The College must annually prepare a Capital Improvement Plan (CIP) and submit it to the Florida College System. The CIP represents TSC's capital improvement priorities in support of academic programs and student needs and becomes part of the Florida Department of Education's legislative budget request.

Priorities for construction were determined based on College and State standards, future student enrollment, academic program needs, safety-to-life concerns, operating needs and cost efficiencies.

The Maintenance, Repair & Renovation Projects Request List includes critical projects to meet the operational needs of the College. Each project contains elements to repair or upgrade vital infrastructure. The need for maintenance funds has increased due to aging facilities, technology infrastructure, building system complexity, and increasing building regulations.

All projects must be recommended in the college's Educational Plant Survey. The Educational Plant Survey 3.1 for TSC was approved at the June 17, 2024 BOT Meeting. Included for Board approval are forms CIP-1, current status of all funded and budgeted projects and CIP-2, summary of new projects.

The District Board of Trustees approved the 2025-26 through 2027-28 CIP on June 17, 2024.

Funding/ Financial Implications

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

Recommended Action

Approve the 2026-27 through 2028-29 CIP, as provided on the attached CIP-1 and CIP-2 forms.

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE: Tallahassee State College
DATE: 6/17/2025

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Allied Health Education Center (FECGP)	5	Local/CIF	2006/11	88,455	\$30,215,241	\$446,272	\$446,272	\$31,107,785	YES	N/A	Complete	11/1/2012
Classroom Renovations	1	Local/CIF	2020/26	n/a	\$0	\$0	\$675,000	\$675,000	YES	YES	Construction	6/30/2026
ADA Improvements - English Bldg#01 Restrooms Renovation	1	Local/CIF	2024/26	550	\$0	\$0	\$411,602	\$411,602	YES	YES	Complete	11/1/2024
AED Repair & Replacement	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Asphalt Repairs and Markings	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$150,000	\$150,000	YES	YES	Construction	6/30/2026
C - Cure Locks/Doors/Cameras & Physical Security (NIST 800-171)	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$250,000	\$250,000	YES	YES	Construction	6/30/2026
Concrete, Brick, Sidewalks and Trip Hazard Repairs	1	Local/CIF	2020/26	n/a	\$0	\$0	\$100,000	\$100,000	YES	YES	Construction	6/30/2026
CPTED Tree and Shrub Trimming	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Door & Access Canopies and Walkway Coverings	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
E.F.I.S	1-5	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Elevators	1-5	Local/CIF	2020/26	n/a	\$0	\$0	\$85,000	\$85,000	YES	YES	Construction	6/30/2026
Emergency Diesel Generator Service / Replacement / Upgrades	1,2,3,5 & 6	Local/CIF	2024/26	n/a	\$0	\$0	\$140,100	\$140,100	YES	YES	Construction	6/30/2026
Electrical Upgrades	1	Local/CIF	2024/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Fire Alarm/Panel Upgrades	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Fire and Life Safety (Emergency Lighting, Extinguishers, Hazardous Waste)	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Flooring	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$200,000	\$200,000	YES	YES	Construction	6/30/2026
Furniture Upgrades	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$200,000	\$200,000	YES	YES	Construction	6/30/2026
HVAC/BAS Materials, Equipment, Contracts & Services	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$1,000,000	\$1,000,000	YES	YES	Construction	6/30/2026
Lightning Protection	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Light Pole Replacements	1-6	Local/CIF	2021/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Painting (Interior & Exterior)	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$175,000	\$175,000	YES	YES	Construction	6/30/2026
Roofing	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$1,500,000	\$1,500,000	YES	YES	Construction	6/30/2026

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Steel Buildings/Gutters (SBG)	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Stormwater Drainage	1-6	Local/CIF	2024/26	n/a	\$0	\$0	\$400,000	\$400,000	YES	YES	Construction	6/30/2026
Underground Water Leaks, Inspections and Repairs (Domestic)	1-6	Local/CIF	2022/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Water Treatment Services and Inspections	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
Window Repairs/Replacements	1-6	Local/CIF	2025/26	n/a	\$0	\$0	\$75,000	\$75,000	YES	YES	Construction	6/30/2026
Workday ERP	1-6	Local/CIF	2020/26	n/a	\$0	\$0	\$950,000	\$950,000	YES	YES	Construction	6/30/2026
Main Campus, FPSI & Ghazvini IAQ	1, 3, 4 & 5	CO&DS	2020/26	n/a	\$0	\$0	\$1,500,000	\$1,500,000	YES	YES	Construction	6/30/2026
15KV Electrical Infrastructure	1	State DM/Local CIF	2023/25	n/a	\$3,300,000	\$0	\$819,563	\$4,119,563	YES	YES	Construction	12/31/2025
AMTC Bldg 43 Roof Restoration	1	Local/CIF	2023/25	n/a	\$0	\$0	\$1,000,000	\$1,000,000	YES	YES	Planning	6/30/2026
APB Bldg 53 Roof Restoration	1	Local/CIF	2023/25	n/a	\$0	\$0	\$239,300	\$239,300	YES	YES	Complete	7/1/2024
CFI Exterior Envelope (Walls & Windows)	4	State DM	2023/25	n/a	\$3,450,000	\$0	\$770,465	\$4,220,465	YES	YES	Construction	12/31/2025
CFI Exterior Staircases	4	State DM	2023/25	n/a	\$950,000	\$0	\$494,308	\$1,444,308	YES	YES	Construction	12/31/2025
CFI 3rd Floor Renovations	4	Local/CIF	2024/25	n/a	\$0	\$0	\$785,604	\$785,604	YES	YES	Complete	4/10/2025
CFI Smoke Exhaust Removal	4	Local/CIF	2024/25	n/a	\$0	\$0	\$337,887	\$337,887	YES	YES	Complete	3/3/2025
CFI Roof Restoration	4	Local/CIF	2023/25	n/a	\$0	\$0	\$885,894	\$885,894	YES	YES	Complete	10/4/2024
Elevator Door Lock Monitoring Systems	1	State DM/Local CIF	2023/25	n/a	\$700,000	\$0	\$200,000	\$900,000	YES	YES	Complete	2/19/2025
Elevator Door Lock Monitoring Systems	3	State DM	2023/25	n/a	\$52,000	\$0	\$0	\$52,000	YES	YES	Complete	12/26/2024
LSC Bldg 15 Roof Restoration	1	Local/CIF	2023/25	n/a	\$0	\$0	\$1,196,368	\$1,196,368	YES	YES	Complete	9/9/2024
PO Bldg 56 Roof Restoration	1	Local/CIF	2023/25	n/a	\$0	\$0	\$625,380	\$625,380	YES	YES	Complete	3/7/2025
Replace 2 Chillers and Install VFD's on Chill Water Pumps	3	State DM	2023/25	n/a	\$1,000,000	\$0	\$121,942	\$1,121,942	YES	YES	Complete	11/18/2024
Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	1	State DM/Local CIF	2023/25	n/a	\$2,856,222	\$0	\$401,543	\$3,257,765	YES	YES	Complete	6/30/2025
Renovate Central Utility Plant & Infrastructure - Main Campus	1-6	State ARP PECO	2023/25	n/a	\$5,266,404	\$0	\$17,864	\$5,284,268	YES	YES	Complete	6/30/2025

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2025-26

CIP 1

COLLEGE:	Tallahassee State College
DATE:	6/17/2025

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?**	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
TCA Bldg#08 - Renovations/Improvements	1	Local/CIF	2024/25	n/a	\$0	\$0	\$1,400,000	\$1,400,000	YES	YES	Construction	6/30/2026
AC Bldg#08 Voice Evacuation System	1	Local/CIF	2024/25	n/a	\$0	\$0	\$79,774	\$79,774	YES	YES	Complete	7/17/2024
Dental Sim Lab in AP Building#03	1	Local/CIF	2024/25	1,765	\$0	\$0	\$2,171,028	\$2,171,028	YES	YES	Complete	8/2/2024
Emergency Disaster - Tornados - 05/10/24	1	Local/CIF	2024/25	n/a	\$0	\$0	\$373,834	\$373,834	YES	N/A	Complete	9/11/2024
FPSI Stormwater Drainage	3	Local/CIF	2024/25	n/a	\$0	\$0	\$250,000	\$250,000	YES	YES	Construction	6/30/2026
Library Improvements - Maker Space (CapGrant)	1	Local/Grant	2024/25	14,000	\$0	\$0	\$3,200,000	\$3,200,000	YES	YES	Construction	12/31/2025
Main Campus Solar Panel Canopies	1	Local/CIF	2024/25	n/a	\$0	\$0	\$1,707,609	\$1,707,609	YES	YES	Construction	12/31/2025
TCC Main Campus Site Improvements Bldgs# 20, 23 & 34 Complex (Ballfields & Stormwater Improvements)	1	Local/Grant	2024/25	n/a	\$0	\$0	\$1,639,812	\$1,639,812	YES	NO	Complete	5/22/2025
TCC Main Campus Site Improvements Building#15 (LS Locker Room)	1	Local/Grant	2024/25	5,390	\$0	\$0	\$1,690,455	\$1,690,455	YES	NO	Complete	10/24/2024
Southern Pipe (GOR #46) Structural Repairs	1	Local/Grant	2025/26	n/a	\$0	\$0	\$100,000	\$100,000	YES	YES	Construction	6/30/2026
Building 56 Ground Excavation	1	Local/Grant	2025/26	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2026
North Florida Innovation Labs, Lab Equipment and Furnishing	1	General Revenue	2023/25	n/a	\$750,000	\$0	\$0	\$750,000	NO	N/A	Planning	6/30/2026
					\$48,539,867	\$446,272	\$29,446,603	\$77,682,742				

Add lines as necessary.

NOTES:

* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2026-27 through 2028-29

CIP 2

COLLEGE: Tallahassee State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2024	Maint/Repair	Emergency Diesel Generator Modernization	1, 3 & 5	\$2,775,000	\$1,410,000	\$0	\$4,185,000	\$0	\$0	\$4,185,000	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 2,775,000 \$ 1,410,000 \$ - \$ 4,185,000

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2026-27	2027-28	2028-29	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2010	Remodel	Remodel Building 11 Classrooms into STEM Labs - Site 1 Main	1	\$11,196,308	\$658,693	\$878,166	\$12,733,167	\$0	\$375,000	\$13,108,167	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources
TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$ 11,196,308 \$ 658,693 \$ 878,166 \$ 12,733,167

GRAND TOTAL OF ALL PROJECTS \$ 13,971,308 \$ 2,068,693 \$ 878,166 \$ 16,918,167

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Facilities & Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

All facilities, 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.

FACILITIES & CONSTRUCTION STATUS REPORT – JUNE 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0561	Library Bay Windows – Reseal / Repair	10%	July 2025	Obtaining quotes
PJ-0561	Student Union Curtain Wall Repairs	10%	August 2025	Obtaining quotes
PJ-0428	Library (LB) Bldg#30 - AHU 1 Replacement	95%	July 2025	Installing Desigo Controls
PJ-0544	LB Bldg#30 – AHU 9	5%	September 2025	ESD 7/5/2025
PJ-0517	FPAC Bldg#12 – AHU 2 VFD	100%	May 2025	Complete
PJ-0517	EN Bldg#01 – DP/DT Supply and Return	50%	July 2025	In progress
PJ-0517	Trane Chiller #4 Repair	10%	July 2025	Parts on order
PJ-0517	Trane Chiller #5 Repair	100%	May 2025	Complete
PJ-0428	Replace Smardt Chiller	100%	May 2025	Complete
PJ-0341	Softball Field House (SO#34) Duct Heater Replacement	100%	May 2025	Complete
PJ-0291	SM AHU 5 & 6 Replacements	5%	December 2025	Proposal pending June BOT Approval
PJ-0292	TCA AHU 1-6 Replacement	5%	December 2025	Proposal pending June BOT Approval
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0562	SU Cashiers Office Remodel	10%	August 2025	Obtaining quotes
PJ-0544	TCA Bldg#08 Renovations	15%	Summer 2025	Work in progress
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	45%	August 2025	In progress
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	25%	December 2025	Underway
PJ-0436	Solar Powered Covered Walkways	85%	June 2025	Construction in progress
PJ-0534	SMA 140 - Classroom Renovations	5%	August 2025	TBD

MAIN CAMPUS (SITE 1) – CONTINUED

PJ-0548	WD 131 Classroom Expansion	85%	August 2025	AV underway
PJ-0549	WD 129 Classroom Expansion	85%	August 2025	AV underway
PJ-0550	WD 126 Classroom Expansion	85%	August 2025	AV underway
PJ-0551	WD 128 Classroom Expansion	85%	August 2025	AV underway
PJ-0552	WD 123 Classroom Renovation	100%	May 2025	Complete
PJ-0547	WD 141, 140 & 125 Classroom Consolidation	85%	August 2025	AV underway
PJ-0558	Fuel Tanks Relocation at SS 17	100%	May 2025	Complete
PJ-0414	Parking Garage Bldg#37 Repairs	100%	May 2025	Complete
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	5%	September 2025	Obtaining quotes
PJ-0506	Exterior Door Security/Safety Upgrades	10%	August 2025	In progress
PJ-0519	LSC Bldg#15 Fire Panel Replacement	10%	July 2025	In progress
PJ-0378	C-Cure Locks / NIST 800-171	100%	May 2025	Complete
N/A	Indoor Room Identification/Door Lock Audit/Evacuation Route Map	20%	August 2025	Classrooms, restrooms, breakrooms, offices, etc. (normally occupied)
CPTED	CPTED Tree and Shrub Trimming	50%	June 2025	Underway
PJ-0522	HSS Painting – Rooms 108-112, 118	100%	May 2025	Complete
PJ-0515	Refinish LS Bldg#15 Wood Flooring	10%	July 2025	In progress
PJ-0515	Refresh/Replace Carpet w/LVT in WD 231 & 233	100%	May 2025	Complete
PJ-0515	Refresh/Replace Carpet w/LVT in LB 201A, 201B, 202, 202A, 202B 205-208, 260A-C & 265	100%	May 2025	Complete
PJ-0515	Refresh/Replace Carpet w/LVT in SU 274, 275 & 277	100%	May 2025	Complete
PJ-0527	Replace Campus Bench Seating	30%	August 2025	In progress
N/A	Replace Wooden Handrails	10%	TBD	Replacing with aluminum handrails
PJ-0545	DH FRP Wall Repairs	10%	June 2025	Materials ordered
N/A	Athletics – Sand Pro Equipment	10%	July 2025	Purchase order submitted
PJ-0522	Soft Scrub Exterior SU Bldg#35	5%	July 2025	Obtaining quotes
PJ-0530	Roof Repairs at SU Bldg#35	10%	July 2025	Materials on order
PJ-0530	Roof Repairs at AD Bldg#27	10%	July 2025	Materials on order
PJ-0530	Roof Repairs at CB Bldg#09	10%	July 2025	Materials on order

MAIN CAMPUS (SITE 1) – CONTINUED

PJ-0530	Workforce Development Bldg#38 Roof	50%	July 2025	Work in progress
PJ-0530	Roof Repairs at TPP Bldg#11 / DH Bldg#06	10%	August 2025	Materials on order
PJ-0504	Paving Repairs	10%	August 2025	In progress
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,696 Trip Hazards Replaced 77 sections of Sidewalk Repaired 156' of new curb
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 818,350 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,681,286 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 40,918 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	95%	June 2025	Pending approval from City of Quincy
PJ-0554	HVAC Course Expansion (CAP Grant)	5%	Fall 2025	Planning and design underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,980 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 99 lbs. of CO2 emissions into atmosphere

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing/Dorm Modernization	45%	TBD	Replacing toilets, beds, etc. Lights complete
PJ-0517	Central Utility Plant Boiler Replacement	30%	July 2025	Proposal pending June BOT Approval
N/A	Housing Boiler Repairs	15%	July 2025	Researching
PJ-0489	FPSI Dorm Wing Windows South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing Windows North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0486	FPSI Stormwater Retention Pond#1	5%	September 2025	Researching
PJ-0486	FPSI Stormwater Retention Pond#2	5%	September 2025	Researching
PJ-0487	FPSI Firing Range Improvements	50%	July 2025	Commenced repairs
TBD	Lighting Road and Pathway	10%	July 2025	Obtaining quotes for lighting
N/A	Driving Track Modular Remodel	95%	June 2025	In progress
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
PJ-0504	Paving Repairs	10%	August 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 243,922 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 12,196 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	35%	September 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	40%	September 2025	Project underway
PJ-0497	CFI – 3 rd Floor Renovation	98%	June 2025	OEF 209 to August BOT Approval
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 15,532 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 777 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0517	Chiller Repairs Module #6	95%	June 2025	In progress
PJ-0517	Chiller Repairs Module #7	5%	July 2025	Obtaining quotes
PJ-0517	Condenser Fan Motor	100%	May 2025	Complete
CPTED	CPTED Tree and Shrub Trimming	100%	May 2025	Complete
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 64,417 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,221 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
PJ-0557	Pole Barn	15%	August 2025	In progress
PJ-0559	Classroom Renovation 108A	5%	July 2025	New AV, flooring, painting, furniture
PJ-0560	Classroom Renovation 108B	5%	July 2025	New AV, flooring, painting, furniture
TBD	AG Pole Barn – Enclose	5%	TBD	Obtaining quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 6,764 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 338 lbs. of CO2 emissions into the atmosphere

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation – Breath Test Operator 24/25 - Amendment 1

This amendment increases the award amount to \$82,000. The award period remains the same.

University of Central Florida – Florida Postsecondary Comprehensive Transition Program - Amendment 2

This amendment corrected the College's name, and extended the award date to 6/30/26.

Florida Department of Education - Workforce Development Capitalization Incentive Grant (CAP Grant) FY 23 - 25

This amendment extended the date until 9/30/25. The award amount remains the same.

Florida Department of Transportation – Speed Measurement Course 24/25 - Amendment 1

This amendment increases the award amount to \$150,000. The award period remains the same.

Florida Department of Transportation – Basic Traffic Homicide Investigation 24/25 - Amendment 1

This amendment increases the award amount to \$140,000. The award period remains the same.

Florida Department of Law Enforcement – Region XV Trust Award 25/26

This continuing award will provide the Criminal Justice Standards and Training Commission (CJSTC) with approved advanced and specialized training courses through Florida Public Safety Institute to law enforcement officers statewide. The amount of the award is \$306,640, including an indirect cost rate of 0%. The funding period is from 7/1/2025 through 6/30/2026.

Florida Department of Law Enforcement – Region III Trust Award 25/26

This continuing award will provide the Criminal Justice Standards and Training Commission (CJSTC) with approved advanced and specialized training courses through Florida Public Safety Institute for local law enforcement officers. The amount of the award is \$114,160, including an indirect cost rate of 0%. The funding period is from 7/1/2021 through 6/30/2022.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Transportation – Breath Test Operator 24/25

Initial award was listed on the October 2024 BOT agenda.

University of Central Florida – Florida Postsecondary Comprehensive Transition Program

Amendment 1 was listed on the February 2023 BOT agenda.

Florida Department of Education - Workforce Development Capitalization Incentive Grant (CAP Grant) FY 23 - 25

Initial award was listed on the April 2024 BOT agenda.

Florida Department of Transportation – Speed Measurement Course 24/25

Initial award was listed on the October 2024 BOT agenda.

Florida Department of Transportation – Basic Traffic Homicide Investigation 24/25

Initial award was listed on the October 2024 BOT agenda.

Florida Department of Law Enforcement – Region XV Trust Award 25/26

This is the initial award.

Florida Department of Law Enforcement – Region III Trust Award 25/26

This is the initial award.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$7,620.

Recommended Action

Authorize funding for the awards and contracts as presented.

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Science and Math Building AHU 5 and 6 Replacements Project

Item Description

This item requests approval of the attached Turn Key solution for the replacement of Air Handler Units (AHUs) 5 and 6 at the Science and Math (SM) Building No. 18, located on TSC's Main Campus – Site 1, 444 Appleyard Dr.

Overview and Background

As part of the Main Campus/CUP Infrastructure Upgrades, it was identified that the AHUs 5 and 6 at the Science and Math Building No. 18 have been operating with poor HVAC performance, air quality issues, and are extremely energy inefficient. During evaluation, it has been determined that due to the age of the AHU's, they have clogged coils and unrepairable damage making them obsolete in design and no longer supporting our indoor air quality program. The units require upgrades to support the modern guideline requirements and are recommended for replacement.

The attached Proposal no. 9802343 in the amount of \$942,593.00 was received from SIEMENS according to the pricing established under the DMS Florida State Term Contract DMS-14-15-003 FACS SA and T_M CONTRACTS providing best competitive pricing. Siemens will provide all labor (local subcontractors) and materials for the Turnkey solution for the replacement of AHUs 5 and 6 at Science and Math Building No. 18 on TSC's Site 1, Main Campus.

Past Actions by the Board

None

Funding/ Financial Implications

This project will be funded from local College funds.

Recommended Action

Approve the attached proposal no. 9802343 from SIEMENS as presented.

PROPOSAL

TSC - AHU Replacement Project

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

TALLAHASSEE STATE COLLEGE

DELIVERED ON

June 02, 2025

SMART BUILDINGS

Transforming the Everyday



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Contact Information

Proposal #:	9802343
Date:	June 02, 2025

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

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

Executive Summary

Siemens Industry, Inc. is proud to present our Turn Key solution for 2 AHU's. We are uniquely qualified, and offer the best reliable solution, as well as, long term site support. Our Tallahassee Team is prepared to fully commit the required resources to meet all project objectives. The below proposed solutions is in response to site investigations at the request of Tallahassee Community College. During multiple site visits to evaluate issues at the main campus associated with poor HVAC performance and air quality issues it has been determined that due to the age of AHU-5 & 6 have clogged coils and unrepairable damage that now requires replacement. Siemens will be utilizing the DMS Florida State Term Contract as the vehicle to provide this solution.

Contracting Vehicle

To: Purchasing

This document is for reference related to Purchases of Siemens products and services for equipment manufactured and installed by Siemens Industry, Inc. installed in facilities referenced above.

Services provided by Siemens include one or multiple of the following:

- Support for Siemens Building Automation, Siemens Fire Alarm, Siemens Security, Siemens CCTV, Siemens Electrical Metering Systems, Siemens Energy Services, Measurement and Verification, Siemens Mechanical Services and General and Mechanical contracting.

Siemens Industry, Inc. is the manufacturer, installer and servicer of Siemens building systems, including building temperature control, laboratory control, lighting control, fire, security, mechanical and energy management systems supporting various Florida public sector entities as defined in F.S. including the Florida Department of Management Services (DMS) since 1993.

As the manufacturer Siemens Industry, Inc. authorizes systems hardware, software and installed systems purchases, updates, expansions and/or support to be provided exclusively by Siemens Industry, Inc. factory direct branches or by specified value added partners for specific market segments.

Siemens value added partners are not authorized to provide support for **Department of Management Services** as well as other specific Florida public sector entities. Additionally non-Siemens vendor/contractors/suppliers may not offer any Siemens systems hardware and services and/or imply in any form that they are "Siemens Authorized" and do not have authorized channel access to systems hardware/software or updates thereof. Limited component parts only (valves, actuators, etc.) may be available via supply chain vendors such as "Grainger" however, systems hardware, software and installed systems or service are not authorized to be sold through supply chain.

Siemens Industry, Inc. is a "statewide" vendor as listed in MyFlorida MarketPlace under "Siemens Industry, Inc. BT Div, FEID F132762488".

Siemens Industry, Inc. supports the Florida public sector market through Factory Direct Branch Offices in (10) Florida cities.

Pricing transparency as required by F.S. for single source purchases is available and may be defined in the associated agreement request for single source or as below.

Option 1

State of Florida Dept. of Management Services
DMS-14-15-003 FACS SA and T_M CONTRACTS

Option 2

National Joint Powers Alliance. www.njpacoop.org
Siemens: Contract 03157SIE Technology
Siemens: Contract 030817SIE HVAC Services

Option 3

Many other government procurement vehicles are available for consideration such as GSA upon request and applicability.

Inclusions

Siemens will provide and Install the following:

2 AHU's to include the following equipment type:

- Air Handling Units (REPLACEMENTS for AHU 5)
Temtrol Air Handling Unit with the following options:
Thermal break double wall construction.
2" thick, 3lb density fiberglass insulation.
Integrated Frame for upper cabinet
Unit base is 5 in Steel tube
Aluminum 0.125 tread plate floor
Access door
One set of 30% class II OA pre filters with filter gauge and holding frame.
- Outdoor air cooling coil with stainless steel drain pan.
Main cooling coil with stainless steel drain pan.
One set of 30% 2" class pre filters and one set of 21" 90-95% class I final filter.
Supply fan with ODP premium efficiency motor, inertia isolation base and monorail system.



picture is for reference only and is not the actual air handler being provided.

AHU Equipment Installation:

- Demolish and dispose of existing AHU's
- Ductwork
- Install Hydronic Control Valves and Piping for chilled water and hot water systems
- pipe fittings to connect existing heating & chilled water services to new AHU's
- Insulation
- Disposables, power tools and hand tools
- Hangers and supports necessary for installation
- Tie-ins to existing lines as required
- Demolish and dispose of existing AHU's
- New Ductwork for AHU's in the mechanical room for proper routing and connections to the building HVAC
- Freight, delivery and handling
- Crane and hoisting
- Rental equipment
- Warranty to be one (1) year from the earlier of the date of substantial completion or the first beneficial operation or use by contractor or owner
- Pipe and fittings to connect existing heating hot water and chilled water services to new AHU's
- Install hydronic control valves for chilled and heating hot water feeds.

Air Handling Unit Controls Refresh:

- Siemens has included the following points:
 - (1) Supply Air Temperature
 - (1) Supply Air Humidity
 - (1) Supply Air 2/3 Static Pressure
 - (1) Supply Air High Static Cutout
 - (1) Supply Air Low Static Cutout
 - (1) Return Air Temperature
 - (1) Return Air Humidity
 - (1) Mixed Air Temperature
 - (1) Supply Fan VFD – BACnet + Hardwired - Start/Stop, Speed, Speed Feedback, Alarm, Status-VFD-Bypass
 - (1) CHW Valve and Actuator
 - (1) HW Valve and Actuator
 - (1) OA Damper Actuator
 - (1) Return Air Damper Actuator
 - (1) Return Air CO2 Sensor
- Air Handling Units (REPLACEMENTS for AHU 6)
Temtrol Air Handling Unit with the following options:
Thermal break double wall construction.

2" thick, 3lb density fiberglass insulation.

Integrated Frame for upper cabinet

Unit base is 5 in Steel tube

Aluminum 0.125 tread plate floor

Access door

One set of 30% class II OA pre filters with filter gauge and holding frame.

- Outdoor air cooling coil with stainless steel drain pan.

Main cooling coil with stainless steel drain pan.

One set of 30% 2" class pre filters and one set of 21" 90-95% class I final filter.

Supply fan with ODP premium efficiency motor, inertia isolation base and monorail system.



picture is for reference only and is not the actual air handler being provided.

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- Insulation
- Disposables, power tools and hand tools

- Hangers and supports necessary for installation
- Tie-ins to existing lines as required
- Demolish and dispose of existing AHU's
- New Ductwork for AHU's in the mechanical room for proper routing and connections to the building HVAC
- Freight, delivery and handling
- Crane and hoisting
- Rental equipment
- Warranty to be one (1) year from the earlier of the date of substantial completion or the first beneficial operation or use by contractor or owner
- Pipe and fittings to connect existing heating hot water and chilled water services to new AHU's
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 - (1) Supply Air Low Static Cutout
 - (1) Return Air Temperature
 - (1) Return Air Humidity
 - (1) Mixed Air Temperature
 - (1) Supply Fan VFD – BACnet + Hardwired - Start/Stop, Speed, Speed Feedback, Alarm, Status-VFD-Bypass
 - (1) CHW Valve and Actuator
 - (1) HW Valve and Actuator
 - (1) OA Damper Actuator
 - (1) Return Air Damper Actuator
 - (1) Return Air CO2 Sensor
1. The project cost includes the tie in of the associated BMS system to the existing Siemens BMS front end workstation
 2. Control wiring shall be run in conduit where exposed. Control wiring shall be run using plenum rated cable without conduit in concealed accessible locations and above lift-out ceiling
 3. Any serviceable components may be reused (if parts are reused then the new purchased Parts will be turned over to TSC

Sell Price

Project Total:	\$856,903.00
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Recommended Contingency for owner (Piping issues or Ductwork/Electrical Rerouting)	\$85,690.00
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Project Total:	\$942,593.00
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Terms & Conditions Link(s)

Terms and Conditions (Click to download)

[Terms & Conditions \(Restricted\)](#)

(www.siemens.com/standard-terms-project-restricted)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Riders (Click on rider below to download)

[SI Monitoring Rider](#)

(www.siemens.com/rider-monitoring)

[SI Online Backup and Data Protection](#)

(www.siemens.com/rider-data-backup)

[SI UBM or Utility Procurement](http://www.siemens.com/rider-ubm)

(www.siemens.com/rider-ubm)

[SI Software License Warranty](http://www.siemens.com/rider-software-license)

(www.siemens.com/rider-software-license)

[SI Consulting Rider](http://www.siemens.com/rider-consuling)

(www.siemens.com/rider-consuling)

[SI Third Party Rider \(Smart Air Quality™\)](http://www.siemens.com/rider-air-quality)

(www.siemens.com/rider-air-quality)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Jason M Taylor

Name

9802343

Proposal #

\$942,593.00

Proposal Amount

June 02, 2025

Date

Accepted by:

TALLAHASSEE STATE COLLEGE

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Tallahassee Collegiate Academy Building AHU's 1- 6 Replacements Project

Item Description

This item requests approval of the attached Turn Key solution for the replacement of Air Handler Units (AHUs) 1-6 at the Tallahassee Collegiate Academy (TCA) Building No. 08, located on TSC's Main Campus – Site 1, 444 Appleyard Dr.

Overview and Background

As part of the Main Campus/CUP Infrastructure Upgrades, it was identified that AHU's 1-6 at the Tallahassee Collegiate Academy Building No. 08 have been operating with poor HVAC performance, air quality issues, and are extremely energy inefficient. During evaluation, it was determined that due to the age of the AHU's, they do not have the proper coil configuration to provide dehumidification to the space. In addition, the units have older inefficient style belt driven motors that will be required to be upgraded to grease less fan wall ECM motors. The units require upgrades to support the modern guideline requirements and are recommended for replacement.

The attached Proposal no. 9802443 in the amount of \$957,451.00 was received from SIEMENS according to the pricing established under the DMS Florida State Term Contract; DMS-14-15-003 FACS SA and T_M CONTRACTS providing the most competitive pricing. Siemens will provide all labor (local subcontractors) and materials for the Turnkey solution for the replacement of AHU's 1- 6 at Tallahassee Collegiate Academy Building No. 08 on TSC's Site 1, Main Campus.

Past Actions by the Board

None

Funding/ Financial Implications

This project will be funded from local College funds.

Recommended Action

Approve the attached proposal no. 9802443 from SIEMENS as presented.

PROPOSAL

TSC - ACC AHU Dehumidification Project

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

TALLAHASSEE STATE COLLEGE

DELIVERED ON

June 02, 2025

SMART BUILDINGS

Transforming the Everyday



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Contact Information

Proposal #:	9802443
Date:	June 02, 2025

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

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

Executive Summary

Siemens Industry, Inc. is proud to present our Turnkey solution for 6 AHU's. We are uniquely qualified, and offer the best reliable solution, as well as long term site support. Our Tallahassee Team is prepared to fully commit the required resources to meet all project objectives. The below proposed solutions are in response to the site investigations at the request of Tallahassee State College. During multiple site visits to evaluate issues at the main campus associated with poor HVAC performance and air quality issues it has been determined that due to the age of AHU-1 thru 6 does not have the proper coil configuration to provide dehumidification to the space. In addition the units have older inefficient style belt driven motors that will be required to be upgraded to grease less fan wall ecm motors. Siemens will be utilizing the DMS Florida State Term Contract as the vehicle to provide this solution.

Contracting Vehicle

To: Purchasing

This document is for reference related to Purchases of Siemens products and services for equipment manufactured and installed by Siemens Industry, Inc. installed in facilities referenced above.

Services provided by Siemens include one or multiple of the following:

- Support for Siemens Building Automation, Siemens Fire Alarm, Siemens Security, Siemens CCTV, Siemens Electrical Metering Systems, Siemens Energy Services, Measurement and Verification, Siemens Mechanical Services and General and Mechanical contracting.

Siemens Industry, Inc. is the manufacturer, installer and servicer of Siemens building systems, including building temperature control, laboratory control, lighting control, fire, security, mechanical and energy management systems supporting various Florida public sector entities as defined in F.S. including the Florida Department of Management Services (DMS) since 1993.

As the manufacturer Siemens Industry, Inc. authorizes systems hardware, software and installed systems purchases, updates, expansions and/or support to be provided exclusively by Siemens Industry, Inc. factory direct branches or by specified value added partners for specific market segments.

Siemens value added partners are not authorized to provide support for **Department of Management Services** as well as other specific Florida public sector entities. Additionally non-Siemens vendor/contractors/suppliers may not offer any Siemens systems hardware and services and/or imply in any form that they are "Siemens Authorized" and do not have authorized channel access to systems hardware/software or updates thereof. Limited component parts only (valves, actuators, etc.) may be available via supply chain vendors such as "Grainger" however, systems hardware, software and installed systems or service are not authorized to be sold through supply chain.

Siemens Industry, Inc. is a "statewide" vendor as listed in MyFlorida MarketPlace under "Siemens Industry, Inc. BT Div, FEID F132762488".

Siemens Industry, Inc. supports the Florida public sector market through Factory Direct Branch Offices in (10) Florida cities.

Pricing transparency as required by F.S. for single source purchases is available and may be defined in the associated agreement request for single source or as below.

Option 1

State of Florida Dept. of Management Services
DMS-14-15-003 FACS SA and T_M CONTRACTS

Option 2

National Joint Powers Alliance. www.njpacoop.org
Siemens: Contract 03157SIE Technology
Siemens: Contract 030817SIE HVAC Services

Option 3

Many other government procurement vehicles are available for consideration such as GSA upon request and applicability.

Inclusions

Siemens will provide and Install the following:

6 AHU modifications to include the following equipment type:

- Each Air Handling Unit will be retrofitted with the following
 - Fan Wall 1 Temtrol fan wall with 2 cubes and MSP box with indicator Lights (indicator lights take a separate 120v supply), 460/3, HP determined by existing VFD,(VFD to be replaced) 2 Access doors for unit access
 - Coils 1 Hot water coil for reheat application, 1 Row SS casing, NOTE: 7000 cfm, 50 EAT, 160EWT, 150LWT
 - VFD 1 Narrow bypass VFD with Nema 1 enclosure
 - New PXC 36 Controller (required to except additional points
 - Hw Control valve
 - New Dehumidification Programming
 - Point to Point Checkout
 - Unit Cleaning to Include both existing coils.

Picture is for reference only. fan counts change based on AHU size

Fan Systems for New Construction and Replacement Applications

Using our FANWALL Systems to replace aging, end-of-life fans in existing air handlers can be the most cost-effective solution for avoiding the cost and business disruption of an air handler failure while delivering energy savings as high as 40%. Featuring our innovative **FANWALL TECHNOLOGY®**, FANWALL Systems are ideal for replacement applications with access or time limitations, without requiring a major demolition and reconstruction project.

[VIDEO OVERVIEW >](#)

[PRODUCT BENEFITS >](#)

[CASE STUDIES >](#)

[PRODUCT LITERATURE >](#)



AHU Equipment Installation:

- Demolish and dispose of existing AHU fans and material
- Ductwork
- Install Hydronic Control Valves and Piping for chilled water and hot water systems

- pipe fittings to connect existing heating & chilled water services to new AHU's
 - Insulation
 - Disposables, power tools and hand tools
 - Hangers and supports necessary for installation
 - Tie-ins to existing lines as required
 - Demolish and dispose of existing AHU's
 - New Ductwork for AHU's in the mechanical room for proper routing and connections to the building HVAC
 - Freight, delivery and handling
 - Crane and hoisting
 - Rental equipment
 - Warranty to be one (1) year from the earlier of the date of substantial completion or the first beneficial operation or use by contractor or owner
 - Pipe and fittings to connect existing heating hot water and chilled water services to new AHU's
 - Install hydronic control valves for chilled and heating hot water feeds.
-
1. The project cost includes the tie in of the associated BMS system to the existing Siemens BMS front end workstation
 2. Control wiring shall be run in conduit where exposed. Control wiring shall be run using plenum rated cable without conduit in concealed accessible locations and above lift-out ceiling
 3. Any serviceable components may be reused (if parts are reused then the new purchased Parts will be turned over to TSC

Sell Price

Project Total:	\$911,971.00
Recommended Contingency for owner (Piping issues or Ductwork/Electrical Rerouting)	45,500.00
Project Total:	\$957,451.00

Terms & Conditions Link(s)

Terms and Conditions (Click to download)

[Terms & Conditions \(Restricted\)](#)

(www.siemens.com/standard-terms-project-restricted)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Riders (Click on rider below to download)

[SI Monitoring Rider](#)

(www.siemens.com/rider-monitoring)

[SI Online Backup and Data Protection](#)

(www.siemens.com/rider-data-backup)

[SI UBM or Utility Procurement](http://www.siemens.com/rider-ubm)

(www.siemens.com/rider-ubm)

[SI Software License Warranty](http://www.siemens.com/rider-software-license)

(www.siemens.com/rider-software-license)

[SI Consulting Rider](http://www.siemens.com/rider-consuling)

(www.siemens.com/rider-consuling)

[SI Third Party Rider \(Smart Air Quality™\)](http://www.siemens.com/rider-air-quality)

(www.siemens.com/rider-air-quality)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Jason M Taylor

Name

9802443

Proposal #

\$957,451.00

Proposal Amount

June 02, 2025

Date

Accepted by:

TALLAHASSEE STATE COLLEGE

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoice(s)

Item Description

This item requests that the Board approve the architect invoice submitted for the month of May 2025.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$4,675.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the May 19, 2025 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoice(s) as presented.

INVOICE NO. 6
Project Invoice No. 7



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
Library Improvements - Makerspace

Date: 5/14/2025

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 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	100%	\$9,350.00	\$4,675.00	\$4,675.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$19,680.00	\$0.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$692.00	\$0.00
GRAND TOTALS	\$294,825.00		\$253,592.00	\$248,917.00	\$4,675.00
Total due Architect/Engineer					\$4,675.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
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 State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0496 Library Improvements - Maker Spaces - A/E Fees
Contact: Don.Herr@tcc.fl.edu
Invoice: Jenny.Shuler@tcc.fl.edu
REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request.
NEW PO TOTAL: \$294,825.00

CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request.
NEW PO TOTAL: \$275,145.00

Bill To:

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages

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

Director of Procurement and Auxiliary Services
Dustin Frost

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

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

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

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: College Operating Budget for FY 2025-2026

Item Description

This item requests approval of the College's FY 2025-2026 Operating Budget to be implemented at the start of the fiscal year, July 1, 2025. In the absence of a State budget, the proposed College budget is based on last year's state appropriation and projected revenue from tuition and fees. Upon completion of a State budget, the College will present a budget amendment.

Overview and Background

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

Funding/ Financial Implications

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

Past Actions by the Board

There were no previous Board actions required for this item.

Recommended Action

Approve the College's FY 2025-2026 Operating Budget.

EXHIBIT A
THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2025-26

COLLEGE:	Tallahassee State College	
		CURRENT FUNDS - UNRESTRICTED
BEGINNING FUND BALANCE - JULY 1, 2025:		
ESTIMATED AFR FUND BALANCE - JUNE 30, 2025 (IF DEBIT BALANCE USE "MINUS SIGN")		\$5,983,649
ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)		\$0
TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2025		\$5,983,649
ADD: REVENUES		\$76,710,453
TRANSFERS IN		\$1,000,000
TOTAL RECEIPTS		\$77,710,453
TOTAL ESTIMATED AVAILABLE		\$83,694,102
DEDUCT: EXPENDITURES		\$77,710,453
TRANSFERS OUT		\$0
TOTAL DISBURSEMENTS		\$77,710,453
ESTIMATED FUND BALANCE - JUNE 30, 2025:		
TOTAL AVAILABLE LESS DISBURSEMENTS	\$5,983,649	
ADD ACCRUED LEAVE EXPENSE (GLC 59300)	\$0	
TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2026		\$5,983,649
LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2026		\$0
TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2026		\$5,983,649
ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2026		\$5,983,649
(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)		
PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30, 2026, TO ESTIMATED FUNDS AVAILABLE		7.15%

CERTIFY BOARD OF TRUSTEES APPROVAL:	
COLLEGE PRESIDENT	DATE

THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
FALL 2025-26 STUDENT TUITION AND FEE RATES AND BLOCK TUITION
(UPPER AND LOWER LEVELS)

COLLEGE: Tallahassee State College

RESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION

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

NONRESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION

PROGRAMS	TUITION	OUT-OF- STATE FEES	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	275.37	18.36	9.18	73.43	18.36	486.49	14,594.70
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	230.40	15.36	5.35	44.00	15.36	387.27	11,618.10
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	209.70	13.56		13.56	13.56	320.28	9,608.40
DISTANCE LEARNING (2)	76.80	138.48	15.36		44.00	15.36	290.00	8,700.00
PROGRAMS	BLOCK TUITION						TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00						30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00						30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00						0.00	0.00

Note:
(1) These Fees Are Not Required. The 2025-26 Fee Audit and Discretionary Fee calculations are provided at the end of the Workbook, to assist the college in verifying that the tuition and fee rates are in compliance with sections 1009.22 and 1009.23, Florida Statutes.
(2)HB 1285- Beginning with the 2024-25 academic year, **Miami Dade College, Polk State College, and Tallahassee State College** are authorized to charge an amount not to exceed \$290 per credit hour for nonresident tuition and fees for distance learning. Such institutions may phase in this nonresident tuition rate by degree program.

June 16, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Changes to Salary Schedule

Item Description

This item requests Board approval of revisions to the Salary Schedule, including updates to position titles and new positions as required for college operations.

Overview and Background

The College brings forth a request to update the Annual Salary Schedule, 2025 – 2026.

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective January 1, 2025.

Funding/ Financial Implications

This item is funded by the 2025 – 2026 Operating Budget.

Recommended Action

Approve updates to the 2025 – 2026 Salary Schedule as presented.



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2024⁵ - 2025⁶

Prepared by Human Resources

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INTRODUCTION

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

PURPOSE

This Salary Schedule is designed to meet the following objectives:

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

ACCREDITATION

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

WEBSITE

This Salary Schedule may be viewed online at:

[Salary Schedule 20254 - 20265](#)

GENERAL PROVISIONS

Effective Date

~~January 1, 2025~~ July 1, 2025

Budgeted Personnel Costs

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

Salaries

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

Salary Increases/Changes In Salary

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

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

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

Pay Dates

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

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

Addition of Positions and Job Classifications

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

Contracts and Grants Personnel

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

When a new position is grant-funded, a job description is developed by the supervisor and Human Resources. Based on the duties, Human Resources places the position at the appropriate classification on the Salary Schedule; the salary may be specified by the grant. College funding beyond the grant period is

determined by business necessity and other factors. Employees holding a grant-funded position are required to record grant-funded hours separately from College-funded hours.

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

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

Wireless Allowance Plans

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

Terminal Pay

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

Other Provisions

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

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

SALARY STATEMENT

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

Exempt and Non-Exempt Status

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective November 15, federal guidelines require exempt positions earn a minimum of \$35,568 annually and meet additional federal requirements.

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

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

Essential Personnel

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

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

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

Executive Positions/Senior Management

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

Administrative Positions

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

Managerial/Professional Positions

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

Faculty

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

Non-Teaching Faculty

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

Classified Staff/Professional

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions.

Classified Staff

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

Time Limited

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

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

ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

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

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

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

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

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

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

Classified Staff - The starting salary for persons in a Classified Staff Position will be at the base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond ~~ten~~ twelve percent (12%) of the base rate must be approved by the President.

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

Verification of Experience and Education

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

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

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

Transcripts/Certificates/Licensures

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

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. In addition, an employee who obtains a professional license from the Florida Department of Business and Professional Regulation may be eligible to receive a 2% salary increase to their base pay. Other professional certifications may also be considered upon recommendation by the Department Director and approval by the responsible Vice President, the Vice President of Administrative Services and Human Resources. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript or license by Human Resources. It is the employee's responsibility to ~~obtain and~~ submit the official transcript or license to Human Resources.

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

TEMPORARY ASSIGNMENTS

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

Interim Positions

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

Acting Assignment as Executive or Administrator

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

Additional Duties

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

Extraordinary Task or Project

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

Overlap in Position

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

RECLASSIFICATION/ORGANIZATIONAL CHANGES

When a position is reclassified to a higher or lower salary level or grade, adjustments to salary may be handled in the same manner as a promotion or demotion. Departmental or institutional reorganizations may be recommended and submitted for consideration during the budget process each year. Exceptions to this rule will be determined by the Director of Human Resources and Vice President of Administrative Services

& Chief Business Officer and approved by the President. Requests for reclassifications shall be made using the Request for Reclassification form as provided by Human Resources.

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

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

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

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

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

WORK SCHEDULE

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

FULL-TIME FACULTY

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

ADJUNCTS (Credit/Contract Hours)

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

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

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

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

Academic Credentials	Class Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46
Master's	\$41

Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Master's	\$934
Bachelor's	\$849
Less than Bachelor's with program specific credentials and Associate degree	\$752

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

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Master's	\$904
Bachelor's	\$820
Less than Bachelor's with program specific credentials and Associate degree	\$725

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

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

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

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

ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$32

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

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

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

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

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

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

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

DIS COURSES

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

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

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

CONTINUING EDUCATION INSTRUCTORS

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

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51
Masters	\$36
Bachelors	\$32
Associate	\$31
Professional certification or licensure	\$30

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

Shift Differential

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

Trainee Status

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

- Recruitment/Retention
 - The hiring authority has experienced recruitment difficulty in filling the position or in retaining personnel as evidenced by either a lack of qualified applicants or frequent turnover of staff within the last 24 months.
 - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through the assumption of job responsibilities when the position was vacant, as well as by the receipt of consistent performance appraisal ratings of satisfactory and above.
- Loss of position
 - The Classified Staff position is being deleted due to a change in business process, technology or reorganization.
 - The Classified Staff employee is within one year of meeting the minimum training and experience requirements for the position and has demonstrated that he/she is able to perform most of the assigned duties through consistent performance appraisal ratings of satisfactory and above.
 - The trainee period would be limited to one year. Compensation during this period will be ten percent (10%) below the minimum of the pay grade for the higher classification. The

training plan will be developed by the employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

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

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

RETIREES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

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

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

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

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

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

Hourly employees are hired to fill temporary positions created to accomplish a specific task within a specific time. These employees work on an "as needed" or "available funds" basis and are compensated on an "hours worked" basis only. An hourly employee does not serve on a contractual basis nor does the authorization form for hire constitute a contract. Hourly employees are classified as Other Personal Services

(OPS), including Tutors and Work-Study Students. These employees are non-exempt and covered under the overtime provisions of the FLSA and may work no more than 25 hours a week.

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

Work-study Students

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

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

Other Time Limited Provisions

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

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

APPENDIX A
Pay Grades

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

APPENDIX B
Managerial/Professional Positions by Alpha

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

Director of Hospitality	117	\$69,180.45
Director of Human Resources	122	\$101,625.00
Position Title	Pay Grade	Base
Director of Information Technology Infrastructure	117	\$69,180.45
Director of Information Technology User Services	117	\$69,180.45
Director of IT Consulting	117	\$69,180.45
Director of Integrated Marketing	117	\$69,180.45
Director of Learning Commons	117	\$69,180.45
Director of Library Services	117	\$69,180.45
Director of Purchasing and Auxiliary Services	119	\$80,318.51
Director of Recruiting and Admissions	116	\$65,886.15
Director of Simulation Programs	117	\$69,180.45
Director of Special Projects and Innovation	119	\$80,318.51
Director of STEM and Honors Program	117	\$69,180.45
Director of Teaching and Learning Academy	117	\$69,180.45
Director of Transfer Services	119	\$80,318.51
Director of TSC Online	117	\$69,180.45
Executive Director, Florida Public Safety Institute	123	\$109,755.00
Executive Director, Ghazvini Center for Healthcare Education & Dean of Healthcare Professions	120	\$86,342.40
Executive Director, Wakulla Environmental Institute	120	\$86,342.40

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

APPENDIX C
Classified Staff Positions & Pay Grades by Alpha

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	Exempt	108	\$45,435.74
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Accounting Coordinator	Exempt	107	\$43,585.35
Accounting Manager	Exempt	115	\$62,748.71
Accounting Manager, FPSI	Exempt	112	\$55,227.43
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Exempt	107	\$43,585.35
<u>Adult Learner Enrollment Coach</u>	<u>Non-Exempt</u>	<u>106</u>	<u>\$41,509.62</u>
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
AMTC Program Specialist	Exempt	104	\$37,650.57
Application Developer	Exempt	112	\$55,227.43
Application Specialist	Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Exempt	108	\$45,435.74
Assessment Analyst	Exempt	107	\$43,585.35
Assistant Coach	Exempt	103	\$35,857.83
<u>Assistant Coach/Fitness and Wellness Coordinator</u>	<u>Exempt</u>	<u>103</u>	<u>\$35,857.83</u>
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director of IT Consulting	Exempt	116	\$65,886.15
Assistant Director of State Programs and Scholarships	Exempt	112	\$55,227.43
Assistant Director of Student Services	Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Facilities	Exempt	116	\$65,886.15
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Athletic Trainer	Exempt	108	\$45,435.74
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55

Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Position Title	FLSA Status	Pay Grade	Base
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant	Exempt	111	\$52,597.55
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Exempt	109	\$47,707.53
Career and Academic Advisor	Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
Case Manager (Student Services)	Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
College Admissions Recruiter	Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Communications Skills Specialist	Non-Exempt	105	\$39,532.50
Communications Technology Manager	Exempt	109	\$47,707.53
Computer Technology Lab Manager	Exempt	108	\$45,435.74
Construction Project Services Manager <u>Building Administrator & Fire/Life Safety</u>	Exempt	115 <u>116</u>	\$65,886.15 <u>\$62,748.71</u>
Coordinator of International Student Services	Exempt	108	\$45,435.74
Coordinator, Assistant Production	Exempt	102	\$34,611.20
<u>Coordinator, Business Solutions</u>	<u>Exempt</u>	<u>112</u>	<u>\$55,227.43</u>
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Emergency Management and Safety	Exempt	107	\$43,585.35
Coordinator, International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Corporate Solutions Manager	Exempt	112	\$55,227.43
Counseling Center Manager	Exempt	107	\$43,585.35

Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Superintendent	Non-Exempt	103	\$35,857.83
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Exempt	107	\$43,585.35
Digital Media Technician	Exempt	108	\$45,435.74
Position Title	FLSA Status	Pay Grade	Base
Dining Facilities Manager	Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Dual Enrollment Advisor	Exempt	107	\$43,585.35
Emergency Management and Safety Coordinator	Exempt	107	\$43,585.35
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Engagement Officer	Exempt	109	\$47,707.53
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Exempt	108	\$45,435.74
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	108	\$45,435.74
Facilities Administrator <u>Administrative Services Manager</u>	Exempt	112 <u>116</u>	\$55,227.43 <u>\$62,748.71</u>
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Facilities Manager	Exempt	113	\$57,988.80
<u>Facilities Services and Operations Specialist</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Graphic Designer	Exempt	108	\$45,435.74
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Healthcare Lead Instructor	Exempt	112	\$55,227.43
<u>Healthcare Instructor</u>	<u>Exempt</u>	<u>111</u>	<u>\$52,597.55</u>
Help Desk Consultant	Exempt	106	\$41,509.62
Help Desk Manager	Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Exempt	110	\$50,092.90
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Landscaper	Non-Exempt	103	\$35,857.83
<u>Landscape and Turf Management Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Learning and Development Manager	Exempt	112	\$55,227.43

Learning Commons Specialist	Exempt	105	\$39,532.50
Learning Commons Success Coach	Exempt	104	\$37,650.57
Librarian - Information Specialist	Exempt	105	\$39,532.50
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Library Services Specialist	Non-Exempt	102	\$34,611.20
Library Services Supervisor	Exempt	107	\$43,585.35
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Position Title	FLSA Status	Pay Grade	Base
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Manager, Accounting	Exempt	115	\$62,748.71
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Business Operations	Exempt	111	\$52,597.55
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, FPSI Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Nursing Lab	Exempt	108	\$45,435.74
Manager, Recruitment	Exempt	112	\$55,227.43
Manager, Student Life	Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Manager, Technology Consulting	Exempt	110	\$50,092.90
<u>Marine Service Technologies Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Mental Health Counselor	Exempt	110	\$50,092.90
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Administrator	Exempt	115	\$62,748.71
Network Technician	Exempt	109	\$47,707.53
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Payroll Manager	Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Exempt	112	\$55,227.43
Production Coordinator	Exempt	114	\$59,760.68
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Project Specialist	Exempt	106	\$41,509.62
Public Safety Officer	Non-Exempt	103	\$35,857.83

Purchasing Specialist	Non-Exempt	104	\$37,650.57
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Registration Specialist	Non-Exempt	104	\$37,650.57
Research Analyst	Exempt	111	\$52,597.55
Scholarship Coordinator	Exempt	104	\$37,650.57
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Science Lab Manager	Exempt	108	\$45,435.74
Security Administrator	Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35
Position Title	FLSA Status	Pay Grade	Base
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	Exempt	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Simulation and Information Technology Specialist	Exempt	108	\$45,435.74
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Software Systems Administrator	Exempt	111	\$52,597.55
Special Projects Manager	Exempt	112	\$55,227.43
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Sponsored Programs Manager	Exempt	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Activities Advisor	Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Exempt	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	Exempt	108	\$45,435.74
Student Services Advisor	Exempt	105	\$39,532.50
Student Success Analyst	Exempt	111	\$52,597.55
Student Success Specialist	Exempt	106	\$41,509.62
Student Support Specialist	Non-Exempt	104	\$37,650.57
Supervisor Landscape Services	Exempt	105	\$39,532.50
Sustainability Specialist	Non-Exempt	102 105	\$39,532.50 \$34,611.20
Systems Administrator	Exempt	113	\$57,988.80
Systems Analyst	Exempt	111	\$52,597.55
<u>Systems Administrator Technician</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Systems Support Manager	Exempt	107	\$43,585.35
Systems Support Specialist	Exempt	106	\$41,509.62

Technology Consultant	Exempt	107	\$43,585.35
Technology and Event Consultant	Exempt	106	\$41,509.62
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
<u>Veterinary Assisting Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Video/Multimedia Producer	Exempt	108	\$45,435.74
Welding Technologies Instructor	Exempt	111	\$52,597.55
Workforce Service Manager	Exempt	112	\$55,227.43

APPENDIX D
Classified Staff Positions by Pay Grades

Position Title	FLSA Status	Pay Grade	Base
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Food Service Assistant	Non-Exempt	101	\$33,280.00
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Coordinator, Assistant Production	Non-Exempt	102	\$34,611.20
Library Services Specialist	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	Exempt	103	\$35,857.83
<u>Assistant Coach/Fitness and Wellness Coordinator</u>	<u>Exempt</u>	<u>103</u>	<u>\$35,857.83</u>
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83

Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Simulation Lab Technician, HCP	Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	Exempt	104	\$37,650.57
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Registration Specialist	Non-Exempt	104	\$37,650.57
Scholarship Coordinator	Exempt	104	\$37,650.57
Student Support Specialist	Non-Exempt	104	\$37,650.57
Sustainability Specialist	Non-Exempt	104	\$37,650.57
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Position Title	FLSA Status	Pay Grade	Base
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Learning Commons Specialist	Exempt	105	\$39,532.50
Librarian - Information Specialist	Non-Exempt	105	\$39,532.50
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Payroll Specialist	Non-Exempt	105	\$39,532.50
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	Exempt	105	\$39,532.50
<u>Sustainability Specialist</u>	<u>Non-Exempt</u>	<u>1054</u>	<u>\$37,650.57</u> <u>\$39,532.50</u>
<u>Adult Learner Enrollment Coach</u>	<u>Non-Exempt</u>	<u>106</u>	<u>\$41,509.62</u>
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
College Admissions Recruiter	Exempt	106	\$41,509.62

Counseling Center Manager	Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Help Desk Consultant	Exempt	106	\$41,509.62
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	Exempt	106	\$41,509.62
Student Success Specialist	Exempt	106	\$41,509.62
Systems Support Specialist	Exempt	106	\$41,509.62
Technology Consultant	Exempt	107	\$43,585.35
Accounting Coordinator	Exempt	107	\$43,585.35
Adult Education Specialist	Exempt	107	\$43,585.35
Assessment Analyst	Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	Exempt	107	\$43,585.35
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
Communications Skills Specialist	Exempt	107	\$43,585.35
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Simulation Lab	Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Counseling Center Manager	Exempt	107	\$43,585.35
Digital Communications Specialist	Exempt	107	\$43,585.35
Dual Enrollment Advisor	Exempt	107	\$43,585.35
Position Title	FLSA Status	Pay Grade	Base
Emergency Management and Safety Coordinator	-Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	107	\$43,585.35
Executive Coordinator	Exempt	107	\$43,585.35
<u>Facilities Services and Operations Specialist</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	Exempt	107	\$43,585.35
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, Nursing Lab	Exempt	107	\$43,585.35
Manager, Student Life	Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
<u>Research and Business Analyst</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
Senior Benefits and Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits and Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35

Sponsored Programs Coordinator	Exempt	107	\$43,585.35
Strategic Communications Specialist	Exempt	107	\$43,585.35
Student Accessibility Advisor	Exempt	107	\$43,585.35
Student Activities Advisor	Exempt	107	\$43,585.35
Testing and Retention Coordinator	Exempt	107	\$43,585.35
Veterans Affairs Coordinator	Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Academic Coordinator	Exempt	108	\$45,435.74
Applications Specialist	Exempt	108	\$45,435.74
Athletic Trainer	Exempt	108	\$45,435.74
Coordinator of International Student Services	Exempt	108	\$45,435.74
Digital Media Technician	Exempt	108	\$45,435.74
Events Coordinator	Exempt	108	\$45,435.74
Graphic Designer	Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Science Lab Manager	Exempt	108	\$45,435.74
Scholarship Coordinator	Exempt	108	\$45,435.74
Senior Engineering Technician	Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	Exempt	108	\$45,435.74
Student Loans Coordinator	Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Video/Multimedia Producer	Exempt	108	\$45,435.74
Campus Police Sergeant	Exempt	109	\$47,707.53
Case Manager (Student Services)	Exempt	109	\$47,707.53
Communications Technology Manager	Exempt	109	\$47,707.53
Engagement Officer	Exempt	109	\$45,435.74
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Position Title	FLSA Status	Pay Grade	Base
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
<u>Landscape and Turf Management Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
<u>Marine Service Technologies Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Technician	Exempt	109	\$47,707.53
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Program Coordinator	Exempt	109	\$47,707.53

Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
<u>Systems Administrator Technician</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
<u>Shipping, Receiving and Mail Supervisor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
<u>Veterinary Assisting Instructor</u>	<u>Exempt</u>	<u>109</u>	<u>\$47,707.53</u>
Assistant Director of Student Services	Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Instructional Designer	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Systems Support Manager	Exempt	110	\$50,092.90
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Campus Police Lieutenant	Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
<u>Healthcare Instructor</u>	<u>Exempt</u>	<u>111</u>	<u>\$52,597.55</u>
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
Business Operations Manager	Exempt	111	\$52,597.55
Research Analyst	Exempt	111	\$52,597.55
Software Systems Administrator	Exempt	111	\$52,597.55
Student Success Analyst	Exempt	111	\$52,597.55
Systems Analyst	Exempt	111	\$52,597.55
Position Title	FLSA Status	Pay Grade	Base
Welding Technologies Instructor	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Application Developer	Exempt	112	\$55,227.43

Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Benefits Manager	Exempt	112	\$55,227.43
<u>Coordinator, Business Solutions</u>	<u>Exempt</u>	<u>112</u>	<u>\$55,227.43</u>
Dining Facilities Manager	Exempt	112	\$55,227.43
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Facilities Administrator	Exempt	112	\$55,227.43
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Learning and Development Manager	Exempt	112	\$55,227.43
Recruitment Manager	Exempt	112	\$55,227.43
Payroll Manager	Exempt	112	\$55,227.43
Practicum Coordinator	Exempt	112	\$55,227.43
Special Projects Manager	Exempt	112	\$55,227.43
Workforce Service Manager	Exempt	112	\$55,227.43
Accounting Manager, FPSI	Exempt	113	\$57,988.80
Help Desk Manager	Exempt	113	\$57,988.80
Security Administrator	Exempt	113	\$57,988.80
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Manager	Exempt	113	\$57,988.80
Systems Administrator	Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Coordinator, Instruction and Project	Exempt	114	\$59,760.68
Production Coordinator	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Accounting Manager	Exempt	115	\$62,748.71
Coordinator, Nonprofit Resources Center	Exempt	115	\$62,748.71
<u>Facilities Administrative Services Manager</u>	<u>Exempt</u>	<u>115</u>	<u>\$62,748.71</u>
Network Administrator	Exempt	115	\$62,748.71
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director, Facilities	Exempt	116	\$65,886.15
<u>Building Administrator & Fire/Life Safety Manager, AMTC Program</u>	<u>ExemptExempt</u>	<u>116116</u>	<u>\$65,886.15\$65,886.15</u>
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Systems Administration	Exempt	116	\$65,886.15
Student Financials Operation Officer	Exempt	116	\$65,886.15

APPENDIX E
Contract/Grant Position Titles

Grant Management Positions
Associate Director
Director of CTE Outreach & Recruitment
Executive Director

Other Grant Positions
Administrative Assistant
Administrative Assistant II
Advising Specialist
Agriculture Career and Technical Education Instructor
Apprenticeship and Training Representative (ATR) Region 4
Apprenticeship and Training Representative (ATR) Region 6
Assessment Coordinator
Assessment Coordinator – Scoring
Assessment Coordinator – Supervisor
Assistant Director of CTE Outreach & Recruitment
Business Office Manager
Business Career and Technical Education Instructor
Career and Technical Education Instructor
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Career Navigator, Project Anchor
Carpentry/Construction Career and Technical Education Instructor
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
CSP Contract Support Specialist
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Lead Instructor, Hospitality/Retail Management
Learning Consultant
Learning Consultant Manager
Learning Management Specialist

Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator
Plumbing Technical Educator Instructor
Postsecondary Assessment Specialist
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator
Program Administrator
Program Director
Program Director of Integrated Education and Training & (IELCE)
Program Director, Troops 2 Teachers
Program Lead
Program Logistics and Grant Coordinator
Program Manager
Program Specialist
Program Specialist I
Program Specialist II
Program Specialist IV
Program Specialist, Eagle Connections
Project Director
Project Manager
Psychometrician
Reading Room Facilitator
Regional Civics Coach - Region 1
Regional Civics Literacy Captain
Regional Workforce Education Coordinator – North Region
Regional Workforce Education Coordinator – South Region
Regional Workforce Education Coordinator – Central
Science Content Specialist
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Business Intelligence Analyst
Senior Learning Specialist
Senior Training Specialist
Social Studies Editor
Social Studies Test Development Coordinator/Civics & US History Content Specialist
Special Education Assistant
Staff Assistant
Statewide Academy Coordinator Senior Learning Consultant
Statewide Regional Coordinator
Supervisor of Curriculum and Evaluation
Technical Educator Instructor
Technical Educator Instructor, Building and Trades Career
Technical Reading Instructor
Teen Traffic Safety Program Assistant
Teen Traffic Safety Program Specialist I
Traffic Safety Fiscal Assistant
Traffic Safety Resource Prosecutor
Training Specialist II
Veterans Pathways Program Coordinator
Victim Advocate

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

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

<u>Start Date</u>	<u>End Date</u>	<u>Time & Attendance Lock Out Dates</u>	<u>Pay Date</u>
<u>May 4, 2025</u>	<u>June 7, 2025</u>	<u>June 13, 2025</u>	<u>Monday, June 30, 2025</u>
<u>June 15, 2025</u>	<u>July 19, 2025</u>	<u>July 21, 2025</u>	<u>Thursday, July 31, 2025</u>
<u>July 20, 2025</u>	<u>August 16, 2025</u>	<u>August 18, 2025</u>	<u>Friday, August 29, 2025</u>
<u>August 17, 2025</u>	<u>September 20, 2025</u>	<u>September 22, 2025</u>	<u>Tuesday, September 30, 2025</u>
<u>September 21, 2025</u>	<u>October 18, 2025</u>	<u>October 20, 2025</u>	<u>Friday, October 31, 2025</u>

<u>October 19, 2025</u>	<u>November 15, 2025</u>	<u>November 17, 2025</u>	<u>Friday, November 28, 2025</u>
<u>November 16, 2025</u>	<u>December 6, 2025</u>	<u>December 8, 2025</u>	<u>Wednesday, December 31, 2025</u>
<u>December 7, 2025</u>	<u>January 10, 2026</u>	<u>January 13, 2026</u>	<u>Friday, January 30, 2026</u>
<u>January 11, 2026</u>	<u>February 14, 2026</u>	<u>February 17, 2026</u>	<u>Friday, February 27, 2026</u>
<u>February 15, 2026</u>	<u>March 14, 2026</u>	<u>March 24, 2026</u>	<u>Tuesday, March 31, 2026</u>
<u>March 15, 2026</u>	<u>April 18, 2026</u>	<u>April 21, 2026</u>	<u>Thursday, April 30, 2026</u>
<u>April 19, 2026</u>	<u>May 16, 2026</u>	<u>May 19, 2026</u>	<u>Friday, May 29, 2026</u>
<u>May 17, 2026</u>	<u>June 13, 2026</u>	<u>June 16, 2026</u>	<u>Tuesday, June 30, 2026</u>



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2025 - 2026

Prepared by Human Resources

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INTRODUCTION

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

PURPOSE

This Salary Schedule is designed to meet the following objectives:

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

ACCREDITATION

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

WEBSITE

This Salary Schedule may be viewed online at:

[Salary Schedule 2025 - 2026](#)

GENERAL PROVISIONS

Effective Date

July 1, 2025

Budgeted Personnel Costs

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

Salaries

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

Salary Increases/Changes In Salary

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

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

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

Pay Dates

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

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

Addition of Positions and Job Classifications

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

Contracts and Grants Personnel

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

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

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

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

Wireless Allowance Plans

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

Terminal Pay

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

Other Provisions

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

To attract and/or retain faculty and staff, the College is authorized to make salary adjustments beyond the normal salary schedules when specifically authorized by the

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

SALARY STATEMENT

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

Exempt and Non-Exempt Status

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

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

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

Essential Personnel

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

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

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

Executive Positions/Senior Management

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

Administrative Positions

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

Managerial/Professional Positions

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

Faculty

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

Non-Teaching Faculty

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

Classified Staff/Professional

The primary duties of such positions may provide oversight of specific operations of the College or provide services of a highly technical nature. Employees in these positions generally have specialized training and experience or certifications that relate directly to the functions of the positions.

Classified Staff

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

Time Limited

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

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

ORIGINAL APPOINTMENTS AND STARTING SALARY DETERMINATIONS

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

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

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

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

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

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

Classified Staff - The starting salary for persons in a Classified Staff Position will be at the base of the salary range. The appointment salary may increase by up to twelve percent (12%) of the base rate by the appropriate Vice President upon the recommendation of the Director of Human Resources if an applicant's qualifications exceed the minimum training and experience requirements. Appointment salaries beyond twelve percent (12%) of the base rate must be approved by the President.

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

Verification of Experience and Education

Previous work-related experience considered in the starting salary determination must be verified by the previous employer(s) on letterhead or on a form provided by the College. Proper verification shall be submitted to Human Resources prior to the employee's

appointment and shall include the dates of employment, job title, hours worked weekly, and an authorizing signature.

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

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

Transcripts/Certificates/Licensures

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

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

A non-probationary employee who obtains a higher-level degree after being employed beyond the minimum degree required for their position from a regionally accredited institution, shall be eligible to receive a 2% salary increase to their base pay. In addition, an employee who obtains a professional license from the Florida Department of Business and Professional Regulation may be eligible to receive a 2% salary increase to their base pay. Other professional certifications may also be considered upon recommendation by the Department Director and approval by the responsible Vice President, the Vice President of Administrative Services and Human Resources. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript or license by Human Resources. It is the employee's responsibility to submit the official transcript or license to Human Resources.

Official transcripts or licenses shall be placed in the employee's personnel file in Human Resources.

TEMPORARY ASSIGNMENTS

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

Interim Positions

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

Acting Assignment as Executive or Administrator

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

Additional Duties

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

Extraordinary Task or Project

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

Overlap in Position

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

RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

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

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

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

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

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

WORK SCHEDULE

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

FULL-TIME FACULTY

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

ADJUNCTS (Credit/Contract Hours)

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$884
Master's	\$821

Bachelor's	\$745
Less than Bachelor's with program specific credentials and Associate degree	\$657

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

Academic Credentials	Class Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

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

Academic Credentials	Clinical Hour Rates
Doctorate	\$46

Master's	\$41
Bachelor's	\$32
Less than Bachelor's with program specific credentials and Associate degree	\$29

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$1007
Master's	\$934
Bachelor's	\$849
Less than Bachelor's with program specific credentials and Associate degree	\$752

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

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

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

Academic Credentials	Credit Hour Rates
Doctorate	\$973
Master's	\$904
Bachelor's	\$820
Less than Bachelor's with program specific credentials and Associate degree	\$725

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

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

Academic Credentials	Class and Office Hour Rates
Doctorate	\$31
Master's	\$29
Bachelor's	\$26
Less than Bachelor's with program specific credentials and Associate degree	\$24

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

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

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

****The College may offer additional compensation for positions where specialized credentials or experience are required. Such compensation may be a one-time**

payment or a temporary increase up to twenty percent (20%) of the hourly rates listed in the table above at the College's discretion.

ADJUNCTS (Clock Hours)

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

Academic Credentials	Clock Hour Rates
Doctorate	\$53
Master's	\$45
Bachelor's	\$37
Less than Bachelor's with program specific credentials and Associate degree	\$33
Professional certification or licensure	\$32

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

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

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

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

Bachelor's	\$26
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3. Workforce Development: The permissible rate for adjunct instructors teaching on a clock hour basis shall be the following:

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

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

DIS COURSES

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

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

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

CONTINUING EDUCATION INSTRUCTORS

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

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

Academic Credentials	Maximum Hourly Rates
Doctorate	\$51
Masters	\$36
Bachelors	\$32
Associate	\$31
Professional certification or licensure	\$30

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

Shift Differential

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

Trainee Status

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

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

employee's supervisor in consultation with the Director of Human Resources and the proper member of the Executive Team. After finalization, the trainee recommendation should be submitted to the Vice President of Administrative Services & Chief Business Officer.

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

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

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

RETIREES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

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

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

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

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

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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

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

Work-study Students

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

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

Other Time Limited Provisions

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

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

APPENDIX A
Pay Grades

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

APPENDIX B
Managerial/Professional Positions by Alpha

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

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

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

APPENDIX C
Classified Staff Positions & Pay Grades by Alpha

Position Title	FLSA Status	Pay Grade	Base
Academic Coordinator	Exempt	108	\$45,435.74
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Accounting Coordinator	Exempt	107	\$43,585.35
Accounting Manager	Exempt	115	\$62,748.71
Accounting Manager, FPSI	Exempt	112	\$55,227.43
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Navigator	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Exempt	107	\$43,585.35
Adult Learner Enrollment Coach	Non-Exempt	106	\$41,509.62
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
AMTC Program Specialist	Exempt	104	\$37,650.57
Application Developer	Exempt	112	\$55,227.43
Application Specialist	Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Exempt	108	\$45,435.74
Assessment Analyst	Exempt	107	\$43,585.35
Assistant Coach	Exempt	103	\$35,857.83
Assistant Coach/Fitness and Wellness Coordinator	Exempt	103	\$35,857.83
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director of IT Consulting	Exempt	116	\$65,886.15
Assistant Director of State Programs and Scholarships	Exempt	112	\$55,227.43
Assistant Director of Student Services	Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Facilities	Exempt	116	\$65,886.15
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Athletic Trainer	Exempt	108	\$45,435.74
Athletics and Campus Recreation Manager	Exempt	107	\$43,585.35
Benefits and Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Business Analyst (HR)	Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant	Exempt	111	\$52,597.55
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Exempt	109	\$47,707.53
Career and Academic Advisor	Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Exempt	106	\$41,509.62
Case Manager (Student Services)	Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Classification and Compensation Analyst	Non-Exempt	107	\$43,585.35
College Admissions Recruiter	Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Communications Skills Specialist	Non-Exempt	105	\$39,532.50
Communications Technology Manager	Exempt	109	\$47,707.53
Computer Technology Lab Manager	Exempt	108	\$45,435.74
Building Administrator & Fire/Life Safety	Exempt	116	\$65,886.15
Coordinator of International Student Services	Exempt	108	\$45,435.74
Coordinator, Assistant Production	Exempt	102	\$34,611.20
Coordinator, Business Solutions	Exempt	112	\$55,227.43
Coordinator, Dental Clinic Office	Exempt	107	\$43,585.35
Coordinator, Dual Enrollment	Exempt	107	\$43,585.35
Coordinator, Emergency Management and Safety	Exempt	107	\$43,585.35
Coordinator, International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
Coordinator, Student Life and Leadership	Exempt	107	\$43,585.35
Coordinator, Work Based Learning	Exempt	107	\$43,585.35
Counseling Center Manager	Exempt	107	\$43,585.35
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Superintendent	Non-Exempt	103	\$35,857.83
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Exempt	107	\$43,585.35

Position Title	FLSA Status	Pay Grade	Base
Digital Media Technician	Exempt	108	\$45,435.74
Dining Facilities Manager	Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Dual Enrollment Advisor	Exempt	107	\$43,585.35
Emergency Management and Safety Coordinator	Exempt	107	\$43,585.35
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Engagement Officer	Exempt	109	\$47,707.53
Engineering Technician (Locksmith)	Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Exempt	108	\$45,435.74
Executive Assistant	Exempt	107	\$43,585.35
Executive Assistant to the President	Exempt	108	\$45,435.74
Facilities Administrative Services Manager	Exempt	116	\$62,748.71
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Facilities Manager	Exempt	113	\$57,988.80
Facilities Services and Operations Specialist	Exempt	107	\$43,585.35
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Graphic Designer	Exempt	108	\$45,435.74
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Healthcare Instructor	Exempt	111	\$52,597.55
Help Desk Consultant	Exempt	106	\$41,509.62
Help Desk Manager	Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Exempt	110	\$50,092.90
Instruction and Project Coordinator	Exempt	114	\$59,760.68
Landscaper	Non-Exempt	103	\$35,857.83
Landscape and Turf Management Instructor	Exempt	109	\$47,707.53
Lead Telecommunications Specialist	Exempt	106	\$41,509.62
Learning and Development Manager	Exempt	112	\$55,227.43
Learning Commons Specialist	Exempt	105	\$39,532.50
Learning Commons Success Coach	Exempt	104	\$37,650.57
Librarian - Information Specialist	Exempt	105	\$39,532.50
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Library Services Specialist	Non-Exempt	102	\$34,611.20

Position Title	FLSA Status	Pay Grade	Base
Library Services Supervisor	Exempt	107	\$43,585.35
Mailroom Clerk	Non-Exempt	101	\$33,280.00
Maintenance Computer Operations Specialist	Non-Exempt	101	\$33,280.00
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Maintenance Technician I	Non-Exempt	104	\$37,650.57
Maintenance Technician II	Non-Exempt	105	\$39,532.50
Manager, Accounting	Exempt	115	\$62,748.71
Manager, AMTC Program	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Business Operations	Exempt	111	\$52,597.55
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Manager, Computer Technology Lab	Exempt	107	\$43,585.35
Manager, FPSI Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Nursing Lab	Exempt	108	\$45,435.74
Manager, Recruitment	Exempt	112	\$55,227.43
Manager, Student Life	Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Manager, Technology Consulting	Exempt	110	\$50,092.90
Marine Service Technologies Instructor	Exempt	109	\$47,707.53
Mental Health Counselor	Exempt	110	\$50,092.90
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Administrator	Exempt	115	\$62,748.71
Network Technician	Exempt	109	\$47,707.53
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Exempt	107	\$43,585.35
Payroll Manager	Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Exempt	112	\$55,227.43
Production Coordinator	Exempt	114	\$59,760.68
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Project Specialist	Exempt	106	\$41,509.62
Public Safety Officer	Non-Exempt	103	\$35,857.83
Purchasing Specialist	Non-Exempt	104	\$37,650.57
Recruitment Specialist	Non-Exempt	105	\$39,532.50
Registration Specialist	Non-Exempt	104	\$37,650.57
Research Analyst	Exempt	111	\$52,597.55
Scholarship Coordinator	Exempt	104	\$37,650.57

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

Transfer Programs and Experiences Coordinator	Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Exempt	107	\$43,585.35
Veterinary Assisting Instructor	Exempt	109	\$47,707.53
Video/Multimedia Producer	Exempt	108	\$45,435.74
Welding Technologies Instructor	Exempt	111	\$52,597.55
Workforce Service Manager	Exempt	112	\$55,227.43

APPENDIX D
Classified Staff Positions by Pay Grades

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

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

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

Video/Multimedia Producer	Exempt	108	\$45,435.74
Position Title	FLSA Status	Pay Grade	Base
Campus Police Sergeant	Exempt	109	\$47,707.53
Case Manager (Student Services)	Exempt	109	\$47,707.53
Communications Technology Manager	Exempt	109	\$47,707.53
Engagement Officer	Exempt	109	\$45,435.74
Gift Processing and Scholarship Officer	Exempt	109	\$47,707.53
Head Coach, Baseball	Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Exempt	109	\$47,707.53
Head Coach, Softball	Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Exempt	109	\$47,707.53
Landscape and Turf Management Instructor	Exempt	109	\$47,707.53
Manager, Career Services and Specialized Student Support	Exempt	109	\$47,707.53
Marine Service Technologies Instructor	Exempt	109	\$47,707.53
Multimedia Operations and Production Specialist	Exempt	109	\$47,707.53
Network Technician	Exempt	109	\$47,707.53
Program Coordinator	Exempt	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	Exempt	109	\$47,707.53
Systems Administrator Technician	Exempt	109	\$47,707.53
Shipping, Receiving and Mail Supervisor	Exempt	109	\$47,707.53
Veterinary Assisting Instructor	Exempt	109	\$47,707.53
Assistant Director of Student Services	Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Exempt	110	\$50,092.90
Instructional Designer	Exempt	110	\$50,092.90
Mental Health Counselor	Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Systems Support Manager	Exempt	110	\$50,092.90
Academy Program Coordinator	Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Exempt	111	\$52,597.55
Business Analyst (Academic)	Exempt	111	\$52,597.55
Business Analyst (Admissions)	Exempt	111	\$52,597.55
Business Analyst (Advising)	Exempt	111	\$52,597.55
Business Analyst (Financials)	Exempt	111	\$52,597.55
Business Analyst (HR)	Exempt	111	\$52,597.55

Business Analyst (State Reporting)	Exempt	111	\$52,597.55
Position Title	FLSA Status	Pay Grade	Base
Business Analyst (Student Financials)	Exempt	111	\$52,597.55
CJ Instructional Coordinator	Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Exempt	111	\$52,597.55
Campus Police Lieutenant	Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Healthcare Instructor	Exempt	111	\$52,597.55
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
Business Operations Manager	Exempt	111	\$52,597.55
Research Analyst	Exempt	111	\$52,597.55
Software Systems Administrator	Exempt	111	\$52,597.55
Student Success Analyst	Exempt	111	\$52,597.55
Systems Analyst	Exempt	111	\$52,597.55
Welding Technologies Instructor	Exempt	111	\$52,597.55
Academy Program Manager	Exempt	112	\$55,227.43
Application Developer	Exempt	112	\$55,227.43
Assistant Director of Federal Programs	Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Exempt	112	\$55,227.43
Benefits Manager	Exempt	112	\$55,227.43
Coordinator, Business Solutions	Exempt	112	\$55,227.43
Dining Facilities Manager	Exempt	112	\$55,227.43
Employee Relations and Engagement Manager	Exempt	112	\$55,227.43
Healthcare Lead Instructor	Exempt	112	\$55,227.43
Learning and Development Manager	Exempt	112	\$55,227.43
Recruitment Manager	Exempt	112	\$55,227.43
Payroll Manager	Exempt	112	\$55,227.43
Practicum Coordinator	Exempt	112	\$55,227.43
Special Projects Manager	Exempt	112	\$55,227.43
Workforce Service Manager	Exempt	112	\$55,227.43
Accounting Manager, FPSI	Exempt	113	\$57,988.80
Help Desk Manager	Exempt	113	\$57,988.80
Security Administrator	Exempt	113	\$57,988.80
Special Projects, Coordinator	Exempt	113	\$57,988.80
Sponsored Programs Manager	Exempt	113	\$57,988.80
Systems Administrator	Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Instruction and Project Coordinator	Exempt	114	\$59,760.68

Coordinator, Instruction and Project	Exempt	114	\$59,760.68
Production Coordinator	Exempt	114	\$59,760.68
Position Title	FLSA Status	Pay Grade	Base
Applications Administrator	Exempt	115	\$62,748.71
Accounting Manager	Exempt	115	\$62,748.71
Facilities Administrative Services Manager	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Assistant Director Academic Advising	Exempt	116	\$65,886.15
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director, Facilities	Exempt	116	\$65,886.15
Building Administrator & Fire/Life Safety	Exempt	116	\$65,886.15
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15
Manager, Systems Administration	Exempt	116	\$65,886.15
Student Financials Operation Officer	Exempt	116	\$65,886.15

APPENDIX E

Contract/Grant Position Titles

Grant Management Positions
Associate Director
Director of CTE Outreach & Recruitment
Executive Director
Other Grant Positions
Administrative Assistant
Administrative Assistant II
Advising Specialist
Agriculture Career and Technical Education Instructor
Apprenticeship and Training Representative (ATR) Region 4
Apprenticeship and Training Representative (ATR) Region 6
Assessment Coordinator
Assessment Coordinator – Scoring
Assessment Coordinator – Supervisor
Assistant Director of CTE Outreach & Recruitment
Business Office Manager
Business Career and Technical Education Instructor
Career and Technical Education Instructor
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Career Navigator, Project Anchor
Carpentry/Construction Career and Technical Education Instructor
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
CSP Contract Support Specialist
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist

Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Lead Instructor, Hospitality/Retail Management
Learning Consultant
Learning Consultant Manager
Learning Management Specialist
Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator
Plumbing Technical Educator Instructor
Postsecondary Assessment Specialist
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator
Program Administrator
Program Director
Program Director of Integrated Education and Training & (IELCE)
Program Director, Troops 2 Teachers
Program Lead
Program Logistics and Grant Coordinator
Program Manager
Program Specialist
Program Specialist I
Program Specialist II
Program Specialist IV
Program Specialist, Eagle Connections
Project Director
Project Manager
Psychometrician
Reading Room Facilitator
Regional Civics Coach - Region 1
Regional Civics Literacy Captain
Regional Workforce Education Coordinator – North Region
Regional Workforce Education Coordinator – South Region
Regional Workforce Education Coordinator – Central
Science Content Specialist
Science Test Development Coordinator/Grades 5&8 Science Content Specialist
Senior Assessment Coordinator
Senior Business Intelligence Analyst
Senior Learning Specialist
Senior Training Specialist
Social Studies Editor
Social Studies Test Development Coordinator/Civics & US History Content Specialist
Special Education Assistant
Staff Assistant
Statewide Academy Coordinator Senior Learning Consultant
Statewide Regional Coordinator
Supervisor of Curriculum and Evaluation
Technical Educator Instructor
Technical Educator Instructor, Building and Trades Career
Technical Reading Instructor
Teen Traffic Safety Program Assistant
Teen Traffic Safety Program Specialist I

Traffic Safety Fiscal Assistant
Traffic Safety Resource Prosecutor
Training Specialist II
Veterans Pathways Program Coordinator
Victim Advocate

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

Start Date	End Date	Time & Attendance Lock Out Dates	Pay Date
May 4, 2025	June 7, 2025	June 13, 2025	Monday, June 30, 2025

June 15, 2025	July 19, 2025	July 21, 2025	Thursday, July 31, 2025
July 20, 2025	August 16, 2025	August 18, 2025	Friday, August 29, 2025
August 17, 2025	September 20, 2025	September 22, 2025	Tuesday, September 30, 2025
September 21, 2025	October 18, 2025	October 20, 2025	Friday, October 31, 2025
October 19, 2025	November 15, 2025	November 17, 2025	Friday, November 28, 2025
November 16, 2025	December 6, 2025	December 8, 2025	Wednesday, December 31, 2025
December 7, 2025	January 10, 2026	January 13, 2026	Friday, January 30, 2026
January 11, 2026	February 14, 2026	February 17, 2026	Friday, February 27, 2026
February 15, 2026	March 14, 2026	March 24, 2026	Tuesday, March 31, 2026
March 15, 2026	April 18, 2026	April 21, 2026	Thursday, April 30, 2026
April 19, 2026	May 16, 2026	May 19, 2026	Friday, May 29, 2026
May 17, 2026	June 13, 2026	June 16, 2026	Tuesday, June 30, 2026

2025 – 2026 Schedule of Business Meetings and Workshops

August 18, 2025	2:30 Business Meeting and Workshop	Herb F. Morgan Room Administration Building
September 15, 2025	2:30 Business Meeting and Workshop	Wakulla Environmental Institute
October 20, 2025	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
November 17, 2025	2:30 Business Meeting and Workshop	Florida Public Safety Institute
December – No Meeting	Campus closed December 17 to January 2. Reopens January 5, 2026.	
*January 20, 2026	2:30 Business Meeting and Workshop	Center for Innovation
February 16, 2026	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
March 23, 2026	2:30 Business Meeting and Workshop	Center for Innovation
April 20, 2026	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
May 18, 2026	2:30 Business Meeting and Workshop	Ghazvini Center for Healthcare Education
June 15, 2026	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
July – No Meeting		

*Tuesday

Florida Public Safety Institute, 75 College Drive, Havana, FL. 32333

Ghazvini Center for Healthcare Education, 1528 Surgeons Drive, Tallahassee, FL. 32308

Center for Innovation, 350 South Duval, Tallahassee, FL. 32301

Wakulla Environmental Institute 170 Preservation Way, Crawfordville, FL. 32327

Spring Break March 16-20, 2026