

June 15, 2026

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at 2:30 p.m. Monday, June 15, 2026 Board Meeting.

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

Should you have any questions, please contact me.

Sincerely,



Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
Monday, June 15, 2026
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

- i. Moment of Silence

- ii. Pledge of Allegiance

COMMENTS

- i. Board Chair

- ii. Board Members

- iii. President

APPROVAL OF MINUTES

- 1. 2026 May Board Minutes
Approve minutes as presented.

- 2. 2026 Presidential Sub-Committee Meeting Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

PRESENTATIONS

Approval of Consent Agenda

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

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

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

3. Attorney Invoices – Bryant Miller Olive (June 2026)

Authorize payment of invoices as presented.

4. Human Resource Report

Approve the report as presented.

TSC Foundation

5. TSC Foundation Update

Presented as an information item only.

Academic Affairs

6. Academic Curriculum Changes

Approve the proposed academic curriculum changes.

7. Annual, Continuing and Post Award Contract Recommendations

Approve the recommendations for annual, continuing and post award contracts in the attached list.

Administrative Services

- [8.](#) Fund Analysis - May
Presented as an information item only.
- [9.](#) Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.
- [10.](#) Use of College Personnel and Facilities
Approve the use of College resources for Foundation DSO activities as presented.
- [11.](#) Construction Status Report
Presented as an information item only.
- [12.](#) Capital Improvement Plan (CIP) 2027-28 Through 2029-2030
Approve the 2027-28 through 2029-30 CIP, as provided on the attached CIP-1 and CIP-2 forms.
- [13.](#) Sponsored Programs - Provider
Authorize funding for the awards and contracts presented.
- [14.](#) College Operating Budget for FY 2026-2027
Approve the College's FY 2026-2027 Operating Budget.
- [15.](#) Changes to Salary Schedule
Approve updates to the 2026 – 2027 Salary Schedule as presented.

BOARD OF TRUSTEES

- [16.](#) 2026 - 2027 Schedule of Business Meetings and Workshops
Approve the schedule as presented.

PUBLIC COMMENT

WORKSHOP - Dr. Barbara Wills, Vice President of Administrative Services and Chief Business Officer.

PRESIDENT'S REPORT

NEXT MEETING DATE

August 17 2026,

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee State College
Ghazvini Center for Healthcare Education
1528 Surgeons Drive
Tallahassee, FL 32308
Monday, May 18, 2026
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

On Monday, May 18, Chair Eugene Lamb called the Tallahassee State College District Board of Trustees meeting to order at 2:30 p.m.

Chair Lamb asked everyone to stand for a moment of silence, followed by the Pledge of Allegiance.

Members Present: Chair Eugene Lamb, Vice Chair Christian Caban, Trustees Sara Bayliss, Karen Moore, and Monte Stevens.

By Phone: Trustees Monesia Brown and Jonathan Rees.

Others Present: President Jim Murdaugh, Nyla Davis, Bertie Culbreath, Wayne Almy, Shelly L. Bell, Amanda Clements, Brendie Hawkins, Camden Smit, Sheri Rowland, Pam Johnston, Barbara Wills, Dustin Frost, Jason Fowler, Sean McGovern, DeNitra Ukpo, Eileen Durant, Angela Gruber, Tricia Rizza, Calandra Stringer, Kalynda Holton, Steve Nettles, Hope Childree, Jennifer Peavy, Cerissa Fondo, Bobby Jones, and Janet Hartman.

TRUSTEE COMMENTS

- I. Chair Remarks:
Chair Lamb called for a motion to allow Trustees Brown and Rees to participate in the meeting and vote by phone.

MOTION: Vice Chair Caban **SECOND:** Trustee Moore
The motion passed unanimously.

Chair Lamb reported that he attended the Miami Commissioners Summit with President Murdaugh and TSC Chief of Police Sean McGovern. He also commented positively about the TSC commencement. He explained to the new members of the Board that each May, a subcommittee of the Board, made up of the Chair and Vice Chair, meets with the President. Board subcommittee meets and includes the President, Chair, Vice Chair, Nyla Davis, Director of Human Resources, Riley Landy, the College's attorney. The Board subcommittee reviewed three items related to President Murdaugh's employment contract.

Chair Lamb shared that the President has done a great job at TSC, and the Board is blessed to have him.

1. President Murdaugh is required to undergo a comprehensive physical exam at the expense of the board, and a statement from the physician is to be placed in his personnel file.
2. President Murdaugh's performance as president of Tallahassee State College is reviewed using an evaluation that was completed by all board members.
3. President Murdaugh's base salary and all financial benefits outlined in his contract are reviewed.

II. Trustee Remarks:

- a. Trustee Moore shared that the evaluation reflects the sentiment of the board, the academic institution, and the community. TSC has an incredible president with vision and passion, and we consider ourselves fortunate to have him at the institution. Trustee Moore expressed pride in having him as the college's president. She was unable to attend this year's commencement and thanked the staff for the Veterans Cord and Coin ceremony. She noted Trustee Stevens attended and brought his son because it was Bring Your Child to Work Day, which made the occasion very special. Trustee Moore mentioned that the Innovation Hub is doing incredible things and recognized Dr. Stringer, Dr. Rizza, and Dr. Wills for their work with the Tallahassee Collegiate Academy, where 39 students graduated this year, some earning their high school diploma along with an AS degree, some entering the military, and one attending the Savannah College of Art and Design. A highlight was the robot dog that came to congratulate our students.
 - b. Trustee Brown thanked the faculty and staff who made the students' success possible.
 - c. Trustee Stevens mentioned that commencement was always the best time of year to celebrate the students and shared a story about meeting a student who attended TSC for their EMS and Nursing degree.
 - d. Trustee Bayliss congratulated President Murdaugh on his great review. She enjoyed the Healthcare Pinning and graduation, Eagle Connection, and the dual enrollment students, who were amazing. Great news about the Sterling Flight Training - Professional Aeronautics Certification (PAC) starting in the Fall, and a friend praised the TSC's building construction management program.
 - e. Vice Chair Caban congratulated the president on his great review and is looking forward to another great year.
- III. President Murdaugh thanked the Board for their thoughtful comments and evaluation. He acknowledged that the college's work is done in collaboration with everyone here. He expressed gratitude for everyone's efforts in the evaluation, which covered 34 areas; he requested that no changes be made

to his contract this year; recognized the need for prompt communication with the Board; and appreciated their care throughout the evaluation. President Murdaugh congratulated Trustee Moore on the special graduation of thirty-nine students from the Tallahassee Collegiate Academy. He thanked Governor DeSantis for reappointing Trustees Bayliss, Lamb, and Moore, and the Department of Education for grant funding that made the Innovation HUB possible. Additionally, he congratulated Dean Pam Johnston of Career and Academic Planning, Director Emily Micik of Advising, and Manager Tamaris Cockfield of Career Services and Specialized Student Support for winning the 25-26 Innovation of the Year award from the League for Innovation in the Community College System for our program, APP to CAP, personalized advising from application to graduation. He mentioned that TCS has hired Brett Rutherford as Director of Athletics and Campus Recreation, and Trent Short as head men's basketball coach.

APPROVAL OF MINUTES

1. 2026 April Board Minutes

Approve minutes as presented.

MOTION: Trustee Moore **SECOND:** Trustee Stevens

The motion passed unanimously.

INFORMATION AND NEWS ITEMS

Amanda Clements, Vice President of Communications, shared an overview of recent media coverage.

Highlights included:

- Florida Politics mentioned Trustee Karen Moore's Trustee of the Year honor.
- Florida Chamber newsletter featured Dr. Murdaugh's 50 over 50 recognition.
- Word of South festival sponsorship, Sarah Marchessault, Director of the festival and a member of our staff, had a publication in the Democrat, and WTXL did a feature on Word of South.
- Student success stories include Maria Garcia, Student Body Vice President; Demetria Coley, our youngest dual enrollment graduate and now the youngest graduate of the College of Nursing at Florida State; and a graduate of the Dreams and Success Homes (DASH) for individuals who have aged out of foster care. She was the first in her family to attend college and the first from Dreams and Success Homes to finish.
- New athletic hires (Brett Rutherford, Trent Short), also Gary Droz as a women's cross country coach, he is bringing back track and field.
- Trustee reappointments featured in the Democrat and Florida Politics.

Broadcast clips included:

- A new scholarship named for fallen Tallahassee police officer Michael Cody Terranoa, from his family, supporting future law enforcement recruits.
- Canvas outage response and communication protocols.
- Public Safety Banquet, the event honors people who have made a significant impact on public safety in our area. Retiree Brian Dunmire was honored with a Lifetime Achievement Award. Dunmire served as an educator at TSC and launched the first paramedic training program.

PRESENTATIONS-None

Approval of Consent Agenda

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

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2. Human Resource Report

Motion to Approve Consent Agenda

MOTION: Trustee Moore **SECOND:** Vice Chair Caban

The motion passed unanimously.

Academic Affairs

3. General Education Institutional Review Certification – Revised for Fall 2026

Approve the amended College's list of general education courses for 2026-2027.

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

The motion passed unanimously.

4. Laboratory/Course and Distance Learning Fees for 2026-2027

Approve the laboratory/course and distance learning fees for 2026-2027.

MOTION: Vice Chair Caban **SECOND:** Trustee Stevens
The motion passed unanimously.

5. Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools

Approve the 2026-2027 dual enrollment articulation agreements.

MOTION: Trustee Stevens **SECOND:** Vice Chair Caban
The motion passed unanimously.

6. Dual Enrollment Articulation Agreements with Private Schools

Approve the 2026-2027 dual enrollment articulation agreements.

MOTION: Trustee Moore **SECOND:** Vice Chair Caban
The motion passed unanimously.

Trustee Bayliss asked whether Maclay School is new to an articulation agreement this year, and whether they use it. Per Dr. Stringer, Maclay School is not new and actively uses it.

Administrative Services

7. Fund Analysis - April

Presented as an information item only.

8. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

MOTION: Trustee Moore **SECOND:** Vice Chair Caban
The motion passed unanimously.

9. Construction Status Report

Presented as an information item only.

10. Line of Credit

Authorize the College to create a line of credit.

MOTION: Trustee Stevens **SECOND:** Trustee Moore
The motion passed unanimously.

PUBLIC COMMENT-None

WORKSHOP- Strengthening The Healthcare Workforce Pipeline

Dr. Stringer, Vice President of Academic Affairs and Provost.

Discussion included the following.

- Whether the new admission requirements (B in A&P, higher HESI) will significantly reduce the applicant pool for fall 2025.
- Whether 12-month faculty contracts can be achieved through collective bargaining without major labor conflict.
- Whether other accrediting bodies could provide alternative pathways if the Florida Board of Nursing probation persists.
- How to encourage graduates to test within 60 days when institutions have no statutory control over timing.

PRESIDENT'S REPORT

- May 20 Mental Health Awareness Month, an event Mind Matters will be held in the Student Union Ballroom.
- June 16-17: Innovation Summit will be held on campus.

NEXT MEETING DATE

June 15, 2026

Location: **Main Campus**

ADJOURNMENT 3:41 p.m.

Eugene Lamb
Chair

Jim Murdaugh, Ph.D.
President

Minutes
District Board of Trustees
Tallahassee State College
Presidential Evaluation and Contract
Sub-Committee Meeting
Ghazvini Center for Healthcare Education
1528 Surgeons Drive
Tallahassee, FL 32308
Monday, May 18, 2026

Monday, May 18, 2026

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

Trustees Present: Chair Eugene Lamb, Vice Chair Christian Caban.

Others Present: President Jim Murdaugh, Attorney Riley Landy, Human Resources Director Nyal Davis, and Bertie Culbreath.

Chair Lamb thanked everyone for attending President Murdaugh's evaluation and contract review meeting and shared that the president was doing a great job. President Murdaugh thanked everyone for attending, and Director Davis shared that, annually on or before the first day of June, a subcommittee of the Board, acting on the Board's behalf, meets with the president to complete three tasks.

1. Ensure the president has completed his annual comprehensive physical and has given documentation to Nyla Davis to be placed in his personnel file.
2. Discuss the president's annual performance review.
3. Review the president's contract.

Director Davis confirmed that the president provided a letter from the Mayo Clinic, which has been placed in his personnel file, thereby meeting the annual physical examination requirement. Regarding item two, Director Davis advised that all performance evaluations were completed individually by the TSC District Board of Trustees. The results were compiled and sent to President Murdaugh and the District Board of Trustees. Vice Chair Caban expressed that the evaluation looked good. Item three: The president's contract was reviewed and discussed; no changes were made. President Murdaugh stated he was grateful for the evaluation, and the credit goes to his team. The subcommittee approved and signed the contract and evaluation on behalf of the TSC District Board of Trustees. The meeting was adjourned at 2:18 p.m.

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Attorney Invoices – Bryant Miller Olive (March 2026)

Item Description

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

Overview and Background

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

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$4,651.10 for April and May 2026.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: May 11, 2026
 Invoice No. 88103
 Client No. 25480.002

For professional services rendered and expenses incurred
 regarding Tallahassee State College / L&E / General

Statement of Legal Services

			Hours
04/01/2026	DMH	Prepare for and attend arbitration	8.60
04/02/2026	BRR	Review email from court reporter regarding exhibits	0.10
04/02/2026	BRR	Prepare and send exhibits to Court Reporter	0.30
04/02/2026	BRR	Draft email to court reporter regarding exhibits	0.10
04/03/2026	DMH	Review email from UFF	0.10
04/09/2026	DMH	Review emails from UFF, arbitrator and reply	0.10
04/14/2026	BRR	Review and respond to email from Court Reporter	0.10
04/17/2026	BRR	Review and respond to email from Court Reporter	0.10
04/22/2026	BRR	Review email from court reporter with transcript of arbitration / UFF, Summer	0.10
04/30/2026	BRR	Review email from J. Melendez at AAA regarding transcript and respond (x2)	0.20
04/30/2026	BRR	Draft email to J. Baroody with copy of transcript of hearing	0.10
04/30/2026	BRR	Draft email to J. Charles with copy of transcript of hearing	0.10
Current Services			10.00
			\$2,410.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	8.80	\$250.00	\$2,200.00
Beatriz R. Ramirez	1.20	\$175.00	\$210.00

Tallahassee State College

Invoice Date: May 11, 2026
Invoice No. 88103
Client No. 25480.002

Expenses Incurred

Transcript preparation & distribution	2,166.10
Thru 04/30/2026	<u>\$2,166.10</u>

Payments

05/06/2026	Payment	ACH rec'd 5/6/26 Inv 87732, 87899	5,412.50
			<u>5,412.50</u>

Total Current Work	<u>\$4,576.10</u>
Previous Balance Due	\$0.00
Balance Due	<u>\$4,576.10</u>

Please Reference Client Number On Checks And Wire Transfers

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

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



INVOICE

25480.002

SE - MIAMI
16825 Northchase Drive Suite 900
Houston TX 77060
Phone: 305-373-8404 Fax: 305-358-1427

Denise Heekin, Esquire
Bryant Miller Olive, P.A.
1 Southeast 3rd Avenue Suite 2200
Miami FL 33131

Invoice No.	Invoice Date	Payment Terms
20261307118-12	4/23/2026	Net 30
Job No.	Job Date	Balance
7097405	4/1/2026	\$2,166.10
Case Name		
UFF-TSC v. Tallahassee Community College		
Case No.		
012500028528		

Job Location	Ordered By	Reference Info.
Remote Videoconference - Client Providing Link	Denise Heekin, Esquire Bryant Miller Olive, P.A. 1 Southeast 3rd Avenue Suite 2200 Miami FL 33131	Client Matter No: Claim No: Insured: D/O/L: Adjuster:

Services/Items	Units	Type	Rate	Charges
Items Covered: General				
Trial/Arbitration - Full Day	1.00	N/A	\$1,000.00	\$1,000.00
ORIGINAL TRANSCRIPT OF: Arbitration Hearing				
Original - Arbitration	173.00	Pages	\$5.95	\$1,029.35
Condensed Transcript	1.00	N/A	\$20.00	\$20.00
Litigation Technology, Support and Security Management - Arbitration	1.00	N/A	\$55.00	\$55.00
Transcript Handling & Processing	1.00	N/A	\$25.00	\$25.00
DepoSummary Pro	1.00	N/A	\$36.75	\$36.75

Total Due	\$2,166.10
AFTER 6/7/2026 PAY	\$2,491.02
(-) Payments/Credits	\$0.00
(+) Finance Charges/Late Fees	\$0.00
(=) New Balance	\$2,166.10

Tax ID : 76-0523238 Nevada Firm Registration # 067F

Invoice not paid by due date is subject to interest of 1.5% per month. We will make reasonable efforts to allocate payments properly. U.S. Legal Support may recover any fees and costs it incurs in collecting any unpaid amounts. Any rights regarding allocations, refunds or adjustments after 90 days from payment shall be waived by payer. Review our Terms & Conditions for additional information at our website www.uslegalsupport.com.

Transcript summaries are produced and delivered within 48 hours of transcript delivery.

ACH Payments Preferred

Please send details of your ACH or wire payment to remittanceadvice@uslegalsupport.com to ensure proper application to your account

SEND CHECK PAYMENT TO:
U.S. Legal Support, Inc.
P.O. Box 4772
Houston, TX 77210

WIRE TRANSFER & ACH INSTRUCTIONS:
A/C Name: US Legal Support Inc
Bank Name: Cadence Bank
Bank Address: 2910 West Jackson St., Tupelo MS, 38801
Account No: 5500057350
ABA: 084201278
Swift: BAHBUS44

Invoice #: 20261307118-12
Invoice Date: 4/23/2026
Balance Due: \$2,166.10

To Pay by Credit Card visit: <https://corporatebillpay.uslegalsupport.com>



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

Invoice Date: June 2, 2026
 Invoice No. 88275
 Client No. 25480.002

For professional services rendered and expenses incurred
 regarding Tallahassee State College / L&E / General

Statement of Legal Services

	Hours	
05/08/2026 DMH Draft email to client and review reply	0.10	
05/11/2026 DMH Draft email to Union and review reply	0.10	
05/11/2026 DMH Draft email to arbitrator and review reply	0.10	
Current Services	0.30	\$75.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.30	\$250.00	\$75.00

Total Current Work	\$75.00
Previous Balance Due	\$4,576.10
Balance Due	\$4,651.10

Tallahassee State College

Invoice Date: June 02, 2026
Invoice No. 88275
Client No. 25480.002

Please Reference Client Number On Checks And Wire Transfers

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

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

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item is for information only.

Overview and Background

The College brings forth information on appointments, separations and outside employment.

Past Actions by the Board

Personnel actions are taken to the District Board of Trustees monthly, for information purposes.

Funding/ Financial Implications

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

Recommended Action

Presented as information item only.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
LaSophie Norwood	Custodial Service Specialist	FPSI Environmental Services	May 1, 2026
Natalie Lusk	Graphic Designer	Communications and Marketing	May 1, 2026
Cody Bennett	Landscaper	Facilities	May 1, 2026
Candice Kennedy	Custodial Service Specialist	Facilities	May 1, 2026
Alexandria Turnbull	Healthcare Instructor	Business and Industry Services	May 4, 2026
Johnnie Burdick	Maintenance Technician II	FPSI Facilities	May 4, 2026
Taelynn Walton	Simulation Lab Technician	Simulation Program	May 5, 2026
Glenn Griggs	Assistant Director, Financial Aid Operations and State Programs	Student Financial Services	May 11, 2026
Caleb Wynn	Senior Benefits and FMLA Specialist	Human Resources	May 11, 2026
Aubrey Hough	Testing Specialist	Testing Services	May 18, 2026

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Carmen Rivera	Career Development Specialist	DOC - Sponsored Programs	May 15, 2026
Kieshawndia Dellefield	Career Development Specialist	DOC - Sponsored Programs	May 18, 2026
Sheri Hundley	Career Development Specialist	DOC - Sponsored Programs	May 18, 2026
Reagan Currey	Employee Navigator	DOC - Sponsored Programs	May 20, 2026
DeeDee Smith	Career Development Specialist	DOC - Sponsored Programs	May 20, 2026

Seeking to Hold Political Office Requests (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
Brenda Williams	Custodial Services Specialist	Facilities	June 1, 2026	May 31, 2034

Separations

Name	Position	Department	Effective Date	Separation Type
Corey Hendren	Head Coach, Men's Basketball	Athletics	April 30, 2026	Resigned
Bri VanBergen	Assistant Production Coordinator	Theatre	May 1, 2026	Resigned
Vera Mayes	Learning Commons Specialist	Learning Commons	May 1, 2026	Retired
Paul Rice	Career and Academic Advisor	Advising	May 2, 2026	Retired
Jeremy Chang	Simulation Lab Technician	Healthcare Professions	May 4, 2026	Resigned
Fatima Martinez-Mendoza	Administrative Assistant	Advising	May 5, 2026	Resigned
John Bikowitz	Math Faculty	Science and Mathematics	May 5, 2026	Resigned
Maria Larkin	Elementary Education Faculty	Applied Science and Technology	May 5, 2026	Resigned
Melanie Larson	Academic Coordinator	Tallahassee Collegiate Academy	May 5, 2026	Dismissal
Coy Chambers	Accounting Faculty	Applied Science and Technology	May 6, 2026	Resigned
Jenni Morris	Director of Communications	Communications and Marketing	May 7, 2026	Dismissal

Terrie Spiers	Executive Assistant	Student Affairs	May 12, 2026	Retired
Haley Cardillo	Admissions Navigator	Admissions and Records	May 21, 2026	Resigned
Sara Adkinson	NCLEX Academic Success Coach	Healthcare Professions	May 22, 2026	Resigned
Wendi Davis	Guidance Counselor	Tallahassee Collegiate Academy	May 27, 2026	Contract Not Renewed
Cynth Malbas	TCA Teacher	Tallahassee Collegiate Academy	May 27, 2026	Resigned
Faraday Diaz	Program Specialist - Rebuild Florida	Workforce Development	May 29, 2026	Resigned
Emma Altgelt	Research Analyst	Institutional Research and Planning	May 29, 2026	Resigned
Brittney George	Traffic Safety Communications Specialist	FLDOT - Sponsored Programs	May 29, 2026	Resigned
Julie Perry	TCA Teacher	Tallahassee Collegiate Academy	May 27, 2026	Resigned
Steven Berger	TSC Police Officer	Campus Police	May 31, 2026	Retired
Rickey Stacey	Custodial Services Specialist	Facilities	May 29, 2026	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Peter Jean	Administrative Assistant	Human Resources	Crunch Fitness	Front Desk
Glenn Shellamhamer	Simulation and IT Specialist	Healthcare Professions	All About Cats	Pet Sitter

Seeking to Hold Political Office Requests (All Employees)

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

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Jennifer Helms	Director of Transfer Services	Student Affairs	May 1, 2026	Outreach Coordinator
De'Garryan Andrews	Coordinator of Student Services	Student Support Services	May 4, 2026	College Success Coach
Kyle Cooper	Program Specialist	DEO Rebuild Florida	May 8, 2026	Student Financial Advisor
Rachel Johnson	Executive Assistant	Student Affairs	May 13, 2026	Administrative Assistant

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: TSC Foundation Update

Item Description

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

Overview and Background

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

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

- August 6, 2026 - Eagles Rise, 12:00 – 4:00 p.m., TSC Lifetime Sports Complex

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

TSC Foundation - Financial Update FY 26-27

April 1, 2026 - May 31, 2026

		YTD 24/25	YTD 25/26	YTD 26/27
TSC Foundation	Total Received	\$250,476	\$163,518	\$201,028
	Facility Support	\$332	\$20,147	\$60
	Program Support	\$104,806	\$84,066	\$96,483
	Scholarship Support	\$83,824	\$27,952	\$60,281
	Unrestricted Support	\$61,514	\$31,352	\$44,204
	Net Assets	\$24,007,123	\$27,931,281	\$33,570,443

		YTD 24/25	YTD 25/26	YTD 26/27
TSC Foundation	Number of Donors	357	323	419
	Number of Gifts	663	704	848

		YTD 24/25	YTD 25/26	YTD 26/27
TSC Foundation	Total Received for Alumni	\$12,212	\$11,269	\$33,175
	Number of Donors	65	60	65
	Number of Gifts	133	137	148

		YTD 24/25	YTD 25/26	YTD 26/27
\$	Cash	\$250,476	\$163,518	\$201,028
	Gifts in Kind	\$0	\$0	\$0
	Total Raised - Pledges Received	\$30,221	\$0	\$0
	Planned Gifts Confirmed	1	0	0
	Planned Gift Amount	\$1,000,000	\$0	\$0
	Grants Applied For			8
	Grants Received			\$145,000
	Pledges Expected by March 31, 2027			\$546,608

The Foundation's Fiscal Year is April - March

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Academic Curriculum Changes

Item Description

This item presents new programs, program revisions, new courses, course revisions and course deletions.

Overview and Background

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

The College is proposing to add a Project Management Associate Certificate that students can complete in one semester to allow students to earn the Project Management Ready certification and gain experience in project management. This proposed program has been developed in partnership with Florida Digital Services to create a future ready talent pipeline of students with an entry level project management certification. According to Florida Commerce, there is an 11.4% projected growth with 900 job openings annually in Leon, Gadsden, and Wakulla counties with an average of \$39.78 per hour.

The College is also proposing to add an Electricity career certificate for students enrolled in the Electrical Apprenticeship program. According to Florida Commerce, there is a 16.4% projected growth with 836 job openings annually in Leon, Gadsden, and Wakulla counties with an average wage of \$26.00 per hour. Additionally, there are proposed changes to several career certificate programs required by Florida's State Board of Education based on a state-wide annual review. There are also proposed changes to several of the A.S. degree programs to add artificial intelligence and modernize the curriculum to enhance student employability.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved curricula revisions annually.

Recommended Action

Approve the proposed academic curriculum changes.

NEW PROGRAMS

Project Management Associate Certificate (12 credit hours)

The proposed program is based on a partnership with Florida Digital Service to develop a project management talent pipeline based on Florida's Program Management and Oversight Pipeline Initiative. There is 11.4% projected growth with 900 job openings for Project Management Specialists in Leon, Gadsden, and Wakulla with an average wage of \$39.78 per hour.

Program courses:

- MNA1032 Principles of Project Management (3)
- MNA1033 Organizational Behavior for Project Teams (3)
- MNA1035 Introduction to Project Planning (3)
- GEB1011 Introduction to Business (3)

Electricity I Career Certificate (750 clock hours)

The proposed program is to provide a pathway for dual-enrolled students to pursue the electrical apprenticeship program and receive high school credit aligns with the existing program requirements for the Electrical Apprenticeship program. There is a 16.4% projected growth with 836 job openings in Leon Gadsde, and Wakulla with an average wage of \$26.00 per hour.

Program courses:

- BCV0603 Electrician Helper (300)
- BCV0640 Residential Electrician (450)

PROGRAM CHANGES

Data Science Technology (60 credit hours)

This proposed revision is to align the program with future ready skills for various careers that utilize data science based on feedback from the advisory board.

Delete program courses:

- COP1000 Programming Concepts (3)
- CGS1060 Computer and Internet Literacy (3)
- CGS1309 Computer and Information Technology Concepts (3)
- CGS2517 Spreadsheets for Business (3)
- CTS2540 Introduction to Business Intelligence (3)

Add program courses:

- COP1047c Introduction to Python Programming (4)
- CGS2540 Database Concepts (3)
- CAP1788 Introduction to Data Analytics (4)
- CAP2704 SQL for Data Analytics (4)

Supply Chain Management (60 credit hours)

This proposed revision is to provide a discipline-specific ethical foundations course that is directly related to artificial intelligence, making it a more relevant and academically appropriate course for this program based on feedback from the advisory board.

Delete program course:
PHI2600 Ethics (3)

Add program course:
PHI2680 Artificial Intelligence and Ethics (3)

Diagnostic Medical Sonography, A.S. (77 credit hours)

This proposed revision is to align with current professional standards and enhance clinical readiness to ensure the program remains consistent with current sonography practice based on feedback from the advisory board.

Delete program courses:
SON2151c Neurosonography (2)
SON2400c Echocardiography I (2)
SON2401c Echocardiography II (2)

Add program courses:
SON2450 Introduction to Vascular Ultrasound (2)
SON2431 Ultrasound of the Female Pelvis (2)
SON2442 Breast Ultrasound (2)

Electrical Apprenticeship Career Certificate (9,440 clock hours)

The proposed revision is based on requirements from Florida' State Board of Education.

Current program clock hours:
9,440 clock hours

Proposed program clock hours:
8,720 clock hours

Applied Cybersecurity Career Certificate (750 clock hours)

The proposed revision is based on requirements from Florida' State Board of Education.

Delete program course:
CTS0018 Cybersecurity Associate (600)

Add program course:
CTS0010 Cybersecurity Foundations (300)
CTS0014 Applied Cyber Defense (300)

Medical Assisting Career Certificate (1,300 clock hours)

The proposed revision is based on requirements from Florida' State Board of Education.

Delete program courses:

HSC0003 Basic Healthcare Worker (90)
MEA0002 Introduction to Medical Assisting (250)
MEA0501 Medical Office Procedures (75)
MEA0581 Clinical Assisting (230)
MEA0530 Pharmacology for Medical Assisting (90)
MEA0573 Laboratory Procedures (125)
MEA0506 Administrative Office Procedures (90)

Add program courses:

MEA0003 Introduction to Medical Assisting and Pharmacology (250)
MEA0502 Introduction to Medical Office Procedures (100)
MEA0574 Laboratory Procedures (80)
MEA0584 Clinical Assisting (130)
MEA0943 Practicum Experience (190)

Current program clock hours:

1,300 clock hours

Proposed program clock hours:

900 clock hours

Patient Care Technician Career Certificate (1,300 clock hours)

The proposed revision is based on requirements from Florida' State Board of Education.

Delete program courses:

HSC0003 Basic Healthcare Worker (90)
HCP0121 Nurse Aide and Orderly (Articulated) (75)
HCP0332 Advanced Home Health Aide (50)
HCP0020 Patient Care Assistant (75)
HSC0016 Allied Health Assistant (150)
MEA0580 Advanced Allied Health Assistant (100)
PRN0094 Patient Care Technician (60)

Add program courses:

HCP0124 Nurse Assistant (165)
HCP0333 Accelerated Home Health Aide (25)
HCP0021 Patient Care Assistant (45)
HSC0012 Allied Health Assistant (100)
MEA0585 Advanced Allied Health Assistant (200)
PRN0095 Patient Care Technician (65)

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
MNA1032	Principles of Project Management	The course is part of the proposed Project Management Associate Certificate.	\$0
MNA1033	Organizational Behavior for Project Teams	The course is part of the proposed Project Management Associate Certificate.	\$0
MNA1035	Introduction to Project Planning	The course is part of the proposed Project Management Associate Certificate.	\$0
SON2450	Introduction to Vascular Ultrasound	This course supports alignment with compliance standards.	\$0
SON2431	Ultrasound of the Female Pelvis	This course supports alignment with compliance standards.	\$0
SON2442	Sonography of the Breast	This course supports alignment with compliance standards.	\$0
BCV0603	Electrician Helper	This course is part of the new Electricity I career certificate.	\$0
BCV0640	Residential Electrician	This course is part of the new Electricity I career certificate.	\$0
CTS0010	Cybersecurity Foundations	This change is state mandated.	\$156
CTS0014	Applied Cyber Defense	This change is state mandated.	\$532
MEA0003	Introduction to Medical Assisting and Pharmacology	FLDOE curriculum framework change is state mandated.	\$244
MEA0502	Introduction to Medical Office Procedures	FLDOE curriculum framework change is state mandated.	\$42
MEA0574	Laboratory Procedures	FLDOE curriculum framework change is state mandated.	\$10
MEA0584	Clinical Assisting	FLDOE curriculum framework change is state mandated.	\$0
MEA0943	Practicum Experience	FLDOE curriculum framework change is state mandated.	\$269

HCP0124	Nurse Assistant	FLDOE curriculum framework change is state mandated.	\$264
HCP0333	Accelerated Home Health Aide	FLDOE curriculum framework change is state mandated.	\$165
HCP0021	Patient Care Assistant	FLDOE curriculum framework change is state mandated.	\$160
HSC0012	Allied Health Assistant	FLDOE curriculum framework change is state mandated.	\$626
MEA0585	Advanced Allied Health Assistant	FLDOE curriculum framework change is state mandated.	\$10
PRN0095	Patient Care Technician	FLDOE curriculum framework change is state mandated.	\$259

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
CAP1788	Introduction to Data Analytics	Prerequisite	Prerequisite: None	Prerequisite: COP1047c Introduction to Python Programming	This prerequisite course is foundational for Python skills necessary for data analytics coursework.
CAP2704c	SQL for Data Analytics	Prerequisite	Prerequisite: None	Prerequisite: CGS2540 Database Concepts	The prerequisite ensures students are adequately prepared for the level of analytical SQL work expected in the course and reinforces a coherent, scaffolded program progression.
CAP2762	Introduction to Data Mining	Prerequisite	Prerequisite: CTS2450 Introduction to Business Intelligence	Prerequisite: CGS2540 Database Concepts	This change improves prerequisite alignment and supports a more logical and technically

					grounded course progression.
CTS2455	Data Modeling and Logical Design	Prerequisite	Prerequisite: CTS2433 SQL Database Design and Programming	Prerequisite: CAP1788 Introduction to Data Analytics	The prerequisite change better reflects the relationship between course content areas, ensures students approach data modeling with a solid analytical foundation, and supports a more coherent program sequence overall.
IDC2114	Data Visualization Techniques	Prerequisite	Prerequisite: None	Prerequisite: CAP1788 Introduction to Data Analytics	The prerequisite covers an intermediate topic and promotes logical course flow for students; reflecting that visualization is a downstream step in the data analytics workflow.
CGS2100	Microcomputer Applications for Business	Prerequisite	Prerequisite: grade of C or better in MAT1033 or OST1324, or placed into MGF1130 or higher	Prerequisite: None	The course. CGS2100 is in multiple certificate programs that do not require those prerequisites.
CIS2598	Cybersecurity Capstone	Prerequisite	Prerequisite: Course, placement, or eligible exemption	Prerequisite: CIS2772 Cybersecurity Operation Fundamentals	This change ensures that students entering the capstone have foundational knowledge in cyber operations.

BCA0350	Electrical Apprenticeship I	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0351	Electrical Apprenticeship II	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0352	Electrical Apprenticeship III	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0353	Electrical Apprenticeship IV	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0354	Electrical Apprenticeship V	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0355	Electrical Apprenticeship VI	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
BCA0356	Electrical Apprenticeship VII	Clock hour change	Clock hours: 180	Clock hours: 90	FLDOE required change.
EDF4943	Student Internship	Prerequisite	Prerequisite: All program requirements	Prerequisite: successful completion of all program requirements and passing of the General Knowledge, Subject Area, and Professional Education FTCE exams.	This change ensures alignment with state expectations for teacher preparation and confirms that candidates have demonstrated the foundational knowledge and competencies necessary to succeed in a full-time classroom setting.
STA2122	Introduction to Applied Statistics	Course Description	Course Description: Topics in this course include probability distributions, hypothesis testing, confidence interval estimation,	Course Description: Topics in this course include probability distributions, hypothesis testing, confidence interval estimation,	The description change allows students to purchase a more economical graphing calculator.

			correlation, analysis of variance, and regression. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required.	correlation, analysis of variance, and regression. A TI83 or graphing calculator with equivalent statistical features is required. A statistical analysis software is required.	
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COURSE DELETIONS

Course ID	Course Name	Rationale for Course Deletion
BCN2563	Building Systems and Management	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM1600c	Automation and Controls Fundamentals	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM1601c	HVAC Systems and Devices	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM1602c	Automated Electrical Systems and Devices	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM1603c	Automation and Controls Design through Commissioning	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM2605c	Automation and Controls Integration	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM2606c	EMCT Programming	The Energy Management and Controls Technology, A.S. program was deleted. The

		courses are only offered as part of this A.S. degree.
ETM2607c	Troubleshooting Automation and Controls Systems	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM2608c	Automated Building Operations	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM2609	Capstone in Energy Management and Controls Technology	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
ETM2942	Energy Management and Controls Technology Internship	The Energy Management and Controls Technology, A.S. program was deleted. The courses are only offered as part of this A.S. degree.
SON2151c	Neurosonography	Course is no longer offered in the program.
SON2400c	Echocardiography I	Course is no longer offered in the program.
SON2401c	Echocardiography II	Course is no longer offered in the program.
CTS0018	Cybersecurity Associate	FLDOE required change.
HSC0003	Basic Healthcare Worker	FLDOE required change.
MEA0002	Introduction to Medical Assisting	FLDOE required change.
MEA0501	Medical Office Procedures	FLDOE required change.
MEA0581	Clinical Assisting	FLDOE required change.
MEA0530	Pharmacology for Medical Assisting	FLDOE required change.
MEA0573	Laboratory Procedures	FLDOE required change.
MEA0506	Administrative Office Procedures	FLDOE required change.
MEA0942	Practicum Experience	FLDOE required change.
HSC0003	Basic Healthcare Worker	FLDOE required change.
HCP0121	Nurse Aide and Orderly (Articulated)	FLDOE required change.
HCP0332	Advanced Home Health Aide	FLDOE required change.
HCP0020	Patient Care Assistant	FLDOE required change.
HSC0016	Allied Health Assistant	FLDOE required change.
MEA0580	Advanced Allied Health Assistant	FLDOE required change.
PRN0094	Patient Care Technician	FLDOE required change.
CHM1032L	General Chemistry for Allied Health Laboratory	Course not taught for 5 years (6A-10.0331, F.A.C.)
ECO0001	Economics-Financial Literacy Lab	Course not taught for 5 years (6A-10.0331, F.A.C.)
POS1601	Foundations of the United States Constitution	Course not taught for 5 years (6A-10.0331, F.A.C.)
SYG2012	Global Issues	Course not taught for 5 years (6A-10.0331, F.A.C.)

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Annual, Continuing and Post Award Contract Recommendations

Item Description

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

Overview and Background

For 2025-2026, TSC had 192 full-time faculty employed. Of those, 98 were on continuing contract, 92 were on annual contract and 2 were on a temporary contract.

Of the 98 faculty on continuing contract, five resigned and 22 developed post-award review portfolios for our post-award process. All full time faculty continue to be reviewed annually; post-award portfolios consist of selected work from a five-year period of annual reviews. Of those on post-award review, all 22 faculty successfully completed the post-award review.

Of the 92 faculty on annual contract, there are seven faculty on annual contract working toward continuing contract. All seven faculty are being recommended for continuing contract based on at least five years of review and satisfactory growth.

The remaining 85 annual faculty are finishing their first, second, third, or fourth year at TSC, and they are progressing well as new faculty. Of these, seven have resigned. A total of 78 faculty are being recommended for an annual contract for the 2025-2026 academic year.

Two temporary non-continuing faculty's contracts are ending. They were hired for Fall 2025 and Spring 2026 to temporarily fill unexpected vacancies.

Funding/ Financial Implications

All positions are funded, no new funds are needed.

Past Actions by the Board

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

Recommended Action

Approve the recommendations for annual, continuing and post award contracts in the attached list.

June 15, 2026

Recommended for Annual Contract:

Beth Gesinski	Applied Sciences and Technology
Gene Tanner	Applied Sciences and Technology
Grant Macdonnell	Applied Sciences and Technology
Jason Priddle	Applied Sciences and Technology
Jasun Burdick	Applied Sciences and Technology
Jenny Busset	Applied Sciences and Technology
Jessica Bellaire	Applied Sciences and Technology
Jim Quinn	Applied Sciences and Technology
Jon Eppes	Applied Sciences and Technology
Lilly Denning	Applied Sciences and Technology
Luis Santisteban	Applied Sciences and Technology
Marissa Mainwood	Applied Sciences and Technology
Maureen McWhite	Applied Sciences and Technology
Melissa Wells	Applied Sciences and Technology
Noble Sissle	Applied Sciences and Technology
Ron Larson	Applied Sciences and Technology
Shayna Alexander-Murphy	Applied Sciences and Technology
Sonja Peters	Applied Sciences and Technology
Whitney Bolden	Applied Sciences and Technology
Akila Wilson	Communications and Humanities
Alexa Doran	Communications and Humanities
Darrell Jordan	Communications and Humanities
Michelle Dam	Communications and Humanities
Ricardo Rivera-Rivera	Communications and Humanities
Terrisa Anderson	Communications and Humanities
Amairani Trejo	Healthcare Professions
Angela Goodson	Healthcare Professions
Ashley Brown	Healthcare Professions
Brittany Sullivan	Healthcare Professions
Brooke Shealey	Healthcare Professions
Daniel Clancy	Healthcare Professions
Ellicia Stephens	Healthcare Professions
Gaynell Brown	Healthcare Professions
Ivette Berry	Healthcare Professions
Jeremy Wortham	Healthcare Professions
Jo Hendricks	Healthcare Professions
John Polisknowski	Healthcare Professions
Joshua Peebles	Healthcare Professions
Makeshia Brockman	Healthcare Professions
Margaret Burden	Healthcare Professions
Michelle Siples-Ward	Healthcare Professions
Miranda McCoy	Healthcare Professions
Rachel Kennedy	Healthcare Professions

Sarah McCarty	Healthcare Professions
Yashica Clark	Healthcare Professions
Abdullah Malik	Sciences and Mathematics
Angela Muchovej	Sciences and Mathematics
Benny Brustad	Sciences and Mathematics
Brandon Story	Sciences and Mathematics
Carl Saltzberg	Sciences and Mathematics
Chris Chamberlin	Sciences and Mathematics
Christy Bebeau	Sciences and Mathematics
Daniella Azor Petit	Sciences and Mathematics
Dwight Lillie	Sciences and Mathematics
Dylan Humphrey	Sciences and Mathematics
Hannah Clayton	Sciences and Mathematics
Ivory Council	Sciences and Mathematics
Jackie Zimmerman	Sciences and Mathematics
Jacob Reed	Sciences and Mathematics
Joseph McNeil	Sciences and Mathematics
Katherine Easterling	Sciences and Mathematics
Kia Sanders	Sciences and Mathematics
Krishna Patel	Sciences and Mathematics
Malcolm Hunter	Sciences and Mathematics
Margarette Bayron-Arcelay	Sciences and Mathematics
Marley Majetic	Sciences and Mathematics
Matt Schnippert	Sciences and Mathematics
Melanie Medina	Sciences and Mathematics
Michal Paul	Sciences and Mathematics
Sarah Kettelkamp	Sciences and Mathematics
Shaikh Obaidullah	Sciences and Mathematics
Susannah Dorrance	Sciences and Mathematics
Travis Bates	Sciences and Mathematics
Wade Henning	Sciences and Mathematics
Will Owens	Sciences and Mathematics
Anthony Thompson	Social Sciences
Iris Pendleton	Social Sciences
Philip Hazard	Social Sciences

Recommended for Continuing Contract:

Amber Cresgy	Communications and Humanities
Ceron Bryant	Communications and Humanities
Elizabeth Fillingim	Healthcare Professions
Kayse Green	Healthcare Professions
Jeffrey Fillingim	Healthcare Professions
Carol Andresen	Healthcare Professions
Nancy Domm	Sciences and Mathematics

Recommended for Continuing Contract - Post Award:

Lisa Kellison	Applied Sciences and Technology
Stacie Sheffield	Applied Sciences and Technology
Sue Bickford	Applied Sciences and Technology
Daniel Beugnet	Communications and Humanities
Forster Agama	Communications and Humanities
Gareth Euridge	Communications and Humanities
Jenny McHenry	Communications and Humanities
Nancy Donovan	Communications and Humanities
Nicolette Costantino	Communications and Humanities
Roy Barineau	Communications and Humanities
Sara Brown	Communications and Humanities
Sarah Smitherman	Communications and Humanities
Diane Morris	Healthcare Professions
John Elam	Healthcare Professions
Julie Hanowell	Sciences and Mathematics
Susan Wessner	Sciences and Mathematics
Andrea Oliver	Social Sciences
Maureen O'Neil	Social Sciences
Michelle Peruche	Social Sciences
Shakonda Diggs	Social Sciences
Stephen Powers	Social Sciences
Thurla Moore	Social Sciences

June 15, 2026

MEMORANDUM

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 5/31/2026.

Overview and Background

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

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. There were no purchase orders issued for the month of May that met this criteria.

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, 2026**

REVENUE	May Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 1,027,043	\$ 2,661,292	\$ 32,226,806	29,274,207	\$ 31,935,498	101%
State Support	4,058,821	3,869,324	43,244,577	42,562,563	46,431,887	93%
Federal Support	39,339	62,500	502,208	687,500	750,000	67%
Other Revenue	120,027	41,667	2,516,800	458,333	500,000	503%
TOTAL REVENUE	5,245,230	6,634,782	78,490,391	72,982,603	79,617,385	99%
EXPENSES	May Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	278,708	291,667	3,358,280	3,208,333	3,500,000	96%
Instructional	1,546,034	1,250,000	14,024,115	13,750,000	15,000,000	93%
Non-Instructional	1,622,732	1,541,667	17,949,476	16,958,333	18,500,000	97%
OPS	618,765	666,667	8,412,311	7,333,333	8,000,000	105%
Personnel Benefits	1,570,023	1,384,782	16,091,583	15,232,603	16,617,385	97%
TOTAL PERSONNEL COSTS	5,636,262	5,134,782	59,835,765	56,482,603	61,617,385	97%
<u>CURRENT EXPENSES</u>						
Services	237,297	411,879	4,910,707	4,530,672	4,942,551	99%
Material & Supplies	137,846	243,557	2,850,295	2,679,128	2,922,685	98%
Other Current Charges	324,723	761,230	7,765,069	8,373,534	9,134,764	85%
TOTAL CURRENT EXPENSES	699,866	1,416,667	15,526,071	15,583,333	17,000,000	91%
CAPITAL OUTLAY	-	83,333	42,172	916,667	1,000,000	4%
TOTAL EXPENSES	\$ 6,336,128	\$ 6,634,782	\$ 75,404,008	\$ 72,982,603	\$ 79,617,385	95%

June 15, 2026

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Disposition of Surplus Property Assets

Item Description

This item requests Board approval to dispose of property assets designated as surplus.

Overview and Background

The College has the responsibility to record the College's property assets and conduct an annual inventory for the designated items and to periodically dispose of accumulated surplus property, assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

Funding/ Financial Implications

There are no funding or financial implications.

Past Actions by the Board

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

Recommended Action

Authorize the College to dispose of the items designated as surplus.

Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Code
BA-000017201	COMBI-CUTTER TOOL KIT	11/1/2003	5,067.12	0.00	2
BA-000017216	GENIE SCISSOR LIFT	3/15/2004	6,475.00	0.00	1
BA-000017248	STUDIO CAMCORDER PACKAGE	8/1/2005	12,592.92	0.00	1
BA-000017342	CAMCORDER HD/DVCPRO/DV	8/1/2006	8,110.10	0.00	1
BA-000017372	MANUAL DEFIBRILLATOR	5/1/2007	5,463.29	0.00	1
BA-000017375	REFURBISHED ULTRASOUND SYSTEM	5/1/2007	30,000.00	0.00	1
BA-000017376	REFURBISHED ULTRASOUND SYSTEM	5/1/2007	30,000.00	0.00	1
BA-000017446	HP PROCURVE SWITCH	10/18/2010	16,844.28	0.00	1
BA-000017540	V FLASH DESKTOP MODELER	2/22/2012	19,124.00	0.00	3
BA-000017565	VRTEX VIRTUAL WELDING TRAINER	8/16/2013	61,088.00	0.00	1
BA-000017630	PICK & PLACE ASSEMBLY MACHINE	5/26/2016	19,500.00	0.00	3
BA-000017640	ENCO VARIABLE SPEED MILL	7/29/2016	6,999.13	0.00	3
BA-000017642	KOHLER 72" LAZER MOWER	7/29/2016	11,679.20	0.00	1
BA-000017648	T600 TRACTOR-TRAILER TRUCK	11/18/2016	114,555.00	0.00	3
BA-000017654	POWEREDGE R730 SERVER	4/20/2017	16,536.57	0.00	1

Asset Codes:

- 1 Obsolete - To Be Disposed
- 2 Salvaged – To be Used for Parts
- 3 Surplus - To Be Sold or Donated
- 4 Trade - Asset To Be Used for Trade-In Value
- 5 Lost/Stolen (Police report filed)

June 15, 2026

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 Office of 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 of Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for DSO related activities and provides an annual operating budget for its use. The amount allocated for DSO related activities should not exceed 20% of the Office of Institutional Advancement’s total budget.

The estimated resources designated for DSO related activities for FY 2026-27 are projected to be \$171,993.00, or 17.3% of the Office of Institutional Advancement’s total budget.

College Resource	Office for Institutional Advancement Projected FY 2026-27 Budget	Projected Foundation DSO Related Resources for FY 2026-27
Personnel Services	\$733,842.00	\$126,616.00
Other Services & Expenses	\$184,000.00	\$31,747.00
Facilities	\$78,994.00	\$13,630.00
Property	\$0.00	\$0.00
Total	\$996,836.00	\$171,993.00

For reference, the resources utilized for Foundation DSO related activities this fiscal year totaled \$169,890.01 or 17.4% of the Office for Institutional Advancement's total budget.

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 2026-27 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 16, 2025 Board of Trustees meeting for the current fiscal year.

Recommended Action

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

June 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

FACILITIES & CONSTRUCTION STATUS REPORT – JUNE 2026

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0592	Centre (CB 9) Ground Floor Renovations	15%	September 2027	Design Scheduled FY 26/27
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	85%	July 2026	Install in progress
PJ-0534	SMA 140 - Classroom Renovations	5%	TBD	TBD
TBD	Athletic Gym Bleacher Replacement	0%	TBD	Obtaining quotes
TBD	Rec Gym Floor Replacement	0%	TBD	Obtaining quotes
TBD	Athletic Gym Floor Replacement	0%	TBD	Scheduled FY 26/27
PJ-0527	Replace Campus Bench Seating	80%	July 2026	Underway
N/A	Replace Wooden Handrails	95%	July 2026	In house
N/A	Resurface Pat Thomas Blvd.	5%	TBD	Scheduled FY 26/27
PJ-0568	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,711 Trip Hazards Replaced 93 sections of Sidewalk Repaired 192' of new curb
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,035,679 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 4,302,286 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 51,784 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
NEW	Gadsden Service Center Bldg#4	5%	TBD	DAG Approved – PO Issued and Design pending
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 2,963 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 148 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 Boiler Repairs	15%	July 2026	Researching
N/A	FPSI Stormwater Retention Pond#1	95%	July 2026	In progress
N/A	FPSI Stormwater Retention Pond#2	5%	TBD	Researching
N/A	Dining Hall Outside Air Unit (OAU)	10%	July 2026	In progress
N/A	VAV Retrofit for Administration / Classroom Building	5%	TBD	Pending budget approval
N/A	Temp / Humidity sensors at New Dorms	5%	TBD	Planning
N/A	Defensive Tactics Aaon OAU Siemens Controls take over	5%	TBD	Planning
N/A	Survival Flight Hanger Building	10%	TBD	Construction underway
N/A	Driving Track Resurface	5%	TBD	Schedule pending
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 353,475 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 17,674 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	95%	July 2026	Project underway
PJ-0424	State DM - CFI Exterior Staircases	95%	July 2026	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 19,195 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 960 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0579	Chiller Repairs Module #3	5%	July 2026	Reviewing quotes
PJ-0579	Chiller Repairs Module #5	5%	July 2026	Reviewing quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 77,990 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,900 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0557	Pole Barn FFE	95%	June 2026	In progress
TBD	AG Pole Barn – Enclose	5%	TBD	Researching
TBD	New WEI Building#3	5%	TBD	Awaiting EDA notification
TBD	WEI Building#2 Repairs	5%	August 2026	A/E Required
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 9,934 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 497 lbs. of CO2 emissions into the atmosphere

END OF CONSTRUCTION STATUS REPORT

June 15, 2026

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) 2027-28 Through 2029-2030

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 annual 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 and Spot Survey 3.2 for TSC were previously approved at the June 16, 2025 and August 18, 2025 BOT Meetings respectively. Included for Board approval are forms CIP-1, status of all currently funded and budgeted projects and CIP-2, summary of new projects.

Funding/ Financial Implications

Funding for projects listed on the CIP-2 is provided as part of the annual PECO appropriation made by the Florida Legislature.

Past Actions by the Board

The District Board of Trustees approved the 2026-27 through 2028-29 CIP on June 16, 2025.

Recommended Action

Approve the 2027-28 through 2029-30 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 2026-27**

CIP 1

COLLEGE: Tallahassee State College
DATE: 6/15/2026

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
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 Renovation SMA 140	1	Local/CIF	2020/27	n/a	\$0	\$0	\$100,000	\$100,000	YES	YES	Construction	6/30/2027
AED Repair & Replacement	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$10,000	\$10,000	YES	YES	Construction	6/30/2027
Asphalt Repairs and Markings	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$50,000	\$50,000	YES	YES	Construction	6/30/2027
C - Cure Locks/Doors/Cameras & Physical Security (NIST 800-171)	1-6	Local/CIF/	2020/27	n/a	\$0	\$0	\$250,000	\$250,000	YES	YES	Construction	6/30/2027
Concrete, Brick, Sidewalks and Trip Hazard Repairs	1	Local/CIF	2020/27	n/a	\$0	\$0	\$50,000	\$50,000	YES	YES	Construction	6/30/2027
CPTED Tree and Shrub Trimming	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$25,000	\$25,000	YES	YES	Construction	6/30/2027
Door & Access Canopies and Walkway Coverings	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2027
E.F.I.S	1-5	Local/CIF	2020/27	n/a	\$0	\$0	\$25,000	\$25,000	YES	YES	Construction	6/30/2027
Elevators	1-5	Local/CIF	2020/27	n/a	\$0	\$0	\$80,000	\$80,000	YES	YES	Construction	6/30/2027
Emergency Diesel Generator Service / Replacement / Upgrades	1,2,3,5 & 6	Local/CIF	2020/27	n/a	\$0	\$0	\$75,000	\$75,000	YES	YES	Construction	6/30/2027
Electrical Upgrades	1	Local/CIF	2020/27	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2027
Fire Alarm/Panel Upgrades	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2027
Fire and Life Safety (Emergency Lighting, Extinguishers, Hazardous Waste)	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$50,000	\$50,000	YES	YES	Construction	6/30/2027
Flooring	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$50,000	\$50,000	YES	YES	Construction	6/30/2027
Furniture Upgrades	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$50,000	\$50,000	YES	YES	Construction	6/30/2027
HVAC/BAS Materials, Equipment, Contracts & Services	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$300,000	\$300,000	YES	YES	Construction	6/30/2027
Lightning Protection	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$35,000	\$35,000	YES	YES	Construction	6/30/2027
Light Pole Replacements	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$35,000	\$35,000	YES	YES	Construction	6/30/2027
Painting (Interior & Exterior)	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$25,000	\$25,000	YES	YES	Construction	6/30/2027
Roofing	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$100,000	\$100,000	YES	YES	Construction	6/30/2027
Steel Buildings/Gutters (SBG)	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$25,000	\$25,000	YES	YES	Construction	6/30/2027

**FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2026-27**

CIP 1

COLLEGE: Tallahassee State College
DATE: 6/15/2026

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
Stormwater Drainage	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$100,000	\$100,000	YES	YES	Construction	6/30/2027
Underground Water Leaks, Inspections and Repairs (Domestic)	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$65,000	\$65,000	YES	YES	Construction	6/30/2027
Water Treatment Services and Inspections	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$95,000	\$95,000	YES	YES	Construction	6/30/2027
Window Repairs/Replacements	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$15,000	\$15,000	YES	YES	Construction	6/30/2027
Workday ERP	1-6	Local/CIF	2020/27	n/a	\$0	\$0	\$950,000	\$950,000	YES	YES	Construction	6/30/2027
Main Campus, FPSI & Ghazvini IAQ	1, 3, 4 & 5	CO&DS	2020/27	n/a	\$0	\$0	\$35,000	\$35,000	YES	YES	Construction	6/30/2027
15KV Electrical Infrastructure	1	State DM/Local CIF	2023/25	n/a	\$3,300,000	\$0	\$819,563	\$4,119,563	YES	YES	Complete	6/30/2026
AMTC Bldg 43 Roof Restoration	1	Local/CIF	2023/25	n/a	\$0	\$0	\$1,000,000	\$1,000,000	YES	YES	Planning	6/30/2027
CFI Exterior Envelope (Walls & Windows)	4	State DM	2023/25	n/a	\$3,450,000	\$0	\$770,465	\$4,220,465	YES	YES	Construction	6/30/2027
CFI Exterior Staircases	4	State DM	2023/25	n/a	\$950,000	\$0	\$494,308	\$1,444,308	YES	YES	Construction	6/30/2027
TCA Bldg#08 - Renovations/Improvements	1	Local/CIF	2024/25	n/a	\$0	\$0	\$1,400,000	\$1,400,000	YES	YES	Complete	8/1/2025
FPSI Stormwater Drainage	3	Local/CIF	2024/25	n/a	\$0	\$0	\$250,000	\$250,000	YES	YES	Construction	6/30/2027
Library Improvements - Maker Space (CapGrant)	1	Local/Grant	2024/25	14,000	\$0	\$0	\$3,200,000	\$3,200,000	YES	YES	Complete	2/13/2026
Main Campus Solar Panel Canopies	1	Local/CIF	2024/25	n/a	\$0	\$0	\$1,707,609	\$1,707,609	YES	YES	Complete	8/7/2025
Southern Pipe (GOR #46) Structural Repairs	1	Local/Grant	2025/26	n/a	\$0	\$0	\$118,956	\$118,956	YES	YES	Complete	1/13/2026
Building 56 Ground Excavation	1	Local/Grant	2025/26	n/a	\$0	\$0	\$18,722	\$18,722	YES	YES	Complete	8/18/2025
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	6/30/2027
Centre Buiding Ground Floor Renovation	6	Local	2026/27	N/A	\$0	\$0	\$281,930	\$281,930	YES	YES	Planning	6/30/2027
Construct New Gadsden Service Center Building No. 4 / S225 Gadsden County Expansion	2	PECO/S225	2025/27	12,000	\$6,822,500	\$3,677,500	\$100,000	\$10,600,000	YES	YES	Planning	6/30/2029
					\$45,487,741	\$4,123,772	\$13,397,824	\$63,009,337				

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
2027-28 through 2029-30**

CIP 2

COLLEGE: Tallahassee State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

INITIAL PRIORITY #	REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2027-28	2028-29	2029-30	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

INITIAL PRIORITY #	REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2027-28	2028-29	2029-30	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
3	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
2	2025	New Const	Construct New Gadsden Service Center Building No. 4 / S225 Gadsden County Expansion	2	\$3,677,500	\$0	\$0	\$3,677,500	\$6,822,500	\$100,000	\$10,600,000	YES
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$ 14,873,808 \$ 658,693 \$ 878,166 \$ 16,410,667

GRAND TOTAL OF ALL PROJECTS \$ 17,648,808 \$ 2,068,693 \$ 878,166 \$ 20,595,667

June 15, 2026

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

Amendment/Budget Reallocation - AW-00000729: DOC Workforce FY 25/26 07/01/2025 (version 1)

(To provide staff and services that include Career and Technical Instruction in traditional classrooms and lab areas at Florida Department of Corrections).

This amendment provides a budget reallocation of the grant to complete remaining project activities. The reallocation is as follows: \$12,900 from Teacher Certification Training to Personnel; \$6,000 from Credential Training for Inmates to Personnel; \$2,000 from Travel to Personnel; \$15,000 from Travel to Program Materials & Supplies.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Recommended Action

Authorize funding for the awards and contracts as presented.

June 15, 2026

MEMORANDUM

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 2026-2027

Item Description

This item is presented for approval to the College's FY 2026-2027 Operating Budget.

Overview and Background

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

Funding/ Financial Implications

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

Past Actions by the Board

There were no previous Board actions required for this item.

Recommended Action

Approve the College's FY 2026-2027 Operating Budget.

**EXHIBIT A
THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2026-27**

COLLEGE: Tallahassee State College

**CURRENT FUNDS -
UNRESTRICTED**

BEGINNING FUND BALANCE - JULY 1, 2026:

ESTIMATED AFR FUND BALANCE - JUNE 30, 2026 (IF DEBIT BALANCE USE "MINUS SIGN")	\$4,598,202
ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)	\$0

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2026	\$4,598,202
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ADD:	REVENUES	\$80,760,106
	TRANSFERS IN	\$0

TOTAL RECEIPTS	\$80,760,106
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TOTAL ESTIMATED AVAILABLE	\$85,358,308
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DEDUCT:	EXPENDITURES	\$80,760,106
	TRANSFERS OUT	\$0

TOTAL DISBURSEMENTS	\$80,760,106
----------------------------	---------------------

ESTIMATED FUND BALANCE - JUNE 30, 2026:

TOTAL AVAILABLE LESS DISBURSEMENTS	\$4,598,202
ADD ACCRUED LEAVE EXPENSE (GLC 59300)	\$0

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2027	\$4,598,202
LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2027	\$0

TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2027	\$4,598,202
---	--------------------

ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2027	\$4,598,202
(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	

PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30, 2027, TO ESTIMATED FUNDS AVAILABLE	5.39%
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CERTIFY BOARD OF TRUSTEES APPROVAL:

COLLEGE PRESIDENT

DATE

**THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
FALL 2026-27 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 2026-27 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 15, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Changes to Salary Schedule

Item Description

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

- The updates to the Salary Schedule include position title updates and added positions.

Overview and Background

The College brings forth a request to update the Annual Salary Schedule, 2026 – 2027.

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective July 1, 2026.

Funding/ Financial Implications

This item is funded by the 2026 – 2027 Operating Budget.

Recommended Action

Approve updates to the 2026 – 2027 Salary Schedule as presented.



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2025₆ - 2027₆

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 20265 - 20276](#)

GENERAL PROVISIONS

Effective Date

July 1, 202~~6~~⁵

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

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

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

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

DIS COURSES

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

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

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

CONTINUING EDUCATION INSTRUCTORS

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

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

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

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

Shift Differential

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

Trainee Status

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

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

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.

2. **Timesheet Submission:** Non-exempt employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

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

RETIREEES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy

Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

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

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

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

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.

- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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

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

Work-study Students

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

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

Other Time Limited Provisions

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.

2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

**APPENDIX A
Pay Grades**

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
<u>Dean, Library Services and Learning Commons</u>	<u>122</u>	<u>\$101,625.00</u>
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	114	\$59,760.68
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, <u>TSC</u>	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant, <u>TSC</u>	Exempt	111	\$52,597.55
Campus Police Officer, <u>TSC</u>	Non-Exempt	107	\$43,585.35
Campus Police Sergeant, <u>TSC</u>	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
<u>Coordinator, Innovation Hub</u>	<u>Exempt</u>	<u>111</u>	<u>\$52,597.55</u>
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
<u>Coordinator, Student Life and Leadership</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
<u>Coordinator, Student Activities</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
<u>Coordinator, Student Loans</u>	<u>Exempt</u>	<u>108</u>	<u>\$45,435.74</u>
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
<u>Digital Marketing Manager</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
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
<u>Emergency Management and Safety Coordinator</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
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
<u>Enrollment Communication Representative</u>	<u>Non-Exempt</u>	<u>102</u>	<u>\$34,611.20</u>
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	112	\$55,227.43 <u>\$62,748.74</u>
Facilities Administrative Services Specialist	Non-Exempt	105	\$39,532.50
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
<u>Facilities Manager</u>	<u>Exempt</u>	<u>113</u>	<u>\$57,988.80</u>
Facilities Services and Operations Specialist	Non-Exempt	107	\$43,585.35
<u>Financial Services Manager</u>	<u>Exempt</u>	<u>111</u>	<u>\$52,597.55</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
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
<u>Human Resources Grant Partner</u>	<u>Exempt</u>	<u>108</u>	<u>\$45,435.74</u>
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
<u>Innovation Hub Assistant</u>	<u>Non-Exempt</u>	<u>103</u>	<u>\$35,857.83</u>
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
<u>Lead Instructor Commercial Vehicle Driving Program</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
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 <u>108</u>	\$45,435.74 <u>\$39,532.50</u>
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Position Title	FLSA Status	Pay Grade	Base
Library Services Specialist	Non-Exempt	102 <u>103</u>	\$35,857.83 <u>\$34,611.20</u>
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
<u>Manager, Financial Services Office</u>	<u>Non-Exempt</u>	<u>106</u>	<u>\$41,509.62</u>
Manager, FPSI Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Network Infrastructure	Exempt	115	\$62,748.71
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
<u>Manager, Student Services</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
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 Technician	Exempt	109	\$47,707.53
<u>NCLEX Academic Success Coach</u>	<u>Exempt</u>	<u>112</u>	<u>\$55,227.43</u>
<u>Network Administrator</u>	<u>Exempt</u>	<u>115</u>	<u>\$62,748.71</u>
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
<u>Professional Counselor</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
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
Position Title	FLSA Status	Pay Grade	Base

Research and Business 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 <u>Leave/FMLA</u> 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
<u>Student Services Program and Budget Manager</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
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
Position Title	FLSA Status	Pay Grade	Base
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
<u>Transfer Student Success Coordinator</u>	<u>Exempt</u>	<u>108</u>	<u>\$45,435.74</u>
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
<u>Video Production Manager</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
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 <u>Enrollment Communication Representative</u>	Non-Exempt	102	\$34,611.20
Student Financial Advisor <u>Cashier</u>	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, <u>TSC</u>	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
<u>Innovation Hub Assistant</u>	<u>Non-Exempt</u>	<u>103</u>	<u>\$35,857.83</u>
Landscaper	Non-Exempt	103	\$35,857.83
<u>Library Services Specialist</u>	<u>Non-Exempt</u>	<u>1032</u>	<u>\$34,611.20</u>
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
Facilities Administrative Services Specialist	Non-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
<u>Manager, Financial Services Office</u>	<u>Non-Exempt</u>	<u>106</u>	<u>\$41,509.62</u>
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, <u>TSC</u>	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
<u>Coordinator, Student Activities</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
<u>Manager, Student Services</u>	<u>Exempt</u>	<u>107</u>	<u>\$43,585.35</u>
Student Services Program and Budget Manager Coordinator, Student Life and Leadership	ExemptExempt	107107	\$43,585.35\$43,585.35
Position Title	FLSA Status	Pay Grade	Base
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
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-FMLA 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
Coordinator of International Student Services	Exempt	108	\$45,435.74
Digital Media Technician	Exempt	108	\$45,435.74
<u>Coordinator, Student Loans</u>	<u>Exempt</u>	<u>108</u>	<u>\$45,435.74</u>
Events Coordinator	Exempt	108	\$45,435.74
Graphic Designer	Exempt	108	\$45,435.74
<u>Transfer Student Success Coordinator</u> <u>Outreach Coordinator (Transfer Services)</u>	<u>Exempt</u> <u>Exempt</u>	<u>108</u> <u>108</u>	<u>\$45,435.74</u> <u>\$45,435.74</u>
<u>Human Resources Grant Partner</u>	<u>Exempt</u>	<u>108</u>	<u>\$45,435.74</u>
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, <u>TSC</u>	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
<u>Digital Marketing Manager</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
<u>Professional Counselor</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
<u>Video Production Manager</u>	<u>Exempt</u>	<u>110</u>	<u>\$50,092.90</u>
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 <u>Financial Services Manager</u>	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
Position Title	FLSA Status	Pay Grade	Base
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, <u>TSC</u>	Exempt	111	\$52,597.55
<u>Coordinator, Innovation Hub</u>	<u>Exempt</u>	<u>111</u>	<u>\$52,597.55</u>
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
Research and Business 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
<u>Facilities Administrative Services Manager</u>	<u>Exempt</u>	<u>112</u>	<u>\$55,227.43</u>
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
<u>NCLEX Academic Success Coach</u>	<u>Exempt</u>	<u>112</u>	<u>\$55,227.43</u>
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
Athletic Trainer	Exempt	114	\$59,760.68
Instruction and Project Coordinator	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
Manager, Network Infrastructure	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
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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
Career Navigator, Florida Youth College
Carpentry/Construction Career and Technical Education Instructor
Carpentry/Technical Educator Instructor
Case Management Specialist
Curriculum Specialist for Open Educational Resources
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
Deputy Director for Postsecondary and Workforce Educ
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Director for Open Educational Resources
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
Florida Civics and Debate Initiative Program Manager
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 Regional Coach
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
<u>Program Outreach Specialist, Teen Traffic Safety</u>
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
<u>Workforce Development Manager (North, South, Central)</u>
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

<u>Start Date</u>	<u>End Date</u>	<u>Time & Attendance</u> <u>Lock Out Dates</u>	<u>Pay Date</u>
<u>June 14, 2026</u>	<u>July 18, 2026</u>	<u>July 21, 2026</u>	<u>Friday, July 31, 2026</u>
<u>July 19, 2026</u>	<u>August 15, 2026</u>	<u>August 18, 2026</u>	<u>Monday, August 31, 2026</u>
<u>August 16, 2026</u>	<u>September 19, 2026</u>	<u>September 22, 2026</u>	<u>Wednesday, September 30, 2026</u>
<u>September 20, 2026</u>	<u>October 17, 2026</u>	<u>October 20, 2026</u>	<u>Friday, October 30, 2026</u>
<u>October 18, 2026</u>	<u>November 14, 2026</u>	<u>November 17, 2026</u>	<u>Monday, November 30, 2026</u>
<u>November 15, 2026</u>	<u>December 5, 2026</u>	<u>December 8, 2026</u>	<u>Thursday, December 31, 2026</u>
<u>December 6, 2026</u>	<u>January 16, 2027</u>	<u>January 19, 2027</u>	<u>Friday, January 29, 2027</u>



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2026 - 2027

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 2026 - 2027](#)

GENERAL PROVISIONS

Effective Date

July 1, 2026

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

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

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

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

DIS COURSES

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

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

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

CONTINUING EDUCATION INSTRUCTORS

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

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

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

CLASSIFIED STAFF/PROFESSIONAL POSITIONS

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

Shift Differential

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

Trainee Status

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

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

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

1. **Timesheet Reporting Period:** The reporting period for some Classified staff that hold a non-exempt role is outlined by Appendix E.

2. **Timesheet Submission:** Non-exempt employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

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

RETIREEES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

An employee participating in DROP may elect to be paid for unused annual leave at the employee's current rate of pay, to the extent that the payment does not exceed the maximum payout for annual leave in accordance with District Board of Trustees Policy

Manual. This payment can either be made upon entering DROP or at the conclusion of DROP, but will only be counted in the retirement calculation one time.

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

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

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

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

into the Special Retiree Pay 401a/403(b) plan twenty-six (26) months from termination.

- **Fourth payment:** that portion of the accumulated sick leave hours which represents nine-hundred and sixty-one to one thousand four hundred forty hours (961 - 1,440) with payment made into the Special Retiree Pay 401a/403(b) plan thirty-nine (39) months from termination.

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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

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

Work-study Students

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

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

Other Time Limited Provisions

1. **Timesheet Reporting Period:** The reporting period for OPS and Work-study Student employees is the same as the reporting period for non-exempt staff as outlined by Appendix D.

2. **Timesheet Submission:** OPS and Work-study Student employee are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

**APPENDIX A
Pay Grades**

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, Library Services and Learning Commons	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 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 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	114	\$59,760.68
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
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
Campus Police Dispatcher, TSC	Non-Exempt	103	\$35,857.83
Campus Police Lieutenant, TSC	Exempt	111	\$52,597.55
Campus Police Officer, TSC	Non-Exempt	107	\$43,585.35
Campus Police Sergeant, TSC	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
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
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, Instruction and Projects	Exempt	114	\$59,760.68
Coordinator, Intramural and Assistant Coach	Exempt	103	\$35,857.83
Coordinator, Innovation Hub	Exempt	111	\$52,597.55
Coordinator, Simulation Lab	Exempt	108	\$45,435.74
Coordinator, Student Activities	Exempt	107	\$43,585.35
Coordinator, Student Loans	Exempt	108	\$45,435.74
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
Digital Marketing Manager	Exempt	110	\$50,092.90
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
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
Enrollment Communication Representative	Non-Exempt	102	\$34,611.20
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	112	\$55,227.43
Facilities Administrative Services Specialist	Non-Exempt	105	\$39,532.50
Facilities Maintenance Superintendent	Exempt	111	\$52,597.55
Facilities Services and Operations Specialist	Non-Exempt	107	\$43,585.35

Financial Services Manager	Exempt	111	\$52,597.55
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
Human Resources Grant Partner	Exempt	108	\$45,435.74
HVAC Curriculum Specialist	Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Innovation Hub Assistant	Non-Exempt	103	\$35,857.83
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
Lead Instructor Commercial Vehicle Driving Program	Exempt	110	\$50,092.90
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	108	\$45,435.74
Library Circulation Services Supervisor	Exempt	105	\$39,532.50
Position Title	FLSA Status	Pay Grade	Base
Library Services Specialist	Non-Exempt	103	\$35,857.83
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, Financial Services Office	Non-Exempt	106	\$41,509.62
Manager, Accounting	Exempt	112	\$55,227.43
Manager, Healthcare Education	Exempt	116	\$65,886.15
Manager, Network Infrastructure	Exempt	115	\$62,748.71
Manager, Nursing Lab	Exempt	108	\$45,435.74
Manager, Recruitment	Exempt	112	\$55,227.43
Manager, Systems Administration	Exempt	116	\$65,886.15
Manager, Student Services	Exempt	107	\$43,585.35
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 Technician	Exempt	109	\$47,707.53
NCLEX Academic Success Coach	Exempt	112	\$55,227.43
Network Administrator	Exempt	115	\$62,748.71
Office Manager	Non-Exempt	106	\$41,509.62
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
Professional Counselor	Exempt	110	\$50,092.90
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

Position Title	FLSA Status	Pay Grade	Base
Research and Business 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 FMLA 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 Services Program and Budget Manager	Exempt	107	\$43,585.35
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
Position Title	FLSA Status	Pay Grade	Base
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 Student Success 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
Video Production Manager	Exempt	110	\$50,092.90
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
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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
Enrollment Communication Representative	Non-Exempt	102	\$34,611.20
Student Financial Advisor	Non-Exempt	102	\$34,611.20
Coordinator, Assistant Production	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, TSC	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
Innovation Hub Assistant	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Library Services Specialist	Non-Exempt	103	\$34,611.20
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
Facilities Administrative Services Specialist	Non-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
Manager, Financial Services Office	Non-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, TSC	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
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 Activities	Exempt	107	\$43,585.35
Manager, Student Services	Exempt	107	\$43,585.35
Student Services Program and Budget Manager	Exempt	107	\$43,585.35

Position Title	FLSA Status	Pay Grade	Base
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
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 FMLA 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
Coordinator of International Student Services	Exempt	108	\$45,435.74
Digital Media Technician	Exempt	108	\$45,435.74
Coordinator, Student Loans	Exempt	108	\$45,435.74
Events Coordinator	Exempt	108	\$45,435.74
Graphic Designer	Exempt	108	\$45,435.74
Transfer Student Success Coordinator	Exempt	108	\$45,435.74
Human Resources Grant Partner	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, TSC	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
Digital Marketing Manager	Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Exempt	110	\$50,092.90
Professional Counselor	Exempt	110	\$50,092.90
Video Production Manager	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
Financial Services 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
Position Title	FLSA Status	Pay Grade	Base
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, TSC	Exempt	111	\$52,597.55
Coordinator, Innovation Hub	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
Research and Business 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
Facilities Administrative Services 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
NCLEX Academic Success Coach	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	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
Athletic Trainer	Exempt	114	\$59,760.68
Instruction and Project Coordinator	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
Manager, Network Infrastructure	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
Career Navigator, Florida Youth College
Carpentry/Construction Career and Technical Education Instructor
Carpentry/Technical Educator Instructor
Case Management Specialist
Curriculum Specialist for Open Educational Resources
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
Deputy Director for Postsecondary and Workforce Educ
Direct Inmate Service Manager
Director of Test Development, Research and Policy
Director for Open Educational Resources

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
Florida Civics and Debate Initiative Program Manager
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 Regional Coach
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 Outreach Specialist, Teen Traffic Safety
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
Workforce Development Manager (North, South, Central)
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
June 14, 2026	July 18, 2026	July 21, 2026	Friday, July 31, 2026
July 19, 2026	August 15, 2026	August 18, 2026	Monday, August 31, 2026
August 16, 2026	September 19, 2026	September 22, 2026	Wednesday, September 30, 2026
September 20, 2026	October 17, 2026	October 20, 2026	Friday, October 30, 2026
October 18, 2026	November 14, 2026	November 17, 2026	Monday, November 30, 2026
November 15, 2026	December 5, 2026	December 8, 2026	Thursday, December 31, 2026
December 6, 2026	January 16, 2027	January 19, 2027	Friday, January 29, 2027

2026 – 2027 Schedule of Business Meetings and Workshops

August 17, 2026	2:30 Business Meeting and Workshop	Herb F. Morgan Room Administration Building
September 21, 2026,	2:30 Business Meeting and Workshop	Wakulla Environmental Institute
October 19, 2026,	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
November 16, 2026	2:30 Business Meeting and Workshop	Florida Public Safety Institute
December – No Meeting	Campus closed December 16 to January 1. Reopens January 4, 2027.	
*January 19, 2027	2:30 Business Meeting and Workshop	Center for Innovation
February 15, 2027	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
**March 22, 2027	2:30 Business Meeting and Workshop	Center for Innovation
April 19, 2027	2:30 Business Meeting and Workshop	Wakulla Environmental Institute
May 17, 2027	2:30 Business Meeting and Workshop	Ghazvini Center for Healthcare Education
June 21, 2027	2:30 Business Meeting and Workshop	Herb F. Morgan Room, Administration Building
July – No Meeting		

*Moved to Tuesday, January 19, 2027, due to Martin Luther King Jr.'s birthday; the campus is closed.

**Spring Break: March 15-19, 2027. The campus is closed.

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