

September 16, 2024

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 the Monday, September 16, 2024 Board Meeting.

The meeting will be held on our Main Campus, in the Board Room of the Hinson Administration Building at 444 Appleyard Drive, Tallahassee, FL. 32304, at 2:30 p.m.

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 32308
Monday, September 16, 2024
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. August 2024 Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that 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.

2. Attorney Invoices – Bryant Miller Olive (June 2024 and July 2024)
Authorize payment of invoices as presented.
3. Policy Manual Changes – Technical Corrections
Approve revision of College policies as presented
4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. Human Resource Report

TSC Foundation

7. TSC Foundation Update
Presented as an information item only.

Academic Affairs

8. 2024 FCS College Affordability Report
Approve the 2024 FCS College Affordability Report.

Administrative Services

9. Policy Manual Changes
Approve revision of College policies as presented.
10. Fund Analysis - August
Presented as an information item only.
11. Direct Support Organization Audit Reports
Presented as an information item only.
12. FY 2023-2024 Carry Forward Spending Plan
Approve the FY 2023-2024 Carry Forward Spending Plan.
13. Construction Status Report
Presented as an information item only.
14. Architect Invoices
Authorize payment of architectural invoices as presented.
15. Guaranteed Maximum Price – TSC Center for Innovation (CFI) Third Floor Renovations Project
Approve the attached Construction Manager Contract and Guaranteed Maximum Price from CSI Contracting, Inc., for the TSC Center for Innovation (CFI) Third Floor Renovations Project.
16. Changes to Salary Schedule
Approve updates to the 2024 - 2025 Salary Schedule as presented.

BOARD OF TRUSTEES

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

October 21, 2024

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32308
Tuesday, August 6, 2024
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

On August 6, 2024, Chair Jonathan Kilpatrick called the Tallahassee State College District Board of Trustees meeting to order at 2:30 p.m.

Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance.

Members Present: Chair Jonathan Kilpatrick, Vice Chair Karen Moore, Trustees Eugene Lamb, Monte Stevens, Charlie Ward, Monesia Brown, and Frank Messersmith.

Absent: None

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Cerissa Fondo, Nyla Davis, Lei Wang, Jason Fowler, Christen Givens, Sheri Rowland, Angela Long, Trevoris McDaniel, Janet Hartman, Anthony Jones, Craig Knox, Calandra Stringer, Shelly L. Bell, Riley Landy, Barbara Wills, Heather Mitchell, Chuck Moore, Sean McGovern, Tiffany Echoles, Amanda Clements, Dustin Frost, Bill Spiers, Calvin Cheung and Bertie Culbreath.

COMMENTS

- i. Chair Kilpatrick thanked Governor DeSantis for his reappointment and mentioned that he appreciates the opportunity to serve. He welcomed Monesia Brown to the Board of Trustees.
- ii. Board Members: Trustee Messersmith shared that he attended the Adult Education Graduation and Healthcare Professions Pinning Ceremony. He welcomed Monesia Brown. Trustee Lamb mentioned that he attended the Adult Education Graduation and congratulated Monesia Brown for her appointment to the Board. Trustee Moore mentioned that she also attended the Adult Education Graduation and welcomed Monesia Brown. Trustee Ward congratulated Tallahassee Collegiate Academy for their 'A' school report from the Department of Education. He remarked on the incredible accomplishment being in the school's first year, which means a lot of work and support went into earning the grade. He complimented the president, staff support, and Trustee Moore's insight in making this happen. Trustee Stevens also welcomed Monesia Brown and

thanked Governor DeSantis for his reappointment to the Board. He said that serving among the other trustees is a treat. He attended the Adult Education Graduation and Healthcare Professionals Pinning and shared that both were tremendous events. He said he is grateful to be able to serve in this capacity. Trustee Brown thanked everyone for their comments and shared that she is excited to serve on the Board. She thanked Governor DeSantis and his team for their confidence in her and for placing her on this board. She shared that she has been a member of this community for twenty-five years, has watched TCC grow into TSC, and has raised her children here. Trustee Brown remarked that she is proud to serve in this capacity and thanked the board members who were very supportive and encouraging. She looks forward to serving and bringing something meaningful to this institution.

- iii. President Murdaugh shared that Trustee Brown is Vice President of Government Relations for North Highland, a global consultancy firm based out of Atlanta, Georgia. An attorney and consultant, her career has focused on legislative and executive branch matters such as economic development, state procurement, education, and more. Her experience spans emergency disaster response and recovery, corporate community investment, and managing corporate initiatives in Florida in partnership with state and local governments. Prior to joining North Highland, she served as director of Public Affairs and Government Relations for Walmart Inc. She also served as a member of the Florida State Board of Education from 2021 to 2024. He shared that when we committed to try and do as much as we could as an institution in the area of food insecurity, Monesia, in her role at Walmart, stepped forward. The existence of Talon's Market is largely due to the generosity that Monesia brought to ensure our students receive the care and attention they need. He remarked that he is proud to have her on the board to work with the other trustees in providing governance to the institution. He shared that Trustee Lamb recently had a birthday and recognized that this is the first meeting as Tallahassee State College. He thanked VP Candice Grause and her team for leading the effort for the rebrand. He congratulated TCA and Karen Moore for her leadership for achieving an "A" school in its first year. He shared that Florida Trend recognized the Moore Agency as Best Company to Work For the 15th consecutive year and that Inc. Magazine as 2024's Best Workplace. He asked Dr. Wills to give an update on the campus's effects from Hurricane Debby.

Dr. Wills shared that our facilities are in really good shape. Debby brought no major damage to our main campus, WEI, FPSI, or Ghazvini; every campus fared well. Our Facilities team and TSCPD were on-site and reported immediately that everything was safe and acceptable to return to campus. We did sustain some water damage on campus in the Administration building in Financial Services and water intrusion at the Center for Innovation due to the wind and rain. Those items

are on the agenda items today to address the repairs. There was a power outage at FPSI and WEI for half a day. The northwest annex lost power; we are working with the City of Tallahassee to repair that area.

APPROVAL OF MINUTES

1. June 2024 Minutes

Approve minutes as presented.

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

BOARD OF TRUSTEES

2. The District Board of Trustees 2024 Board Self-Evaluation

Recommend the District Board of Trustees of Tallahassee State College acknowledge and accept the results of the 2024 Board Self-Evaluation as presented.

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

President Murdaugh commented that we complete this Board Self-Evaluation annually as an accreditation requirement. Dr. Lei Wang compiles the report, and it is required that the Board vote on it. It is evidence to our accreditor that we completed our Self-Evaluation.

Board Of Trustees Election of Officers

Chair Kilpatrick stated that the floor is open for nominations for the Chair and Vice Chair of the District Board of Trustees, Tallahassee State College.

Trustee Messersmith responded that he was delighted to nominate two of our most experienced trustees, Karen Moore, to serve as Chair and Eugene Lamb, Vice Chair, of the District Board of Trustees, Tallahassee State College.

Chair Kilpatrick announced he would entertain a motion for Karen Moore and Eugene Lamb to be elected to the positions of Chair and Vice Chair, respectively, of the District Board of Trustees, Tallahassee State College.

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

President Murdaugh presented a ceremonial gavel to outgoing Chair Jonathan Kilpatrick.

Trustee Kilpatrick remarked that he was advised when he started serving on this board that it would be the most enjoyable volunteer position he has ever had, and they were correct.

TSC Chief McGovern presented the first flag to fly over the Tallahassee State College campus on July 1, 2024, to outgoing Chair Kilpatrick. McGovern shared that the flag represents freedom, democracy, hope, and the opportunity our students have to receive an education at TSC. He shared that Oscar Brannon, United States Army (retired), and Tommy Bowermeister, United States Air Force (retired), folded the flag. He also presented President Murdaugh with the last flag to fly over the Tallahassee Community College campus on the night of June 30, 2024.

INFORMATION AND NEWS ITEMS

VP Grause provided the following information and news items: We have received coverage of the rebrand in every local outlet, as well as statewide and nationally. Tallahassee Democrat covered the President's stellar evaluation in June. TSC Foundation received local coverage of Dr. Matthew Rasmussen's donation to establish the Dental Assistant Scholarship in June. The TEMPO Program celebrated its largest graduating class which included several TSC students who came here for welding and CDL truck driving. Our healthcare to RN bridge program was ranked seventh in the nation by allnurses.com for affordability, curriculum, graduation rates, licensure pass rates, and more. The Florida Public Safety Institute received coverage for hosting Canine United Training with canine officers and EMS professionals. Pathways Advisor Dale Thomas, who just published a book on the pictorial history of bands at Florida Agricultural and Mechanical University, was featured. Baseball alum, Marco Dinges, was drafted in the fourth round by the Milwaukee Brewers. Milwaukee Brewers area scout and recruiter Ketchum Marsh scouted Dinges during his time at TCC and again at Florida State University, where he became a standout. News clips were shown.

UNFINISHED BUSINESS

PRESENTATIONS

No presentations

NEW BUSINESS

Approval of Consent Agenda

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3. Attorney Invoices – Bryant Miller Olive (May 2024 and June 2024)
Authorize payment of invoices as presented.
4. Human Resource Report
5. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
6. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

Motion to Approve Consent Agenda.

MOTION: Trustee Messersmith
Motion passed unanimously.

SECOND: Vice Chair Lamb

TSC Foundation

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

Academic Affairs

8. General Education Institutional Review Certification
Approve the College's list of general education courses for 2024-2025.

MOTION: Vice Chair Lamb
Motion passed unanimously.

SECOND: Trustee Messersmith

Administrative Services

9. Architect Invoices
Authorize payment of architectural invoices as presented.

MOTION: Trustee Kilpatrick
Motion passed unanimously.

SECOND: Trustee Ward

10. Construction Status Report
Presented as an information item only.

President Murdaugh asked Dr. Wills to comment on items 11 and 12 and to share whether TSC is being included in any reimbursement from FEMA.

Dr. Wills shared that items 11 and 12 are roofing repairs due to the tornado damage we sustained. We are hopeful that FEMA will cover them. Our insurance adjustors and the FEMA inspector have been on campus multiple times surveying the damage. We plan to start immediate repairs to protect our assets and simultaneously pursue funding through our insurance company and FEMA reimbursement.

Trustee Stevens asked about our insurance deductible and policy. **Dr. Wills** responded that the deductible is \$10,000. When we file a claim, the adjustor comes on-site to inspect the damage sustained and determine what is necessary to repair it, whether it's a minor repair or a whole roof replacement.

Trustee Messersmith asked if Garland/DBS, Inc. was bidding on the project. **Trustee Stevens** followed up asking what Garland/DBS, Inc. provides and if they are a public adjustor or third party to whom we pay a fee. **Dr. Wills** explained that Garland/DBS, Inc. functions under a cooperative purchasing agreement. They handle a local bid with local builders. There is no third-party public adjustor. The Plant Operations Warehouse (#12) is the same as Workforce Development (#11); the claims were processed the same way and we are moving forward with both of those. Next are the HVAC VAV Replacements (#13) which are upgrades to the system. Certificate of Final Inspection (#14): we are ready

to close this out and be ready for our fall sports to begin. Guaranteed Maximum Price – TSC Center for Innovation (#15); this is for the water intrusions and the leaks in the windows; it's the final contract so that we can begin work.

11. Workforce Development (WD) Building #38 Roofing

Approve the attached proposal no. 25-FL-240889 from Garland/DBS, Inc. as presented.

MOTION: Vice Chair Lamb
Motion passed unanimously.

SECOND: Trustee Stevens

12. Plant Operations Warehouse/Surplus (PO) Building #56 Roofing

Approve the attached proposal no. 25-FL-240890 from Garland/DBS, Inc. as presented.

MOTION: Trustee Kilpatrick
Motion passed unanimously.

SECOND: Trustee Ward

13. HVAC VAV Replacements

Approve the attached proposal no. 9023707 from SIEMENS as presented.

MOTION: Vice Chair Lamb
Motion passed unanimously.

SECOND: Trustee Stevens

14. Certificate of Final Inspection – TSC Lifetime Sports Complex Interior Locker Room Renovations Project

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Lifetime Sports Complex Interior Locker Room Renovations Project.

MOTION: Trustee Stevens
Motion passed unanimously.

SECOND: Trustee Ward

15. Guaranteed Maximum Price – TSC Center for Innovation (CFI) Exterior Envelope Improvements Project

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Cook Brothers, Inc., for the TSC Center for Innovation (CFI) Exterior Envelope Improvements Project.

MOTION: Trustee Kilpatrick
Motion passed unanimously.

SECOND: Vice Chair Lamb

16. Fund Analysis -
Presented as an information item only.
17. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.
- MOTION:** Trustee Messersmith
Motion passed unanimously.
- SECOND:** Trustee Stevens

PUBLIC COMMENT- No public comment

PRESIDENT'S REPORT

- August 8 is Eagles RISE. Lunch at noon; program begins 1 p.m. in the Lifetime Sports Complex. Trustees are invited to attend.
- New Student Convocation is Friday, August 16, 11 a.m. to 2 p.m. near Lifetime Sports Complex.
- Annual Chamber Conference starts on August 15. The President will attend.
- September 2, Labor Day, the College will be closed.
- Bertie will follow up and email the upcoming events to all the trustees who are invited to attend all the events as time allows. Trustees were given TSC cups and umbrellas.

NEXT MEETING DATE Monday, September 16, 2024

Location: **Hinson Administration Building, Main Campus**

ADJOURNMENT Chair Moore called the meeting to close at 3:20 p.m.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President

September 16, 2024

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 (June 2024 and July 2024)

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 \$300.00 for June 2024 and \$1,642.50 for July 2024.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: July 9, 2024
 Invoice No. 83835
 Client No. 25480.002

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

Statement of Legal Services

			Hours	
06/03/2024	DMH	Review and reply to email / Lytle	0.10	
06/05/2024	DMH	Review email and respond / Lytle	0.10	
06/18/2024	DMH	Attend zoom with client (C. Stringer, N. Davis) / Lytle	0.80	
06/24/2024	DMH	Review grievance response	0.10	
06/24/2024	DMH	Review and reply to email from client	0.10	
Current Services			1.20	\$300.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.20	\$250.00	\$300.00

Payments

11/23/2021	Payment	ACH rec'd 11/23/21 Invoice 76440	250.00
			250.00

Total Current Work	\$300.00
Previous Balance Due	\$0.00
Balance Due	\$300.00

Tallahassee Community College

Invoice Date: July 09, 2024
Invoice No. 83835
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



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

Invoice Date: August 7, 2024
 Invoice No. 83971
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

	Hours	
07/17/2024 DMH Review and reply to email	0.10	
07/18/2024 DMH Review email / bargaining	0.10	
07/22/2024 DMH Prepare for bargaining	1.10	
07/22/2024 DMH Draft email to client	0.10	
07/24/2024 DMH Review and reply to emails	0.10	
07/24/2024 DMH Prepare for and attend meeting and bargaining	2.10	
07/25/2024 DMH Review Title 34	0.40	
07/25/2024 DMH Review and reply to email / compensation study	0.10	
07/26/2024 DMH Review and reply to email	0.10	
Current Services	4.20	\$1,050.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.20	\$250.00	\$1,050.00

Payments

07/15/2024	Payment	ACH rec'd 7/15/24 Invoice 83374	1,850.00
			1,850.00

Total Current Work \$1,050.00

Tallahassee Community College

Invoice Date: August 07, 2024
Invoice No. 83971
Client No. 25480.006

Previous Balance Due	\$1,650.00
Balance Due	<u>\$2,700.00</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



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

Invoice Date: August 7, 2024
 Invoice No. 83970
 Client No. 25480.002

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

Statement of Legal Services

			Hours
07/15/2024	DMH	Review and revise C. Lytle reprimand	0.30
07/22/2024	DMH	Review grievance and request for arbitration	0.30
07/25/2024	DMH	Review and reply to email / arbitration	0.20
07/29/2024	BRR	Review correspondence from AAA and draft email regarding invoice	0.10
Current Services			0.90
			\$217.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.80	\$250.00	\$200.00
Beatriz R. Ramirez	0.10	\$175.00	\$17.50

Expenses Incurred

07/25/2024	Check issued to: American Arbitration Association, Inc. for Demand for Arbitration fee	375.00
	Thru 07/31/2024	\$375.00
	Total Current Work	\$592.50
	Previous Balance Due	\$300.00
	Balance Due	\$892.50

Tallahassee Community College

Invoice Date: August 07, 2024
Invoice No. 83970
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



AMERICAN
ARBITRATION
ASSOCIATION*

INTERNATIONAL CENTRE
FOR DISPUTE RESOLUTION*

25480.006



Invoice Date
29-Jul-2024
Invoice Balance
\$375.00
Case #
01-24-0006-5250-2-SS

Case Manager: Suzanne B Singer
suzannesinger@adr.org

Pay PIN: 12194830

Unless instructed otherwise, invoice balance due upon receipt.

Invoice

Dr. Jim Murdaugh
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Representing: Tallahassee Community College

Re: United Faculty of Florida-Tallahassee Community Co
-and-
Tallahassee Community College
Grievance: Unit Wide grievance

Bill Line Date	Bill Line #	Description	Due Date	Amount
25-Jul-2024	14054025	Initial Administrative Fee	25-Jul-2024	\$375.00
Net Due Amount				\$375.00

September 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes – Technical Corrections

Item Description

This item request Board approval for technical corrections within the College's Policy Manual.

Overview and Background

On July 1, 2024 Tallahassee Community College officially became Tallahassee State College. The College brings forth a request for approval to update the College's name within the Policy Manual.

Policies revised:

Policy Number	Policy Name
0165	Public Participation at Board Meetings
0181	Collective Bargaining Agreement
0191	Tallahassee Collegiate Academy Charter School
1121.01/2121.01/ 3121.01	Mandatory Self-Reporting
1320/2320/3320/ 5320	Title IX Sexual Harassment
1500/2500/3500	Work Schedules and Alternate Work Arrangements
4145	Assessment of Academic Preparation
5500	Student Records
6112.01	Cash Management
6114	Investments
6320	Purchasing and Contracting for Commodities and Contractual Services
7510	Use of College Facilities
8410	Controlled Substances and Alcoholic Beverages
8420	Equal Access/Equal Opportunity, Discrimination, Sexual Misconduct, and Unlawful Harassment
8440	Smoke/Tobacco-Free Environment
8450	Firearms and Weapons
8475	Tallahassee Community College Police Department
8520	Protection of Vulnerable Persons - Reporting Suspected Child Abuse, Abandonment and Neglect
8910	Advertising and Commercial Activities

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in May 2024.

Recommended Action

Approve revision of College policies as presented

September 16, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida College Systems Activities Association Contract FY 24/25

This award is to provide an executive staff position, and two support positions to direct the Florida College System Activities Association. The Florida College System Activities Association provides academic and athletic opportunities for students. The amount of this contract is \$264,800, including an indirect cost rate of 2%. The funding period is 7/1/24 through 6/30/25.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida College Systems Activities Association

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$5,192.

Recommended Action

Authorize funding for the awards and contracts as presented.

September 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation - Speed Measurement Training 23/24 - Amendment 1

This amendment increased the award by \$10,000. The new award amount is \$65,000.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training 23/24 - Amendment 1

This amendment increased the award by \$10,000. The new award amount is \$95,000.

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24 - Amendment 3

This amendment reallocated funding from Postage and Shipping to Graphic Design and Travel - Coalition and/or Program Participant Related. The award amount remains the same.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains 23/24 - Amendments 1 & 2

This amendment extended the award period until 8/31/24 and reallocated funds for purchase of equipment, printing, and postage. The award amount remains the same. New award end date is 8/31/24.

Florida Department of Juvenile Justice - Staffing 23 - 26 - Amendment 1

This amendment decreased the award by \$50. The new award amount is \$3,976,625.46. the implementation of special population and non-traditional recruitment strategic plan. The Award period is 7/1/24 through 6/30/25. The award amount is \$452,810 with an indirect cost of 5%.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Transportation - Speed Measurement Training 23/24

Initial award was approved at the November 2023 Board of Trustees meeting.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training 23/24

Initial award was approved at the November 2023 Board of Trustees meeting.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains 23/24

Initial award was approved at the November 2023 Board of Trustees meeting.

Florida Department of Juvenile Justice - Staffing 23 - 26

Initial award was approved at the August 2023 Board of Trustees meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$952.

Recommended Action

Authorize funding for the awards and contracts as presented.

September 16, 2024

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 request Board approval for personnel actions.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2024-2025 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
None to Report			

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Jerry McDowell	Campus Police Officer	Campus Police	August 1, 2024
Sybil Rivers	Sponsored Programs Coordinator	Sponsored Programs	August 1, 2024
Mikayla Miller	Sponsored Programs Coordinator	Sponsored Programs	August 1, 2024
Darby Dempsey	Office Manager	Student Financial Services	August 1, 2024
Alecia Donaldson	Office Manager	Human Resources	August 5, 2024
Jordyn Lippy	Donor Stewardship Officer	TSC Foundation	August 7, 2024
Danielle Robinson	Staff Assistant	Applied Science and Technology	August 12, 2024
Ismara Cajuste	Student Support Specialist	Admissions and Records	August 12, 2024
LeRelle McGlockton	Student Financial Advisor	Student Financial Services	August 15, 2024
Richard Brown	Student Support Specialist	Admissions and Records	August 19, 2024
Jensen Strickland	Engagement Officer	TSC Foundation	August 19, 2024
Katie Mullins	Assistant Coach	Athletics	August 19, 2024
Derrick Lane	Food Service Assistant	FPSI Food Services	August 22, 2024

Original Appointments - Faculty

Name	Position	Department	Effective Date
Marissa Mainwood	Business Faculty	Applied Science and Technology	August 8, 2024
Jacob Reed	Math Faculty	Science and Mathematics	August 8, 2024
Shayna Alexander-Murphy	Computer Programming Faculty	Applied Science and Technology	August 8, 2024
Ron Larson	Computer Programming Faculty	Applied Science and Technology	August 8, 2024
Lilly Denning	Business Faculty	Applied Science and Technology	August 8, 2024
Ashley Brown	Nursing Faculty	Healthcare Professions	August 8, 2024
Miranda McCoy	Respiratory Therapy Faculty	Healthcare Professions	August 8, 2024
Whitney Bolden	Medical Office Administration Faculty	Applied Science and Technology	August 8, 2024
Ivory Council	Earth Science Faculty	Science and Mathematics	August 8, 2024
Jenny Busset	Economics Faculty	Applied Science and Technology	August 8, 2024
Travis Bates	Chemistry Faculty	Science and Mathematics	August 8, 2024
Shaikh Obaidullah	Math Faculty	Science and Mathematics	August 8, 2024
Brooke Shealey	Nursing Clinical Faculty	Healthcare Professions	August 8, 2024
Jon Eppes	Supply Chain Management Faculty	Applied Science and Technology	August 8, 2024
Brandon Story	Math Faculty	Science and Mathematics	August 12, 2024
Abdullah Malik	Math Faculty	Science and Mathematics	August 12, 2024
Akila Wilson	English Faculty	Communications and Humanities	August 19, 2024
Dwight Lillie	Chemistry Faculty	Science and Mathematics	August 19, 2024
Christopher Markham	Economics Faculty	Applied Science and Technology	August 19, 2024

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Julie Perry	Teacher	TSC Collegiate Academy	August 1, 2024
Lindsay Shaw	Reading Interventionist	TSC Collegiate Academy	August 1, 2024
Mary Lambert	Bookkeeper	TSC Collegiate Academy	August 1, 2024
Cynth Carnes Malbas	Teacher	TSC Collegiate Academy	August 1, 2024
Denise Wandemaker	Career Development Specialist	100 Hour - Quincy	August 12, 2024
Eric West	Career Navigator, Project Anchor	DJJ - Project Anchor	August 12, 2024
Latonia Jackson	Career Navigator, Project Anchor	DJJ - Project Anchor	August 12, 2024

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Effective Date	Prior Position
None to Report				

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
None to Report				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Caroline Palmer	Program Specialist IV	DOE - Augmented BSIS Positions	July 30, 2024	Resigned
Amy Livingston	Regional Civics Coach	DOE - Civics Literacy Program	July 31, 2024	Dismissed
Brendan Gressel	Computer Programming Faculty	Computer Networking	July 31, 2024	Resigned
David McNutt	Biological Science Faculty	Science and Mathematics	July 31, 2024	Resigned
Leslie Wooten	Biological Science Faculty	Science and Mathematics	July 31, 2024	Resigned
Brandi Faison	Teacher	TSC Collegiate Academy	July 31, 2024	Resigned
Suliman Ayad	Chemistry Faculty	Science and Mathematics	July 31, 2024	Resigned
Susie Del Rosario	Library Technical Assistant II	Library Services	July 31, 2024	Retired
Caffie Brockman	Senior Environmental Services Technician	Facilities	August 1, 2024	Retired
Elizabeth Pritchett	Athletic Trainer	Athletics	August 2, 2024	Resigned
John Gendron	Regional Civics Coach	Civics Literacy Program - Region 2	August 2, 2024	Resigned
Suzi Baugh	Director of Integrated Marketing	Communications and Marketing	August 2, 2024	Resigned
Linda Greene	Human Resource Manager	Human Resources	August 3, 2024	Retired
Carolyn Lytle	Nursing Faculty	Healthcare Professions - Nursing	August 5, 2024	Retired
Cornelius Kenon	Senior Environmental Services Technician	Facilities	August 9, 2024	Resigned
Russell McGuff	Psychology Faculty	Social Sciences	August 9, 2024	Retired
Chelsea Faircloth	Career Development Specialist	100 Hour - Calhoun C.I.	August 15, 2024	Resigned
Michael Rodes	High Liability Training Coordinator	FPSI Certificate Programs	August 17, 2024	Deceased
Anessa Canidate	Program Manager, Rebuild Florida	Florida Rebuild	August 20, 2024	Resigned
Bob Lange	Computer Programming Faculty	Computer Networking	August 20, 2024	Resigned
David Aldred	Regional Civics Coach	DOE - Civics Literacy Program	August 23, 2024	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Amy Bradbury	Director of Financial Services	Financial Services	M&M/Amplo Consulting Services	Consultant
Bill Spiers	Director of Student Financial Services	Student Financial Services	Thomas Memorial Baptist Church	Musician
Brian Kupfer	Political Science Faculty	Social Sciences	Norwich University	Adjunct
Brooke Shealey	Nursing Clinical Faculty	Healthcare Professions	TMH	Registered Nurse
Carol Andresen	Radiologic Technology Faculty	Healthcare Professions	Radiology Associates & FSU	MRI Technologist/Radiation Safety Technician
Catherine Harris	Career and Academic Advisor	Advising	Door Dash	Delivery Driver
Christina Ulrich	Pathways Advisor	Academic Affairs	Publix	Grocery Clerk
Chuck Moore	Director of Athletics	Athletics	SIS International	Coach/Basketball Camp
Dawn Betts-Green	Production Editor	DOE - Test Development Center	University of Illinois Urbana-Champaign Old Dominion University Florida State University	Adjunct
Erika Williams	Biological Science Faculty	Science and Mathematics	Florida A & M University	Adjunct
Harry Strawter	Environmental Services Technician	Facilities	Strawter's Carpet Rental	Owner
Ivory Council	Earth Science Faculty	Science and Mathematics	Pure Ambiance Apothecary, LLC	Environmental Chemist
Jenny Busset	Economic Faculty	Applied Science and Technology	ETS	AP Economics Reader
Jo Hendricks	Nursing Faculty	Healthcare Professions	Vitas Hospice	Nurse Practitioner
Joshua Peebles	EMS/Paramedic Faculty	Healthcare Professions	Health Science Consulting	AHA CPR Instructor
Judy Jean	Help Desk Consultant	Information Technology	CAVA	Food Service Member
Karen Washington	Computer Science Faculty	Applied Science and Technology	Florida State College of Jacksonville	Adjunct
Krishna Patel	Chemistry Faculty	Science and Mathematics	City of Tallahassee	Pottery Instructor
Majorie "Beth" Huettel	Earth Science Faculty	Science and Mathematics	Environchron	Consultant
Marcus Ramirez	Maintenance Technician	Facilities	Country Inn	Laborer
Maria Suarez	Foreign Language Faculty	Communications and Humanities	Chipola College	Adjunct
Marilynn Griffith	Teacher	TSC Collegiate Academy	You Fit	Fitness Substitute Instructor
Mary Kate Rearer	Elementary Math Content Specialist	DOE - Test Development Center	Florida Center for Reading Research	Researcher
Matthew Schnippert	Chemistry Faculty	Science and Mathematics	Balfour & Co (GradImages)	Lead Photographer
Maureen O'Neil	Early Childhood Education Faculty	Social Sciences	State College of Florida	Adjunct
Michael Wohlgenuth	Software Systems Administrator	Facilities	The One	Owner, Massage Therapist & Mathematics Tutor
Michelle Dam	English Faculty	Communications and Humanities	Southeastern University	Adjunct

Nadine Gordon	Biological Science Faculty	Science and Mathematics	Southern New Hampshire University	Adjunct
Nancy Simmons	Purchasing Specialist	Purchasing	DollarTree	Cashier
Philip Hazard	History Faculty	Social Sciences	Florida Department of State	OPS Redactor
Quashier Flood	TCA School Counselor	TSC Collegiate Academy	You Fit	Spin Instructor
Rachel Austin-Hickey	Biological Science Faculty	Science and Mathematics	Springhill Suites	Front Desk Associate
Robert Fleischmann	Humanities Faculty	Communications and Humanities	Southern New Hampshire University	Online Adjunct Professor
Roopali Kambo	Graphic Design Faculty	Applied Science and Technology	Self Employed	Freelance Graphic Artist
Ryan Wright	Library Services Technical Assistant	Library Services	Florida State University	Library Technician
Santiago Molina	Biological Science Faculty	Science and Mathematics	Teen Star USA	Non-Profit, Executive Director
Sara Marchessault	Education and College Success Faculty	Social Sciences	Word of South Festival	Director
Sarah Ainsworth	Psychology Faculty	Social Sciences	Florida State University	Adjunct
Sarah Hanson	Production Editor	DOE - Test Development Center	Southwestern Community College	High School Equivalency Instructor
Sheri Rowland	Vice President of Student Affairs	Student Affairs	Achieving the Dream	ATD Coach
Sheri Winsett	Director of Assessment and Accreditation	Institutional Effectiveness	Florida State University	Adjunct
Sonja Reed	Exceptional Education Faculty	Applied Science and Technology	Deer Lake Church	SHINE Teacher
Susan Granger	Custodian	Facilities	W.R. Tolar K-8 School	Custodian
Susanne Wood	Health Education Faculty	Science and Mathematics	Self Employed	Health Consultant
Suzanne Ferrell-Locke	Mathematics Faculty	Science and Mathematics	McGraw Hill/ALEKS	Content Designer
Timothy Roberts	Veterans Success Coordinator	Advising	IHOP	Server
Tonya Hardaway-Sampson	Career and Academic Advisor	Advising	S3 Security	Security Guard
Troy Mahler	College Registrar	Admissions and Records	Travel by Troy, LLC	Travel Agent
Voncile Parrish	Custodian	Facilities	Canopy Oaks Elementary	Custodian
Wilbert Butler, Jr.	Biological Science Faculty	Science and Mathematics	STEM Gym LLC	Self Employed
Yafang Wang	Mathematics Faculty	Science and Mathematics	Valencia College	Adjunct

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
Hannah Clayton	Biological Science Faculty	Science and Mathematics	August 1, 2024	Adjunct
Michelle Cowden-Crego	Regional Civics Coach	DOE - Civic Literacy Program	August 1, 2024	Regional Civics Coach
Oscar Gonzalez	Campus Police Sergeant	Campus Police	August 1, 2024	Campus Police Officer
Amairani Trejo	Nursing Clinical Faculty	Healthcare Professions - Nursing	August 8, 2024	Adjunct
Anthony Thompson	History Faculty	Social Sciences	August 8, 2024	Adjunct
Carl Saltzberg	Biological Science Faculty	Science and Mathematics	August 8, 2024	Adjunct
Grant Macdonnell	Computer Programming Faculty	Applied Science and Technology	August 8, 2024	Adjunct
Margaret Bayron-Arcelay	Biological Science Faculty	Science and Mathematics	August 8, 2024	Adjunct
Michelle Dam	English Faculty	Communications and Humanities	August 8, 2024	Adjunct
Michelle Siples-Ward	EMS/Paramedic Faculty	Healthcare Professions	August 8, 2024	Adjunct
Philip Hazard	History Faculty	Social Sciences	August 8, 2024	Adjunct
Sonja Reed	Exceptional Education Faculty	BA Faculty	August 8, 2024	Adjunct
Susannah Dorrance	Biological Science Faculty	Science and Mathematics	August 8, 2024	Adjunct
Terrisa Anderson	Speech Faculty	Communications and Humanities	August 8, 2024	Adjunct
Darrell Jordan	Humanities Faculty	Communications and Humanities	August 9, 2024	Adjunct
Jackie Zimmerman	Biological Science Faculty	Science and Mathematics	August 9, 2024	Adjunct
Kia Sanders	Biological Science Faculty	Science and Mathematics	August 12, 2024	Adjunct
Naseer Ali	Learning Commons Specialist	Learning Commons	August 12, 2024	Adjunct
Barbara Ivey	Human Resources Manager	Human Resources	August 16, 2024	Human Resources Specialist II
Travis Cooper	Dining Services Shift Supervisor	FPSI Food Services	August 22, 2024	Food Service Assistant
Helen Maxwell	Staff Assistant	Social Sciences	August 30, 2024	Staff Assistant

September 16, 2024

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:

- September 12 – President’s Circle Reception, 5:30 – 7:00 p.m., Softball Field House
- September 26 – Alumni Hall of Fame Recognition Dinner, 6:00 – 9:00 pm, Student Union Ballroom

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

TCC Foundation - Financial Update FY 24-25

April 1, 2024 - September 3, 2024

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received	\$829,639.45	\$438,193.31	\$538,653.89
	Facility Support	\$112,186.13	\$24,617.90	\$8,483.60
	Program Support	\$264,079.77	\$79,487.98	\$126,456.82
	Scholarship Support	\$231,571.03	\$249,567.11	\$256,358.24
	Unrestricted Support	\$221,802.52	\$84,520.32	\$147,355.23
	Net Assets	\$19,528,342	\$21,324,277	\$24,813,106

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Number of Donors	525	368	464
	Number of Gifts	1438	1272	1376

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received for Alumni	\$97,528	\$44,236	\$26,930
	Number of Donors	82	87	70
	Number of Gifts	307	337	269

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Cash	\$829,639.45	\$424,288.27	\$538,653.89
	Gifts in Kind	\$0.00	\$13,905.00	\$0.00
	Total Raised - Pledges Received	\$572,315.21	\$76,667.27	\$40,220.88
	Planned Gifts Confirmed	2	3	1
	Planned Gift Amount	\$50,000.00	\$0.00	\$1,000,000.00
	Grants Applied For			25
	Grants Received			\$2,723,795
	Pledges Expected by March 31, 2025			\$67,751.97

The Foundation's Fiscal Year is April - March

September 16, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: 2024 FCS College Affordability Report

Item Description

This item presents the 2024 textbook and affordability compliance report.

Overview and Background

The 2022 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks and instructional materials.

According to Florida Statute 1004.085 (8), the Board of Trustees of each Florida College System Institution is required to submit a report to the Chancellor of the Florida College System by September 30th. The report must contain the textbook and instructional materials selection process for general education courses with a wide cost variance. Additionally, the report must contain TSC's compliance with at least 95% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class for each term. The report must also report TSC's compliance with at least 95% of all course syllabi being posted at least 45 days before each term's first day of class and posting the last five academic years for textbook and instructional materials costs.

The attached report summarizes TSC's compliance with textbook affordability, posting of course syllabi, and the publishing of textbooks and instructional materials on the college's website for the 2023 - 2024 academic year.

TSC reports that 99% of all courses and course sections textbook information is posted for students at least 45 days before the first day of class. This includes courses with an allowable exception. TSC reports that 97% of all course syllabi were posted at least 45 days before the first day of fall and spring terms. Additionally, TSC reports that it was compliant in posting the last five academic years of textbooks and instructional materials costs on its website.

The college continues to make gains in lowering the cost of materials for students, including expanding high-enrollment general education courses that utilize Open Educational Resources (OER) for all sections. The college offered a total of 957 sections of courses that utilized OER for 2023-2024. TSC saved students an estimated total of \$3,020,031 by utilizing OER for both the Fall 2023 and Spring 2024 semesters.

Funding/ Financial Implications

There are no financial implications.

Past Actions by the Board

The Board has approved the textbook and college affordability compliance report in the past.

Recommended Action

Approve the 2024 FCS College Affordability Report.

Instructions

Affordability remains a top priority for the Florida College System (FCS). The Division of Florida Colleges (DFC) requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.).

Submission

By September 30, 2024, each college must submit institutional responses for the 2024 FCS Affordability Report via <https://www.research.net/r/FCS2024V2Affordability>.

NOTE: This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

Department of Education Contact

If you have any questions about completing the report, please contact Christian Cosner, Director of Research and Analytics, at FCSResearch@fldoe.org.

(For Planning Purposes Only)

College Affordability

Institution Contact Information

1. College Name
Tallahassee State College

2. Contact Information

Name	Anthony Jones
Title	Associate Vice President for Academic Affairs
Email Address	anthony.jones@tsc.fl.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?
 Yes
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.
 Click or tap here to enter text.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.
 Yes
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.
 Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?
 Yes
 No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.
 Click or tap here to enter text.

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)
 Yes

No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

7. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

TSC has a total of 173 laboratory/course fees, of which 18% were decreased, 65% remained unchanged, and 16% increased, impacting several thousands of students. There were 2,086 students impacted by eliminated fees. Resulting in a fee reduction of \$4,111.00. The process involves an annual assessment of all course, lab, and institutional fees. The assessment includes a review of supplies that are needed as well as innovative methods to reduce the cost of supplies through the use open educational resources or virtual simulations. The review is coordinated with faculty through deans and directors. All items are presented to the District Board of Trustees for approval.

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

Textbook selections shall be made by a majority vote of eligible department Faculty participating in the textbook selection process. All full-time Faculty qualified to teach the course shall be included in the voting in each department. The Program Chair will be provided the opportunity to have input regarding the textbooks being considered. Textbooks must be selected and approved by February 15 for Summer and Fall. Textbooks must be selected and approved by October 1 for Spring. Approved textbook adoptions shall remain in effect for three (3) full calendar years. Only in exceptional cases will permission to discontinue a text be granted at an earlier date. Such permission must be granted by the Associate Vice President for Academic Affairs upon the recommendation of the Dean.

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

TSC has a textbook selection process where academic departments agree upon texts that are to be used College-wide. This means that all sections of a course use the agreed-upon text. The choice of textbooks is a divisional responsibility, with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate the strengths and weaknesses of the current textbook. If the committee selects to explore other options, the course

coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/director. The College recognizes the financial impact that the cost of textbooks has on students. Faculty shall make every effort to help control student costs by seeking the most economical options and utilizing all required texts. In addition, Faculty shall use the following considerations when selecting texts: Is the textbook part of a bundle? If the textbook is bundled with supplemental materials, will all components of the bundle be used? Is the text a new edition? Is the old edition available? If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes? Were open-access textbooks or alternate digital options considered during the selection process? Are student learning outcomes being met?

The committee also reviews the opportunity to create and/or adopt Open Education Resources as part of the textbook adoption and review process. The College offers incentives to faculty to create OER for all courses. The top 10 highest enrolled courses are one of the strategic priorities for the college for affordability as it relates to prioritizing OER creation and/or adoption.

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources (OER)
- Usage of digital textbooks and learning objects
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- Program(s) with no textbook costs
- Faculty grants for development of textbooks
- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high-enrollment general education courses
- Other (please specify): [Click or tap here to enter text.](#)

Forty-Five (45) Day Posting Requirement

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Tallahassee Community College is committed to supporting student's academic success and promoting transparency in the education process. In accordance with this commitment, the College has implemented a policy to ensure that information regarding required textbooks and instructional materials of all courses and course sections is readily available to students. This information is posted on the public-accessible portion of the colleges' website at least 45 days before the first day of class. This includes no-cost and open educational resources, with the following exceptions:

1. The originally adopted textbook or instructional material is no longer available

2. A faculty member is hired or assigned to teach the course section after the forty-five (45) day notification deadline.

3. The instructional modality of the course section changes after the forty-five (45) day deadline.

4. The course is continuing workforce education.

The information provided includes details about the required textbooks and other instructional materials, including title, author(s), edition, published date, copyright date, publishers, and ISBN. This policy is designed to help students plan their academic expenses and come to class prepared on the first day of class.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the terms below. Please specify how many sections there were with and without reasonable exceptions.

*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

- **Fall 2023 – Total Number of Course Sections**

1,743

- **Fall 2023 – Number/Percentage of Course Sections Able to Meet 45-Day Deadline**

1,586/92%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception**

152/7.8%

- **Fall 2023 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception**

5/0.2%

- **Spring 2024 – Total Number of Course Sections**

1,726

- **Spring 2024 – Number/Percentage of Course Sections Able to Meet 45-Day Deadline**

1,650/95.6%

- **Spring 2024 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception**

73/4.23%

- **Spring 2024 – Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception**

3/0.17%

Searchable Textbooks and Instructional Materials List

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If any component of your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

The college has created a separate webpage listing the last five years' textbook adoptions under the Provost's Office webpage. The list is downloadable and can be viewed as an Excel spreadsheet.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Not checking a box will indicate the answer is N/A. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): Click or tap here to enter text.

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

General Education Core Course Syllabi Components and Forty-Five (45) Day Posting Requirement

16. Indicate whether all general education core course syllabi included the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

17. Indicate whether your institution met the course syllabi posting requirements below for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is N/A. Select only one.

Reasonable exceptions include:

- A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline.
- The course section is added after the forty-five (45) day notification deadline.

Posting Requirements

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years below by September 1, 2024, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Preceding 5 Academic Years

- 2018-19
- 2019-20
- 2020-21
- 2021-22
- 2022-23

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

19. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components below by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Required Components

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

20. Please provide the URL where the five-year textbooks and instructional materials list(s) is posted.

<https://www.tsc.fl.edu/about/college/provost/textbook-affordability/>

Financial Aid Policies That Promote Affordability

21. Identify specific institutional financial aid policies or programs that promote affordability. Not checking a box will indicate the answer is N/A. Select all that apply.

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations

Other (please specify): Click or tap here to enter text.

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. **(Optional)**

The College offered its Eagles Rise program to graduating seniors from Title I high schools in the service area. The students received 6 hours of free tuition. Additionally, the college continues to expand its participation of students within its dual enrollment program through the implementation of alternative placement methods, increasing its emphasis on CTE courses and programs. In the last year, the college has seen a significant increase in dual enrollment. Students and parents benefit by reducing college debt and increasing retention and completion of post-secondary credits.

Also, the college continues to offer incentives for faculty to develop more Open Education Resources (OER) to reduce the cost of textbooks. The college offered a total of 957 sections of courses that utilized OER for 2023-2024. TSC saved students an estimated total of \$3,020,031 by utilizing OER for both the Fall 2023 and Spring 2024 semesters. The use of OER to encourage affordability is a strategic priority for the college. The goal remains to be 100% OER in high enrollment courses. The college is currently at 50% utilization for OER in high enrollment courses.

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Fall 2023	21-Aug-23	ACG	2021	12	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ACG	2021	13	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ACG	2021	14	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ACG	2021	15	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ACG	2021	16	11-Sep-23	-21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ACG	2071	7	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CGS	2100	11	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CGS	2100	12	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CGS	2100	13	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CGS	2100	14	11-Sep-23	-21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	COP	2220	6	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	COP	2220	7	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2013	19	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2013	20	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2013	21	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2013	22	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2013	23	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2023	15	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2023	16	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2023	17	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2023	18	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ECO	2023	19	11-Sep-23	-21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDG	4323	1	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDG	4323	2	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	FIN	3400	1	09-Aug-23	12	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	GEB	1011	14	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	GEB	1011	15	11-Sep-23	-21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAR	2011	3	14-Aug-23	7	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	RED	3012	1	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	RED	3309	1	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	RED	3309	2	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	TSL	3080	1	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	TSL	3080	2	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	PHI	2010	12	26-Jul-23	26	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	160	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	161	26-Jul-23	26	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	162	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	163	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	164	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	165	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	166	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	167	16-Oct-23	-56	The course section is added after the deadline

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Fall 2023	21-Aug-23	ENC	1101	168	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	169	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	170	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	171	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1101	172	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1102	48	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1102	49	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	ENC	1102	50	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	REL	2300	8	13-Jul-23	39	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	REL	2300	9	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPC	2608	28	20-Jul-23	32	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPC	2608	29	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPC	2608	30	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPN	1120	33	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPN	1120	34	11-Sep-23	-21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SPN	1121	24	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	THE	2000	10	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EMS	1119L	9	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	NUR	3655	1	03-Aug-23	18	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	LIS	2004	1	25-Jul-23	27	A faculty member is hired or assigned to teach the course section after the deadline
TSC	Fall 2023	21-Aug-23	AST	1002	15	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AST	1002	16	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005	30	20-Jul-23	32	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005	31	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005	32	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005	33	11-Oct-23	-51	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005L	15	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	1005L	16	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2010L	20	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2010L	21	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2085L	25	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2085L	26	06-Sep-23	-16	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2085L	27	06-Sep-23	-16	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	BSC	2086L	15	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CHM	1045	15	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CHM	1045L	17	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	HSC	1100	19	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	HSC	1171	20	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	HSC	2531	9	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	HUN	1201	16	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	5	17-Jul-23	34	
TSC	Fall 2023	21-Aug-23	MAC	1105	61-Honors	17-Jul-23	34	

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Fall 2023	21-Aug-23	MAC	1105	72	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	73	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	74	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	75	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	76	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	77	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	78	06-Sep-23	-16	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105	79	06-Sep-23	-16	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	66	14-Jul-23	38	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	67	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	68	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	69	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	70	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	71	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	72	21-Jul-23	31	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	73	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	74	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	75	31-Jul-23	21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	76	31-Jul-23	21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1105C	77	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	1140	16	28-Jul-23	24	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAC	2311	5	31-Jul-23	21	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAP	2302	1	17-Aug-23	4	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAT	1033	73	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MAT	1033	74	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	MGF	1107	21	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	OCE	1001	8	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	PHY	2048	1	24-Aug-23	-4	
TSC	Fall 2023	21-Aug-23	PHY	2048	2	24-Aug-23	-4	
TSC	Fall 2023	21-Aug-23	PHY	2049	1	24-Aug-23	-4	
TSC	Fall 2023	21-Aug-23	AMH	2020	75	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	76	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	77	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	78	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	79	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	80	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	81	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	AMH	2020	83	11-Oct-23	-51	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CCJ	1020	5	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CCJ	1020	6	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	CCJ	1020	7	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDF	1005	7	20-Jul-23	32	The course section is added after the deadline

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Fall 2023	21-Aug-23	EDF	1005	8	20-Jul-23	32	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDF	1005	9	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDF	4430	1	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDF	4430	2	19-Jul-23	33	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EDG	1319	2	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	EEC	1308	2	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	89	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	90	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	91	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	92	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	93	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	94	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	95	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	96	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	POS	1041	97	16-Oct-23	-56	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	PSY	2012	50	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	PSY	2012	52-Honors	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	PSY	2012	53	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	103	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	104	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	105	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	106	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	107	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	108	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	109	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	110	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	111	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	112	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SocSci	1510	113	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	1510	114	11-Aug-23	10	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	2261	42	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SLS	2261	46	22-Aug-23	-1	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SYG	1000	21	25-Jul-23	27	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SYG	1000	22	18-Aug-23	3	The course section is added after the deadline
TSC	Fall 2023	21-Aug-23	SYG	1000	23	18-Aug-23	3	The course section is added after the deadline

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Spring 2024	08-Jan-24	ACG	2021	12	27-Dec-23	12	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	CGS	1820	2	28-Nov-23	41	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	CGS	2100	17	04-Jan-24	4	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	CGS	2100	18	25-Jan-24	-17	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	LAE	4314	1	02-Jan-24	6	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MNA	2130	4	23-Jan-24	-15	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1101	44	05-Dec-23	34	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1101	45	11-Jan-24	-3	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1101	46	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1101	47	23-Jan-24	-15	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1101	48	23-Jan-24	-15	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1102	123	11-Jan-24	-3	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1102	124	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	ENC	1102	125	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	HUM	2020	43	11-Dec-23	28	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	HUM	2020	44	11-Dec-23	28	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	HUM	2020	45	11-Jan-24	-3	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	HUM	2020	46	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	HUM	2020	47	23-Jan-24	-15	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	REL	2300	11	27-Nov-23	42	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SPN	1120	10	05-Dec-23	34	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SPN	1120	12	09-Jan-24	-1	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SPN	1120	9	05-Dec-23	34	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SPN	1121	10	11-Dec-23	28	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SPN	1121	11	02-Feb-24	-25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	THE	2000	12	08-Jan-24	0	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	1800	1	12-Dec-23	27	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	1800L	1	04-Jan-24	4	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	1800L	2	04-Jan-24	4	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2300	1	04-Jan-24	4	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2504	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2701L	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2804	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2804L	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DEH	2900	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DES	1840	1	04-Jan-24	4	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	DES	2502	1	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	EMS	1119L	7	27-Nov-23	42	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	EMS	1119L	8	27-Nov-23	42	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	NUR	1241C	1	12-Dec-23	27	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	NUR	1241C	2	12-Dec-23	27	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	NUR	1241C	3	12-Dec-23	27	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	NUR	4870	1	12-Dec-23	27	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	PRN	0090	DNU	07-Feb-24	-30	The course section is added after the deadline

2023-2024 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select Reason for Not Meeting 45-Day Requirement
TSC	Spring 2024	08-Jan-24	LIS	2004	2	16-Jan-24	-8	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	LIS	2004	3	16-Jan-24	-8	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	AST	1002	7	08-Jan-24	0	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	BSC	2010	13	28-Nov-23	41	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	BSC	2085L	21	08-Jan-24	0	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	BSC	2085L	22	10-Jan-24	-2	
TSC	Spring 2024	08-Jan-24	MAC	1105	25	10-Jan-24	-2	
TSC	Spring 2024	08-Jan-24	MAC	1105	31	03-Jan-24	5	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MAC	1105C	37	03-Jan-24	5	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MAC	2313	1	14-Dec-23	25	
TSC	Spring 2024	08-Jan-24	MAC	2313	2	14-Dec-23	25	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MAR	2011	3	28-Nov-23	41	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MET	1010	1	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	10	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	2	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	3	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	4	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	5	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	6	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	7	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	8	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MET	1010	9	02-Jan-24	6	The originally adopted textbook or instructional material is no longer available
TSC	Spring 2024	08-Jan-24	MGF	1106	15	05-Dec-23	34	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	MGF	1107	13	18-Dec-23	21	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	OCE	1001	12	18-Dec-23	21	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	AMH	2020	37	08-Jan-24	0	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	AMH	2020	38	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	AMH	2020	39	17-Jan-24	-9	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	AMH	2020	40	25-Jan-24	-17	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	EDG	1319	3	18-Dec-23	21	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	PET	2210	2	28-Nov-23	41	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	POS	1041	31	11-Dec-23	28	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	POS	1041	32	23-Jan-24	-15	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SLS	1301	5	11-Dec-23	28	The course section is added after the deadline
TSC	Spring 2024	08-Jan-24	SLS	2261	16	25-Jan-24	-17	The course section is added after the deadline

September 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance and 6000 – Finances.

Overview and Background

The College brings forth a request to modify the College's Policy Manual: the addition of Policy 0192 – District – Exceptional Student Education, and the revision of Policy 6320 – Purchasing and Contracting for Commodities and Contractual Services, as required by state statute.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in May 2024.

Recommended Action

Approve revision of College policies as presented.

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BOARD POLICY

Book	Policy Manual
Section	0000 Governance
Title	DISTRICT - EXCEPTIONAL STUDENT EDUCATION_New
Code	po0192
Status	
Legal	F.S. 447 F.S. 1012.81
Adopted	September 18, 2023

0192 - **DISTRICT - EXCEPTIONAL STUDENT EDUCATION**

The Tallahassee State College School District (District), as an expression of its commitment to provide a free, appropriate, public education for students with disabilities in accordance with State and Federal laws, rules, and regulations, shall develop and implement Special Programs and Procedures for Exceptional Students and the Plan for Exceptional Student Education. These documents shall include at least the components listed below, shall provide administrative procedures for Exceptional Student Education Programs, and shall be revised when required by the Florida Department of Education (FLDOE), readopted, and submitted to the FLDOE.

A. Child Identification

The District will make ongoing efforts to identify, locate, and evaluate K-12 students below twenty-two (22) years of age, who reside within the District and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

B. Procedural Safeguards

A child with a disability and their parent shall be provided with safeguards, as required by law, throughout the identification, evaluation, and placement process, and the provision of a free, appropriate, public education to the student.

C. Multifactor Evaluation

A student may not be given special instruction or services as an exceptional student until after they have been properly evaluated and found eligible as an exceptional student in the manner prescribed by rules of the State Board of Education.

The District will provide a multifactor evaluation for students with disabilities by ensuring that:

1. Children are assessed in their native language or other mode of communication;
2. Tests are used for their validated purposes;
3. Children are evaluated in all areas related to their suspected disability;
4. Testing is conducted by a multidisciplinary team;
5. Testing materials and procedures are not racially or culturally biased;
6. Tests are administered by trained personnel qualified in accordance with all Federal regulations and State standards;

7. Tests are administered in conformance with the instructions provided by the producer; and

8. Medical evaluation, when required as part of the multifaceted evaluation, shall be provided at no cost to the parent by a licensed physician designated by the Superintendent or his/her designee, when other no-cost resources are not available.

The parent of an exceptional student evaluated and found eligible or ineligible shall be notified of each such evaluation and determination. Such notice shall contain a statement informing the parent that they are entitled to a due process hearing on the identification, evaluation, and eligibility determination or non-determination.

D. Individualized Education Program

The District will develop an Individualized Education Program (IEP) for each child with a disability who needs special education and related services. The IEP shall be designed to meet the unique educational needs of the child and shall be developed in meetings with the child's designated IEP Team. At the initial meeting of a student's IEP team, the District will provide parents with information about the amount of funding the District receives for each of the five (5) exceptional student education support levels for a full-time student.

Parents of the child shall be strongly encouraged to participate in all planning conferences and IEP Team meetings. The school will provide written notice of an IEP meeting to the parent at least ten (10) days before the meeting, indicating the purpose, time and location of the meeting and who, by title or position, will attend the meeting. The IEP Team meeting requirement may be waived by informed consent of the parent after the parent receives the written notice.

The District will utilize FLDOE parental consent forms for the following actions in a student's IEP:

1. Administer to the student an alternate assessment pursuant to F.S. 1008.22 and provide instruction in the State standards access points curriculum; and
2. Place the student in an exceptional student education center.

Except for a disciplinary interim alternative placement for no more than forty-five (45) school days, if the District determines that there is a need to change a student's IEP as it relates to the actions described above in 1 and 2, the school must hold an IEP Team meeting that includes the parent to discuss the reason for the change.

The District will not implement the change without parental consent unless the District documents reasonable efforts to obtain the parent's consent and the child's parent has failed to respond, or the District obtains approval through a due process hearing.

The IEP will include the components listed in F.A.C. 6A-6.03028, Provision of Free Appropriate Public Education (FAPE) and Development of Individual Educational Plans for Students with Disabilities.

The child's IEP shall be reviewed and revised as often as necessary, but at least annually.

District personnel will collaborate with private instructional personnel who are hired or contracted by parents in compliance with F.S. 1003.572. "Private instructional personnel" include only the following:

1. Individuals certified under F.S. 393.17 or licensed under Chapter 490 or Chapter 491 for applied behavior analysis services as defined in F.S. 627.6686 and 641.31098;
2. Registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals licensed under F.S. 393.17 or licensed under F.S. Chapter 490 or Chapter 491 by assisting such individuals in the provision of applied behavior analysis services;

To provide services under this paragraph, a registered behavior technician must be employed by a provider described in Paragraph 1 above.

3. Speech-language pathologists licensed under F.S. 468.1185;
4. Occupational therapists licensed under part III of 379 Chapter 468;
5. Physical therapists licensed under Chapter 486;
6. Psychologists licensed under Chapter 490; and

7. Clinical social workers licensed under Chapter 491.

Private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel will be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting only if the following requirements are met:

1. The student's public instructional personnel and principal consent to the time and place; and
2. The private instructional personnel satisfies the requirements of F.S. 1012.32 or 1012.321.

E. Least Restrictive Environment

The education of students with disabilities will occur in the least restrictive environment through appropriate special education programs and services designed to meet the unique needs of each disabled student. District personnel will use the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate. To the extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who are not disabled. Segregation of exceptional students will occur only when the nature or severity of the exceptionality is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

F. Confidentiality of Data

The confidentiality of personally-identifiable data relating to children with disabilities and their parents and families shall be protected at collection, storage, disclosure, and destruction; one official of this District shall be assigned the responsibility for protecting the confidentiality of personally-identifiable data. The District follows all Federal regulations and State standards related to the confidentiality of data.

G. Due Process

The District will use procedures to allow differences of opinion between parents and this District or between agencies and this District, to be aired and resolved. The procedures shall provide for case conferences and impartial hearings on the District's proposal or refusal to initiate or change the identification, evaluation, eligibility, or educational placement of the child, or the provision of FAPE to the child.

The impartial hearings shall be conducted by an administrative law judge (ALJ) from the Florida Division of Administrative Hearings (DOAH) and shall be final. However, any party who does not agree with the findings and decision in the due process hearing, including a hearing relating to disciplinary procedures, has the right to bring a civil action with respect to the matter that was the subject of the due process hearing. The action may be brought in a State court of competent jurisdiction or in a district court of the United States without regard to the amount in dispute. In the alternative, in hearings conducted on behalf of a student who is identified as gifted, any party aggrieved by the decision of the ALJ has the right to request a review of the order by the District Court of Appeal as provided in F.S. 120.68.

During the pendency of a due process hearing or appellate proceeding regarding a due process complaint, the student shall remain in their current educational assignment, unless the parent and the Board otherwise agree.

H. Surrogate Parent

It shall be the policy of the District that whenever the parent or a person who acts in a parental role to a child with a disability or a child suspected of having a disability is determined to be legally unavailable, the child's rights shall be protected through the assignment of a surrogate parent. A surrogate parent means an individual appointed by the Superintendent and/or the court to act in place of a parent in educational decision-making and in safeguarding a child's rights under the Individuals with Disabilities Education Act. The surrogate parent shall not be an employee of the Department of Education, the School District, a community-based care provider, the Department of Children and Family Services, or any other public or private agency involved in the education or care of the child. The surrogate parent shall meet all statutory requirements and attend the required training to be appointed. The Superintendent shall appoint a surrogate not more than thirty (30) days after the District determines a particular student is in need of a surrogate.

I. Testing Programs

Students with disabilities shall participate in local and State-wide testing programs to the maximum extent appropriate. Individual exemptions and/or waivers shall be granted only as permitted under Florida law and State Board of Education rules. Exceptional students with disabilities shall have access to testing sites.

Further, pursuant to State law, the IEP team may determine that end-of-course assessment cannot accurately measure the abilities of the student and may, therefore, waive the use of the results of the end-of-course assessment for purposes of determining the student's course grade and middle school promotion or award of high school credits.

If the IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S.1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S.1008.22(3)(c), the IEP Team may submit to the superintendent a written request for an extraordinary exemption from the administration of the assessment, pursuant to F.S. 1008.212. The request may be made at any time during the school year, but not later than sixty (60) days before the assessment for which the request is made. The superintendent will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) days. A copy of the District's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.

A parent who disagrees with the Commissioner's denial of a requested extraordinary exemption may request an expedited hearing before DOAH pursuant to F.S. 1008.212.

J. Right to be Accompanied at Meetings Pertaining to Students with Disabilities

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at a meeting with District personnel. Such meetings include, but are not limited to, meetings related to the eligibility for exceptional student education or related services; the development of an individual family support plan (IFSP); the development of an individual education plan (IEP); the development of a 504 accommodation plan issued under Section 504 of the Rehabilitation Act of 1973; the transition of a student from early intervention services to other services; the development of postsecondary goals for a student with a disability and the transition services needed to reach those goals; and other issues that may affect the student's educational environment, discipline, or placement of a student with a disability.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend a meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents of students with disabilities or eligible students with disabilities on school grounds shall sign-in at the front office of such school as a guest.

Parents of students with disabilities, or eligible students with disabilities, and District personnel shall sign Form 5780 F1 at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged or attempted to discourage the parents, or eligible student, from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

K. Early Literacy Skills for Retained Prekindergarten Students

A parent of a student with a disability who is enrolled in prekindergarten at the age of 4 and is fully funded through the Florida Education Finance Program may retain their child in consultation with the student's IEP team. A student with an IEP who has been retained pursuant to this paragraph and has demonstrated a substantial deficiency in early literacy skills shall receive instruction from the District in early literacy skills.

L. Transfer of Parental Rights at Age of Majority

Unless an exception applies under the rules of the State Board of Education, when a student with a disability reaches the age of eighteen (18), the right of prior written notice is retained as a shared right of the parent and the student. All other parent rights under the IDEA then transfer to the student. At least one (1) year before the student reaches the age of eighteen(18), the Board will provide written notice of the transfer of parent rights and information about the ways in which the parent may continue to participate in educational decisions, including informed consent, power of attorney, guardian advocacy and guardianship.

Placement by the Department of Children and Family Services

After the Department of Children and Family Services provides written notification to the District that an exceptional student has been placed in a private residential care facility, the receiving school district shall, within ten (10) business days, review the student's IEP and shall:

- A. Provide educational instruction to the student;
- B. Contract with another provider to provide the educational instruction;

C. Contract with the private residential care facility in which the student resides to provide the educational instruction; or

D. Decline to provide or contract for educational instruction, in which case the school district in which the legal residence of the student is located shall provide or contract for the educational instruction of the student.

The Superintendent shall administer the local implementation of these State procedures, in accordance with State and Federal laws, rules, and regulations, which shall ensure fulfillment of this policy.

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BOARD POLICY

Book	Policy Manual
Section	6000 Finances
Title	PURCHASING AND CONTRACTING FOR COMMODITIES AND CONTRACTUAL SERVICES_Tracked Changes
Code	po6320
Status	
Legal	F.S. 112.313 F.S. 112.3148 F.S. 119.0701 F.S. 255.05 F.S. 255.0516 F.S. 255.0518 F.S. 286.31 F.S. 287.017 F.S. 287.056 F.S. 287.057 F.S. 287.084 F.S. 287.087 F.S. 287.132 F.S. 287.133 F.S. 295.187 F.S. 1004.06 F.S. 1010.02 F.S. 1010.04 F.S. 1010.07(2)
Adopted	March 21, 2022
Last Revised	March 18, 2024

6320 - PURCHASING AND CONTRACTING FOR COMMODITIES AND CONTRACTUAL SERVICES

Any College employee who has purchasing authority shall consider first the interests of the College in all purchases and seek to obtain the maximum value for each dollar expended; not solicit or accept any gifts or gratuities from present or potential suppliers which might influence or appear to influence purchasing decisions; and refrain from any private business or professional activity that might present a conflict of interest in making purchasing decisions on behalf of The District Board of Trustees (Board). The College is committed to improving business opportunities for veteran, minority, and locally owned businesses.

Definitions

Competitive solicitation means purchasing made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.

Invitation to bid means a written or electronic solicitation for competitive sealed bids. The invitation to bid is used when the Board is capable of specifically defining the scope of work for which a contractual service is required or when the Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.

Invitation to negotiate means a written or electronically posted solicitation for competitive sealed replies to select one (1) or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the Board determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.

Proposer means those vendors submitting bids or responses to a competitive solicitation.

Request for proposals means a written or electronically posted solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the Board to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the Board is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.

Request for Quotations means an informal process to solicit one (1) or more price quotes on commodities or contractual services with standard specifications and valued under the threshold requiring formal competitive solicitations. Quotations on vendor letterhead is required and may be obtained via facsimile or e-mail.

General Provisions

No person, unless authorized to do so under this policy, may make any purchase or enter into any contract involving the use of College funds. The Board will not approve any expenditure for an unauthorized purchase or contract.

Purchases may be made through an online procurement system, an electronic auction service, or other efficient procurement tool.

This policy shall generally apply to the College's purchase of commodities and contractual services, except it shall not apply to:

- A. Employment contracts;
- B. Acquisition of architectural, engineering, landscape architectural, construction management at risk, registered surveying and mapping, or other services pursuant to Policy 6330 - *Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services*;
- C. Contracts which are exempted, in whole or in part, from this policy's requirements, as set forth below; or
- D. Proposals and agreements for public-private partnerships with private entities for qualifying projects pursuant to F.S. 287.057(12).

Pre-Purchasing Review of Available Purchasing Agreements and State Term Contracts for Nonacademic Commodities and Contractual Services

Before purchasing nonacademic commodities and contractual services, the Board authorizes the President to review the purchasing agreements and State term contracts available under F.S. 287.056 to determine whether it is in the Board's economic advantage to use the agreements and contracts.

Each bid specification for nonacademic commodities and contractual services must include a statement indicating that the purchasing agreements and State term contracts available under F.S. 287.056 have been reviewed. This policy does not apply to services that are eligible for reimbursement under the Federal E-rate program administered by the Universal Service Administrative Company.

Competitive Solicitation Requirements for Commodities and Contractual Services Other Than Construction Contracting

Except as authorized by law or policy, competitive solicitations shall be requested from three (3) or more sources for the purchase of any authorized commodities or contractual services exceeding the amount specified in F.S. 287.017, Category Three.

The procurement of commodities or contractual services may not be divided so as to avoid this monetary threshold requirement.

A. Bid Solicitation

The President is authorized to issue invitations for bids.

B. Bid Publication

Notice of the invitation for bids or requests for proposals shall be published on the College's Purchasing website and the State of Florida's Vendor Bid System (VBS) and may be otherwise issued electronically, direct delivery, or other means which are appropriate under the circumstances. The required bid return date is to be announced at the time of the bid offering and shall not be less than five (5) working days from the bid offering date.

C. Bid Responses

The invitations to bid must be responded to by three (3) or more qualified vendors/bidders.

D. Bid Opening

Bids will be opened in the office designated in the bid advertisement with the President's designee and at least one (1) other College employee present.

E. Bid Rejection

The Board may reject any or all bids and request new bids.

F. Bid Award

In acceptance of responses to invitations to bid, the Board may accept the proposal of the lowest responsive, responsible proposer. The Board may also choose to award contracts to the lowest responsive, responsible bidder as the primary awardee of a contract and to the next lowest responsive, responsible bidder(s) as alternate awardees, from whom commodities or contractual services would be purchased, should the primary awardee become unable to provide all of the commodities or contractual services required by the Board during the term of the contract. Nothing herein is meant to prevent multiple awards to the lowest responsive and responsible bidders, when such multiple awards are clearly stated in the bid solicitation documents.

For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

1. The experience (type of product or service being purchased, etc.) of the bidder;
2. The financial condition;
3. The conduct and performance on previous contracts (with the College or other agencies);
4. The bidder's facilities;
5. Management skills;
6. The ability to execute the contract properly; and
7. A signed affidavit ensuring that neither the bidder nor any subcontractor has entered into an agreement with any labor organization regarding the public improvement project.

Award of a bid shall not create a binding obligation on the Board, and no obligation shall be created or imposed on the College until such time as the Board Chair/designee executes a contract.

Identical/Tie Low Bids

In the event two (2) or more proposers submit the exact dollar amount as their proposal offer, the following criteria, in order of importance, shall be used to break said tie: (1) Drug-Free Work Place, (2) Florida proposers, (3) Proposer's place of business is within Leon, Gadsden or Wakulla Counties, (4) or by flip of coin, when all other factors are equal.

Exception to Competitive Solicitation Requirements

Notwithstanding anything in this policy to the contrary, the Board may make certain purchases without the requirement for competitive solicitations, using the following established conditions.

- A. In lieu of requesting competitive solicitations from three (3) or more sources, the Board may make purchases at or below the unit prices in contracts awarded by other Federal, State, city or county governmental agencies, school boards, community colleges, State university system, or cooperative bid agreements when the proposer awarded a contract by another entity will

permit purchases by the Board at the same terms, conditions, and unit prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the Board.

- B. The State Board has waived the requirement for requesting competitive solicitations from three (3) or more sources for purchases by the Board for the following established service providers.
1. **Professional services** which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; provided nothing herein shall be deemed to authorize the President to acquire professional consultant services without Board approval as required by Board Policy.
 2. **Educational services** and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the State, a governmental agency or a recognized educational institution.
 3. **Commodities and contractual services when:**
 - a. Competitive solicitations have been requested in the manner prescribed by this policy; and
 - b. The Board has made a finding that no valid or acceptable firm proposal has been received within the prescribed time.

When such a finding has been officially made, the Board may enter into negotiations with suppliers of such commodities and contractual services and may execute contracts with such vendors under whatever terms and conditions as the Board determines to be in its best interests.
 4. **Commodities and contractual services when fewer than two (2)** responsive proposals are received. The Board may then negotiate on the best terms and conditions or decide to reject all proposals. The Board will document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the College in lieu of re-soliciting proposals.
- C. **Information technology resources**, whether by purchase, lease, lease with option to purchase, rental, or otherwise as defined in F.S. 282.0041(15), may be acquired by competitive solicitation or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the College as determined by the Board.
- D. **Purchases of insurance**, risk management programs, or contracting with third party administrators for insurance-related services may be through competitive solicitation or by direct negotiation and contract with a vendor or supplier.
- E. The Board may dispense with requirements for competitive solicitation for the emergency purchase of commodities or contractual services when the President determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the College requires emergency action. After the President makes such a written determination, the Board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two (2) prospective vendors, which must be retained in the contract file, unless the President determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the College.
- F. **Single source procurements** for the purpose of economy or efficiency in standardization of materials or equipment. Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements.
- G. The Board may make purchases of construction project materials directly from vendors, on behalf of the awarded construction contractor/manager, to take advantage of the College's sales tax exempt status.
- H. A contract for commodities or contractual services may be awarded without competitive solicitations if State or Federal law, a grant or a State or Federal agency contract prescribes with whom the Board must contract or if the rate of payment is established during the appropriations process.
- I. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

Contract

Each Board contract for services must include a provision that requires the contractor to comply with public records laws, specifically to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the Board in order to perform the service under the contract;
- B. Provide the public with access to its public records on the same terms and conditions as the Board would provide the records, and at a cost that does not exceed the cost provided by the Board;
- C. Ensure that any of its public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law;
- D. Meet all requirements for retaining public record and, upon termination of the contract, transfer to the Board, at no cost, all public records in its possession and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Board in a format that is compatible with the Board's information technology systems; and
- E. The contractor shall furnish a copy of any public records request or request for records in any way relating to the College, immediately upon receipt to the College's Director of Purchasing.

Each contract must also include the following statement, in substantially the following form, identifying the contact information of the College's custodian of public records in at least fourteen (14) point boldface type:

If the contractor has questions regarding the application of F.S. Chapter 119 to the Contractor's duty to provide Public Records relating to this contract, contact the Custodian of Public Records at nyla.davis@tcc.fl.edu, (850) 201-6048, or via mail to: Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304.

Contracts shall be approved and executed using the process set forth below.

A. President Authority

The President is authorized to approve and execute contracts on behalf of the College involving expenditure of public funds in an amount no greater than allowed by F.S. 287.017, so long as the obligation created does not exceed the applicable appropriation within the College budget and the contract is otherwise in compliance with applicable College procedures, policies, and law. For purposes of this policy, any group of contracts purchase orders to the same provider which are connected in terms of time, location, and services such that a reasonable person would view them as a single contract shall be deemed to be a single contract. The President shall not divide the procurement of commodities or contractual services so as to avoid the monetary cap imposed by this policy. Designations of contracting authority by the President shall be in writing and shall specify the maximum obligation permitted in F.S. 287.017. The President may delegate the authority to sign agreements, contract, and other such documents.

B. Emergency Purchases

Notwithstanding the general limit on the President's authority to enter into contracts involving expenditure of public funds, the President is authorized to approve and execute contracts on behalf of the College involving expenditure of public funds when the President determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the College requires emergency action.

C. Board Approval

Except as expressly provided herein, the Board shall approve and execute all contracts on behalf of the College involving expenditures of public funds in **excess of the threshold** amount as specified by F.S. 287.017, **Category Five**.

Purchase Order Approval

A. Bids/Exceptions

The President is authorized to issue purchase orders in accordance with bids awarded pursuant to below without further action of the Board so long as the obligation created does not exceed the applicable appropriation within the College budget.

B. Contracts

The approval of a contract in accordance with this policy authorizes the President to approve and issue any purchase order required to fulfill the College's obligation under the approved contract without further action of the Board.

Debarment

The Director of Purchasing shall have the authority to debar a person/corporation, for cause, from consideration or award of further contracts. The debarment shall be for a period commensurate with the seriousness of the cause, generally not to exceed three (3) years. If a suspension precedes a debarment, the suspension period shall not be considered in determining the debarment period. When the offense is willful or blatant, a longer term of debarment may be imposed, up to an indefinite period.

A. Cause of Debarment

The term debar or debarment means to remove a vendor from bidding on College work. Causes for debarment include, but are not limited to the following:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in performance of such contract;
2. Conviction under State or Federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property, or any other offense indicating lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a vendor;
3. Conviction under State or Federal anti-trust statutes arising out of submission of bids or proposals;
4. Violation of contract provisions, including:
 - a. Deliberate failure, without good cause, to perform in accordance with specifications or within the time limits provided in the contract(s); and
 - b. A recent record of failure to perform, or of unsatisfactory performance, in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
5. Refutation of an offer by failure to provide bonds, insurance, or other required certificates within the time period as specified in bid/RFP response;
6. Refusal to accept a purchase order, agreement, or contract, or to perform thereon, provided such order was issued timely and in conformance with the offer received;
7. Presence of principals or corporate officers in the business of concern who were principals within another business at the time when the other business was suspended within the last three (3) years under the provisions of this section;
8. Violation of the ethical standards set forth in State law;
9. Providing or offering to provide anything of value, including, but not limited to, a gift, loan, reward, promise of future employment, favor, or service to any employee to influence the award of contract or purchase items from a contractor;
10. Existence of unresolved disputes between the contractor and the College arising out of or relating to prior contracts between the College and the contractor, work performed by the contractor, or services or products delivered; or
11. Any other cause the Director of Purchasing determines to be so serious and compelling as to affect credibility as a College vendor, including debarment by another governmental entity for any cause listed in this policy.

B. Notice of Recommended Decision

The Director of Purchasing or designee shall issue a notice letter that advises the party that it is debarred or suspended. The letter shall:

1. State the reason(s) for the action taken; and
2. Inform the vendor of its right to petition the President for reconsideration.

C. Right to Request a Hearing

Any person who is dissatisfied or aggrieved with the notification of the determination to debar or suspend must, within ten (10) calendar days of such notification, appeal such determination to the Board.

D. Hearing Date

The President shall schedule a hearing at which time the person shall be given the opportunity to demonstrate why the debarment/suspension by the Director of Purchasing should be overturned. All parties shall be given notice of the hearing date.

Prohibited Expenditures

Pursuant to F.S. 1004.06, neither the College nor the College's direct-support organization shall expend any funds, regardless of source, to purchase membership in, or goods and services from, any organization that discriminates on the basis of race, color, national origin, sex, disability gender, or religion. Further, the College and the College's direct-support organization may not expend any State or Federal funds to promote, support, or maintain any programs or campus activities that:

1. Advocates "Diversity, Equity and Inclusion" (DEI) or any program, campus activity, or policy that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification.
 2. Advocating for DEI, which is prohibited, occurs when the College or its direct-support organization engages in a program, policy, or activity that: (a) advantages or disadvantages, or attempts to advantage or disadvantage, an individual or group on the basis of race, color, sex, national origin, gender identity, or sexual orientation, to equalize or increase outcomes, participation, or representation as compared to other individuals or groups; or (b) promotes the position that a group or an individual's action is inherently, unconsciously, or implicitly biased on the basis of race, color, sex, national origin, gender identity, or sexual orientation.
 3. Advocates "Political or Social Activism" and/or any activity organized with a purpose of effecting or preventing change to a government policy, action, or function, or any activity intended to achieve a desired result related to social issues (i.e., topics that polarize or divide society among political, ideological, moral, or religious beliefs), where the College endorses or promotes a position in communications, advertisements, programs, or campus activities. Political or social activism does not include authorized government relations and lobbying activities of the institution concerning matters that directly affect the operations of the College or direct-support organizations of the College. Political or social activism does not include endorsement or promotion of a position that encourages compliance with State or Federal law or State Board of Education rule.
- A. Violate F.S. 1000.05; or
- B. Advocate for diversity, equity, and inclusion, or promote or engage in political or social activism, as defined by rules of the State Board of Education.

Student fees to support student-led organizations are permitted notwithstanding any speech or expressive activity by such organizations which would otherwise violate this policy, provided that the public funds must be allocated to student-led organizations pursuant to written policies or regulations of the College. Use of College facilities by student-led organizations is also permitted notwithstanding any speech or expressive activity by such organizations which would otherwise violate this policy, provided that such use must be granted to student-led organizations pursuant to written policies or regulations of the College.

Similarly, this policy does not prohibit programs, campus activities, or functions required for compliance with general or Federal laws or regulations; for obtaining or retaining institutional or discipline-specific accreditation with the approval of the State Board of Education; or for access programs for military veterans, Pell Grant recipients, first generation college students, nontraditional students, students from low-income families, or students with unique abilities.

Abortion Services

The College shall not expend State funds as defined in F.S. 215.31 in any manner for a person to travel to another state to receive services that are intended to support an abortion as defined in F.S. 390.011, unless:

- A. The College is required by Federal law to expend State funds for such a purpose; or
- B. There is a medical necessity for legitimate emergency medical procedures for termination of the pregnancy to save the pregnant woman's life or to avert a serious risk of imminent substantial and irreversible physical impairment or a major bodily function of the pregnant woman other than a psychological condition.

Background Screening Requirements

The College requires that Level 2 background screening requirements be completed for all contractors and vendors who:

- A. Are permitted access on school grounds when minor students are present;
- B. Who have direct contact with minor students, even if the performance of the contract is not anticipated to result in direct contact with minor students; or,
- C. Who have access to or control of College funds.

Revised 3/18/24

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BOARD POLICY

Book	Policy Manual
Section	6000 Finances
Title	PURCHASING AND CONTRACTING FOR COMMODITIES AND CONTRACTUAL SERVICES_Final
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Adopted	March 21, 2022
Last Revised	March 18, 2024

6320 - **PURCHASING AND CONTRACTING FOR COMMODITIES AND CONTRACTUAL SERVICES**

Any College employee who has purchasing authority shall consider first the interests of the College in all purchases and seek to obtain the maximum value for each dollar expended; not solicit or accept any gifts or gratuities from present or potential suppliers which might influence or appear to influence purchasing decisions; and refrain from any private business or professional activity that might present a conflict of interest in making purchasing decisions on behalf of The District Board of Trustees (Board). The College is committed to improving business opportunities for veteran, minority, and locally owned businesses.

Definitions

Competitive solicitation means purchasing made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.

Invitation to bid means a written or electronic solicitation for competitive sealed bids. The invitation to bid is used when the Board is capable of specifically defining the scope of work for which a contractual service is required or when the Board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.

Invitation to negotiate means a written or electronically posted solicitation for competitive sealed replies to select one (1) or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the Board determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.

Proposer means those vendors submitting bids or responses to a competitive solicitation.

Request for proposals means a written or electronically posted solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the Board to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the Board is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.

Request for Quotations means an informal process to solicit one (1) or more price quotes on commodities or contractual services with standard specifications and valued under the threshold requiring formal competitive solicitations. Quotations on vendor letterhead is required and may be obtained via facsimile or e-mail.

General Provisions

No person, unless authorized to do so under this policy, may make any purchase or enter into any contract involving the use of College funds. The Board will not approve any expenditure for an unauthorized purchase or contract.

Purchases may be made through an online procurement system, an electronic auction service, or other efficient procurement tool.

This policy shall generally apply to the College's purchase of commodities and contractual services, except it shall not apply to:

- A. Employment contracts;
- B. Acquisition of architectural, engineering, landscape architectural, construction management at risk, registered surveying and mapping, or other services pursuant to Policy 6330 - *Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services*;
- C. Contracts which are exempted, in whole or in part, from this policy's requirements, as set forth below; or
- D. Proposals and agreements for public-private partnerships with private entities for qualifying projects pursuant to F.S. 287.057(12).

Pre-Purchasing Review of Available Purchasing Agreements and State Term Contracts for Nonacademic Commodities and Contractual Services

Before purchasing nonacademic commodities and contractual services, the Board authorizes the President to review the purchasing agreements and State term contracts available under F.S. 287.056 to determine whether it is in the Board's economic advantage to use the agreements and contracts.

Each bid specification for nonacademic commodities and contractual services must include a statement indicating that the purchasing agreements and State term contracts available under F.S. 287.056 have been reviewed. This policy does not apply to services that are eligible for reimbursement under the Federal E-rate program administered by the Universal Service Administrative Company.

Competitive Solicitation Requirements for Commodities and Contractual Services Other Than Construction Contracting

Except as authorized by law or policy, competitive solicitations shall be requested from three (3) or more sources for the purchase of any authorized commodities or contractual services exceeding the amount specified in F.S. 287.017, Category Three.

The procurement of commodities or contractual services may not be divided so as to avoid this monetary threshold requirement.

A. Bid Solicitation

The President is authorized to issue invitations for bids.

B. Bid Publication

Notice of the invitation for bids or requests for proposals shall be published on the College's Purchasing website and the State of Florida's Vendor Bid System (VBS) and may be otherwise issued electronically, direct delivery, or other means which are appropriate under the circumstances. The required bid return date is to be announced at the time of the bid offering and shall not be less than five (5) working days from the bid offering date.

C. Bid Responses

The invitations to bid must be responded to by three (3) or more qualified vendors/bidders.

D. Bid Opening

Bids will be opened in the office designated in the bid advertisement with the President's designee and at least one (1) other College employee present.

E. Bid Rejection

The Board may reject any or all bids and request new bids.

F. Bid Award

In acceptance of responses to invitations to bid, the Board may accept the proposal of the lowest responsive, responsible proposer. The Board may also choose to award contracts to the lowest responsive, responsible bidder as the primary awardee of a contract and to the next lowest responsive, responsible bidder(s) as alternate awardees, from whom commodities or contractual services would be purchased, should the primary awardee become unable to provide all of the commodities or contractual services required by the Board during the term of the contract. Nothing herein is meant to prevent multiple awards to the lowest responsive and responsible bidders, when such multiple awards are clearly stated in the bid solicitation documents.

For a bidder to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

1. The experience (type of product or service being purchased, etc.) of the bidder;
2. The financial condition;
3. The conduct and performance on previous contracts (with the College or other agencies);
4. The bidder's facilities;
5. Management skills;
6. The ability to execute the contract properly; and
7. A signed affidavit ensuring that neither the bidder nor any subcontractor has entered into an agreement with any labor organization regarding the public improvement project.

Award of a bid shall not create a binding obligation on the Board, and no obligation shall be created or imposed on the College until such time as the Board Chair/designee executes a contract.

Identical/Tie Low Bids

In the event two (2) or more proposers submit the exact dollar amount as their proposal offer, the following criteria, in order of importance, shall be used to break said tie: (1) Drug-Free Work Place, (2) Florida proposers, (3) Proposer's place of business is within Leon, Gadsden or Wakulla Counties, (4) or by flip of coin, when all other factors are equal.

Exception to Competitive Solicitation Requirements

Notwithstanding anything in this policy to the contrary, the Board may make certain purchases without the requirement for competitive solicitations, using the following established conditions.

- A. In lieu of requesting competitive solicitations from three (3) or more sources, the Board may make purchases at or below the unit prices in contracts awarded by other Federal, State, city or county governmental agencies, school boards, community colleges, State university system, or cooperative bid agreements when the proposer awarded a contract by another entity will

permit purchases by the Board at the same terms, conditions, and unit prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the Board.

- B. The State Board has waived the requirement for requesting competitive solicitations from three (3) or more sources for purchases by the Board for the following established service providers.
1. **Professional services** which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; provided nothing herein shall be deemed to authorize the President to acquire professional consultant services without Board approval as required by Board Policy.
 2. **Educational services** and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the State, a governmental agency or a recognized educational institution.
 3. **Commodities and contractual services when:**
 - a. Competitive solicitations have been requested in the manner prescribed by this policy; and
 - b. The Board has made a finding that no valid or acceptable firm proposal has been received within the prescribed time.

When such a finding has been officially made, the Board may enter into negotiations with suppliers of such commodities and contractual services and may execute contracts with such vendors under whatever terms and conditions as the Board determines to be in its best interests.
 4. **Commodities and contractual services when fewer than two (2)** responsive proposals are received. The Board may then negotiate on the best terms and conditions or decide to reject all proposals. The Board will document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the College in lieu of re-soliciting proposals.
- C. **Information technology resources**, whether by purchase, lease, lease with option to purchase, rental, or otherwise as defined in F.S. 282.0041(15), may be acquired by competitive solicitation or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the College as determined by the Board.
- D. **Purchases of insurance**, risk management programs, or contracting with third party administrators for insurance-related services may be through competitive solicitation or by direct negotiation and contract with a vendor or supplier.
- E. The Board may dispense with requirements for competitive solicitation for the emergency purchase of commodities or contractual services when the President determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the College requires emergency action. After the President makes such a written determination, the Board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two (2) prospective vendors, which must be retained in the contract file, unless the President determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the College.
- F. **Single source procurements** for the purpose of economy or efficiency in standardization of materials or equipment. Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements.
- G. The Board may make purchases of construction project materials directly from vendors, on behalf of the awarded construction contractor/manager, to take advantage of the College's sales tax exempt status.
- H. A contract for commodities or contractual services may be awarded without competitive solicitations if State or Federal law, a grant or a State or Federal agency contract prescribes with whom the Board must contract or if the rate of payment is established during the appropriations process.
- I. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

Contract

Each Board contract for services must include a provision that requires the contractor to comply with public records laws, specifically to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the Board in order to perform the service under the contract;
- B. Provide the public with access to its public records on the same terms and conditions as the Board would provide the records, and at a cost that does not exceed the cost provided by the Board;
- C. Ensure that any of its public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law;
- D. Meet all requirements for retaining public record and, upon termination of the contract, transfer to the Board, at no cost, all public records in its possession and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Board in a format that is compatible with the Board's information technology systems; and
- E. The contractor shall furnish a copy of any public records request or request for records in any way relating to the College, immediately upon receipt to the College's Director of Purchasing.

Each contract must also include the following statement, in substantially the following form, identifying the contact information of the College's custodian of public records in at least fourteen (14) point boldface type:

If the contractor has questions regarding the application of F.S. Chapter 119 to the Contractor's duty to provide Public Records relating to this contract, contact the Custodian of Public Records at nyla.davis@tcc.fl.edu, (850) 201-6048, or via mail to: Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304.

Contracts shall be approved and executed using the process set forth below.

A. President Authority

The President is authorized to approve and execute contracts on behalf of the College involving expenditure of public funds in an amount no greater than allowed by F.S. 287.017, so long as the obligation created does not exceed the applicable appropriation within the College budget and the contract is otherwise in compliance with applicable College procedures, policies, and law. For purposes of this policy, any group of contracts purchase orders to the same provider which are connected in terms of time, location, and services such that a reasonable person would view them as a single contract shall be deemed to be a single contract. The President shall not divide the procurement of commodities or contractual services so as to avoid the monetary cap imposed by this policy. Designations of contracting authority by the President shall be in writing and shall specify the maximum obligation permitted in F.S. 287.017. The President may delegate the authority to sign agreements, contract, and other such documents.

B. Emergency Purchases

Notwithstanding the general limit on the President's authority to enter into contracts involving expenditure of public funds, the President is authorized to approve and execute contracts on behalf of the College involving expenditure of public funds when the President determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the College requires emergency action.

C. Board Approval

Except as expressly provided herein, the Board shall approve and execute all contracts on behalf of the College involving expenditures of public funds in excess of the threshold amount as specified by F.S. 287.017, Category Five.

Purchase Order Approval

A. Bids/Exceptions

The President is authorized to issue purchase orders in accordance with bids awarded pursuant to below without further action of the Board so long as the obligation created does not exceed the applicable appropriation within the College budget.

B. Contracts

The approval of a contract in accordance with this policy authorizes the President to approve and issue any purchase order required to fulfill the College's obligation under the approved contract without further action of the Board.

Debarment

The Director of Purchasing shall have the authority to debar a person/corporation, for cause, from consideration or award of further contracts. The debarment shall be for a period commensurate with the seriousness of the cause, generally not to exceed three (3) years. If a suspension precedes a debarment, the suspension period shall not be considered in determining the debarment period. When the offense is willful or blatant, a longer term of debarment may be imposed, up to an indefinite period.

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The term debar or debarment means to remove a vendor from bidding on College work. Causes for debarment include, but are not limited to the following:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in performance of such contract;
2. Conviction under State or Federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property, or any other offense indicating lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a vendor;
3. Conviction under State or Federal anti-trust statutes arising out of submission of bids or proposals;
4. Violation of contract provisions, including:
 - a. Deliberate failure, without good cause, to perform in accordance with specifications or within the time limits provided in the contract(s); and
 - b. A recent record of failure to perform, or of unsatisfactory performance, in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
5. Refutation of an offer by failure to provide bonds, insurance, or other required certificates within the time period as specified in bid/RFP response;
6. Refusal to accept a purchase order, agreement, or contract, or to perform thereon, provided such order was issued timely and in conformance with the offer received;
7. Presence of principals or corporate officers in the business of concern who were principals within another business at the time when the other business was suspended within the last three (3) years under the provisions of this section;
8. Violation of the ethical standards set forth in State law;
9. Providing or offering to provide anything of value, including, but not limited to, a gift, loan, reward, promise of future employment, favor, or service to any employee to influence the award of contract or purchase items from a contractor;
10. Existence of unresolved disputes between the contractor and the College arising out of or relating to prior contracts between the College and the contractor, work performed by the contractor, or services or products delivered; or
11. Any other cause the Director of Purchasing determines to be so serious and compelling as to affect credibility as a College vendor, including debarment by another governmental entity for any cause listed in this policy.

B. Notice of Recommended Decision

The Director of Purchasing or designee shall issue a notice letter that advises the party that it is debarred or suspended. The letter shall:

1. State the reason(s) for the action taken; and
2. Inform the vendor of its right to petition the President for reconsideration.

C. Right to Request a Hearing

Any person who is dissatisfied or aggrieved with the notification of the determination to debar or suspend must, within ten (10) calendar days of such notification, appeal such determination to the Board.

D. Hearing Date

The President shall schedule a hearing at which time the person shall be given the opportunity to demonstrate why the debarment/suspension by the Director of Purchasing should be overturned. All parties shall be given notice of the hearing date.

Prohibited Expenditures

Pursuant to F.S. 1004.06, neither the College nor the College's direct-support organization shall expend any funds, regardless of source, to purchase membership in, or goods and services from, any organization that discriminates on the basis of race, color, national origin, sex, disability gender, or religion. Further, the College and the College's direct-support organization may not expend any State or Federal funds to promote, support, or maintain any programs or campus activities that:

1. Advocates "Diversity, Equity and Inclusion" (DEI) or any program, campus activity, or policy that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification.
 2. Advocating for DEI, which is prohibited, occurs when the College or its direct-support organization engages in a program, policy, or activity that: (a) advantages or disadvantages, or attempts to advantage or disadvantage, an individual or group on the basis of race, color, sex, national origin, gender identity, or sexual orientation, to equalize or increase outcomes, participation, or representation as compared to other individuals or groups; or (b) promotes the position that a group or an individual's action is inherently, unconsciously, or implicitly biased on the basis of race, color, sex, national origin, gender identity, or sexual orientation.
 3. Advocates "Political or Social Activism" and/or any activity organized with a purpose of effecting or preventing change to a government policy, action, or function, or any activity intended to achieve a desired result related to social issues (i.e., topics that polarize or divide society among political, ideological, moral, or religious beliefs), where the College endorses or promotes a position in communications, advertisements, programs, or campus activities. Political or social activism does not include authorized government relations and lobbying activities of the institution concerning matters that directly affect the operations of the College or direct-support organizations of the College. Political or social activism does not include endorsement or promotion of a position that encourages compliance with State or Federal law or State Board of Education rule.
- A. Violate F.S. 1000.05; or
- B. Advocate for diversity, equity, and inclusion, or promote or engage in political or social activism, as defined by rules of the State Board of Education.

Student fees to support student-led organizations are permitted notwithstanding any speech or expressive activity by such organizations which would otherwise violate this policy, provided that the public funds must be allocated to student-led organizations pursuant to written policies or regulations of the College. Use of College facilities by student-led organizations is also permitted notwithstanding any speech or expressive activity by such organizations which would otherwise violate this policy, provided that such use must be granted to student-led organizations pursuant to written policies or regulations of the College.

Similarly, this policy does not prohibit programs, campus activities, or functions required for compliance with general or Federal laws or regulations; for obtaining or retaining institutional or discipline-specific accreditation with the approval of the State Board of Education; or for access programs for military veterans, Pell Grant recipients, first generation college students, nontraditional students, students from low-income families, or students with unique abilities.

Abortion Services

The College shall not expend State funds as defined in F.S. 215.31 in any manner for a person to travel to another state to receive services that are intended to support an abortion as defined in F.S. 390.011, unless:

- A. The College is required by Federal law to expend State funds for such a purpose; or
- B. There is a medical necessity for legitimate emergency medical procedures for termination of the pregnancy to save the pregnant woman's life or to avert a serious risk of imminent substantial and irreversible physical impairment or a major bodily function of the pregnant woman other than a psychological condition.

Background Screening Requirements

The College requires that Level 2 background screening requirements be completed for all contractors and vendors who:

- A. Are permitted access on school grounds when minor students are present;
- B. Who have direct contact with minor students, even if the performance of the contract is not anticipated to result in direct contact with minor students; or,
- C. Who have access to or control of College funds.

Revised 3/18/24

September 16, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/30/2024.

Overview and Background

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

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

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of August 30, 2024

REVENUE	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,324,831	\$ 2,654,056.50	\$ 12,962,353	\$ 5,308,113	\$ 31,848,678	41%
State Support	4,058,355	3,589,169	6,988,065	7,178,337	43,070,023	16%
Federal Support	16,196	62,500	56,327	125,000	750,000	8%
Other Revenue	137,015	145,833	302,869	291,667	1,750,000	17%
TOTAL REVENUE	6,536,397	6,451,558	20,309,614	12,903,117	77,418,701	26%
EXPENSES	July Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	310,028	320,833	668,028	641,667	3,850,000	17%
Instructional	1,184,104	1,208,333	2,585,341	2,416,667	14,500,000	18%
Non-Instructional	1,484,163	1,625,000	2,996,222	3,250,000	19,500,000	15%
OPS	344,955	625,000	734,178	1,250,000	7,500,000	10%
Personnel Benefits	1,121,759	1,089,058	2,274,160	2,178,117	13,068,701	17%
TOTAL PERSONNEL COSTS	4,445,009	4,868,225	9,257,929	9,736,450	58,418,701	16%
<u>CURRENT EXPENSES</u>						
Services	332,841	370,213	913,411	740,425	4,442,551	21%
Material & Supplies	251,567	285,224	689,217	570,448	3,422,685	20%
Other Current Charges	812,771	761,230	2,233,571	1,522,461	9,134,764	24%
TOTAL CURRENT EXPENSES	1,397,179	1,416,667	3,836,199	2,833,333	17,000,000	23%
CAPITAL OUTLAY	-	166,667	5,701	333,333	2,000,000	0%
TOTAL EXPENSES	\$ 5,842,188	\$ 6,451,558	\$ 13,099,829	\$ 12,903,117	\$ 77,418,701	17%

**Purchase Orders from \$100,000 to \$324,999 +
Issued in August 2024**

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-021068	8/6/2024	Dept of Management Services	100,000.00	Communication services for the College.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-021211	8/18/2024	DocuSign, Inc.	120,000.00	Electronic signature services for various College documents.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

September 16, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Direct Support Organization Audit Reports

Item Description

This item presents the most recent financial audit reports of the direct support organizations (DSO) affiliated with the College for the Board's review.

Overview and Background

Per Florida Statutes 1004.70(6), the College's DSOs must be audited annually and the results be submitted to the Board for review. For the fiscal year ending March 31, 2024, audits were completed for both the Tallahassee Community College Foundation, Inc. and the Public Safety Academy Housing, Inc.

Past Actions by the Board

The Board last reviewed the audited financial statements for these DSOs at the October 16, 2023 meeting.

Funding/ Financial Implications

No funding requirements.

Recommended Action

Presented as an information item only.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.

FINANCIAL STATEMENTS

MARCH 31, 2024 AND 2023

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
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MARCH 31, 2024 AND 2023

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Tallahassee Community College Foundation, Inc.:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Tallahassee Community College Foundation, Inc. (the Foundation), a component unit of Tallahassee Community College (the College), which comprise the statements of financial position as of March 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as of March 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

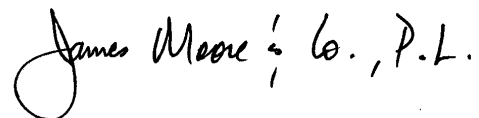
In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 24, 2024 on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.



Tallahassee, Florida
July 24, 2024

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
MARCH 31, 2024 AND 2023

<u>ASSETS</u>	<u>2024</u>	<u>2023</u>
Current assets		
Cash and cash equivalents	\$ 41,701	\$ 150,640
Investments	1,353,012	1,231,445
Current portion contributions receivable, net	268,031	402,814
Total current assets	<u>1,662,744</u>	<u>1,784,899</u>
Noncurrent assets		
Cash and cash equivalents restricted for endowments	592,922	510,140
Investments restricted for endowments	21,035,376	17,465,168
Noncurrent portion contributions receivable, net	487,370	421,614
Land held for sale	410,000	410,000
Total noncurrent assets	<u>22,525,668</u>	<u>18,806,922</u>
Total Assets	<u><u>\$ 24,188,412</u></u>	<u><u>\$ 20,591,821</u></u>
 <u>LIABILITIES AND NET ASSETS</u> 		
Current liabilities		
Accounts payable and accrued expenses	\$ 317,264	\$ 109,405
Total current liabilities	<u>317,264</u>	<u>109,405</u>
Total liabilities	<u>317,264</u>	<u>109,405</u>
Net assets		
Without donor restrictions	2,098,515	1,574,560
With donor restrictions	21,772,633	18,907,856
Total net assets	<u>23,871,148</u>	<u>20,482,416</u>
Total Liabilities and Net Assets	<u><u>\$ 24,188,412</u></u>	<u><u>\$ 20,591,821</u></u>

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED MARCH 31, 2024 AND 2023

	2024			2023		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenues						
Private contributions	\$ 476,750	\$ 888,468	\$ 1,365,218	\$ 266,237	\$ 1,973,312	\$ 2,239,549
In-kind contributions	681,017	-	681,017	603,820	-	603,820
Investment income, net	122,247	3,346,994	3,469,241	(71,858)	(1,358,203)	(1,430,061)
Special events	453,705	-	453,705	1,378,522	-	1,378,522
Miscellaneous	30,588	10,000	40,588	31,662	-	31,662
Net assets released from restrictions:						
Satisfaction of program and time restrictions	1,380,685	(1,380,685)	-	2,637,643	(2,637,643)	-
Total support and revenues	<u>3,144,992</u>	<u>2,864,777</u>	<u>6,009,769</u>	<u>4,846,026</u>	<u>(2,022,534)</u>	<u>2,823,492</u>
Expenses						
Program services - educational activities	1,530,652	-	1,530,652	1,783,132	-	1,783,132
General and administrative	581,122	-	581,122	363,124	-	363,124
Development activities	509,263	-	509,263	2,308,281	-	2,308,281
Total expenses	<u>2,621,037</u>	<u>-</u>	<u>2,621,037</u>	<u>4,454,537</u>	<u>-</u>	<u>4,454,537</u>
Increase (decrease) in net assets	<u>523,955</u>	<u>2,864,777</u>	<u>3,388,732</u>	<u>391,489</u>	<u>(2,022,534)</u>	<u>(1,631,045)</u>
Net assets, beginning of year	1,574,560	18,907,856	20,482,416	1,183,071	20,930,390	22,113,461
Net assets, end of year	<u>\$ 2,098,515</u>	<u>\$ 21,772,633</u>	<u>\$ 23,871,148</u>	<u>\$ 1,574,560</u>	<u>\$ 18,907,856</u>	<u>\$ 20,482,416</u>

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MARCH 31, 2024

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Scholarships	\$ 770,280	\$ -	\$ 1,275	\$ 771,555
In-kind personnel services	328,300	86,998	76,772	492,070
Contract services	18,028	79,218	237,093	334,339
Academic and athletic support	206,752	850	23,133	230,735
Bad debt	-	225,426	-	225,426
Hospitality and events	13,930	43,818	55,875	113,623
Materials and supplies	37,988	4,129	35,172	77,289
Rental	-	-	12,512	12,513
Professional fees	-	18,000	-	18,000
Honoraria and awards	37,766	796	13,824	52,386
Travel	799	8,776	3,084	12,659
Advertising	5,217	11,624	6,769	23,610
Printing and postage	306	10,936	10,433	21,675
Bank fees	-	15,381	-	15,381
Meetings	4,593	7,927	1,611	14,131
Licenses	-	13,000	-	13,000
Insurance	-	10,026	-	10,026
Training	2,740	2,184	-	4,924
Dues and subscriptions	144	1,565	40	1,749
In-kind office supplies	60,920	23,749	18,586	103,255
In-kind rent	42,889	16,719	13,084	72,692
Total expenses	<u><u>\$ 1,530,652</u></u>	<u><u>\$ 581,122</u></u>	<u><u>\$ 509,263</u></u>	<u><u>\$ 2,621,038</u></u>

The accompanying notes to the financial statements
are an integral part of this statement.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MARCH 31, 2023

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Contract services	\$ 28,190	\$ 78,714	\$ 1,420,359	\$ 1,527,263
Scholarships	811,448	-	-	811,448
Academic and athletic support	604,526	9,520	-	614,046
Rental	7,044	63,811	313,055	383,910
In-kind personnel services	140,844	67,113	218,972	426,929
Hospitality and events	63,715	30,950	60,372	155,037
Materials and supplies	53,761	7,689	81,393	142,843
Advertising	4,397	4,530	57,621	66,548
Professional fees	-	17,750	-	17,750
Travel	1,928	4,234	20,872	27,034
Bad debt	-	26,568	-	26,568
Printing and postage	1,845	7,417	12,435	21,697
Bank fees	-	10,575	12,371	22,946
Insurance	-	7,127	8,314	15,441
Meetings	833	7,063	121	8,017
Honoraria and awards	2,810	1,008	4,167	7,985
Dues and subscriptions	-	3,170	-	3,170
Licenses	-	-	25	25
Training	15	-	-	15
In-kind office supplies	39,442	10,142	63,108	112,692
In-kind rent	22,334	5,743	35,096	63,173
Total expenses	<u><u>\$ 1,783,132</u></u>	<u><u>\$ 363,124</u></u>	<u><u>\$ 2,308,281</u></u>	<u><u>\$ 4,454,537</u></u>

The accompanying notes to the financial statements
are an integral part of this statement.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED MARCH 31, 2024 AND 2023

	2024	2023
Cash flows from operating activities		
Cash received from contributors and others	\$ 1,088,445	\$ 2,763,760
Cash received from interest and dividends	466,617	388,950
Cash paid for scholarships and suppliers	(1,732,161)	(3,825,933)
Net cash used in operating activities	(177,099)	(673,223)
Cash flows from investing activities		
Purchases of investments	(361,994)	-
Sales of investments	138,780	531,981
Net cash (used in) provided by investing activities	(223,214)	531,981
Cash flows from financing activities		
Contributions restricted for endowments	374,156	296,987
Increase (decrease) in cash and cash equivalents, and restricted cash	(26,157)	155,745
Cash and cash equivalents, and restricted cash beginning of year	660,780	505,035
Cash and cash equivalents, and restricted cash end of year	\$ 634,623	\$ 660,780
Reconciliation of increase (decrease) in net assets to net cash used in operating activities		
Increase (decrease) in net assets	\$ 3,388,732	\$ (1,631,045)
Adjustments to reconcile increase (decrease) in net assets to net cash used in operating activities:		
Realized and unrealized (gain) loss on investments	(3,468,561)	1,512,257
(Increase) decrease in:		
Prepaid expenses	-	49,752
Collectibles and other assets	-	5,777
Contributions receivable	69,027	(282,232)
Increase (decrease) in:		
Accounts payable and accrued expenses	207,859	(30,745)
Contributions restricted for endowments	(374,156)	(296,987)
Total adjustments	(3,565,831)	957,822
Net cash used in operating activities	\$ (177,099)	\$ (673,223)

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(1) **Summary of Significant Accounting Policies:**

(a) **Nature of organization**—Tallahassee Community College Foundation, Inc. (the Foundation) was incorporated on February 23, 1981, as a Florida non-profit corporation under the provisions of 1004.70 Florida Statutes – Community College Direct Support Organizations. The Foundation was organized to aid the advancement of Tallahassee Community College (the College) and to support attending students by means of academic scholarships and student loans. The Foundation receives revenue primarily from private contributions, donated services from the College, fund raising events, and earnings from its managed investment pools. Subsequent to March 31, 2024, effective July 1, 2024, the Foundation changed its name to Tallahassee State College Foundation in accordance with College's name change to Tallahassee State College.

(b) **Basis of presentation and classification of net assets**—The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the Foundation's net assets and changes thereto are classified and reported as follows:

Net assets without donor restrictions - consists of amounts that are available for use in carrying out the supporting activities of the Foundation and are not subject to donor-imposed stipulations.

Net assets with donor restrictions - consists of amounts that are available for the purposes restricted by donors and grantors, a time restriction, or to be held in perpetuity with earnings restricted for a specific purpose. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

(c) **Land held for sale**—Land held for sale consists of real property donated to the Foundation, recorded and held at its fair value.

(d) **Income taxes**—The Foundation is exempt from income taxes on income from related activities under Section 501(c)(3) of the U.S. Internal Revenue Code and corresponding state tax law. Accordingly, no provision has been made for federal or state income taxes. Additionally, the Foundation has been determined not to be a private foundation under Section 509(a) of the Internal Revenue Code.

Due to its tax-exempt status, the Foundation is not subject to U.S. federal income tax or state income tax. The Foundation's Form 990 has not been subject to examination by the Internal Revenue Service or the state of Florida for the last three (3) years.

(e) **Advertising costs**—The Foundation expenses advertising costs as incurred.

(f) **Fair value measurements**—The Foundation's investments are stated at fair value (see Note 7). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(1) **Summary of Significant Accounting Policies:** (Continued)

(g) **Cash and cash equivalents**—For the purposes of reporting cash flows, the Foundation considers all highly liquid investments with an original maturity of three months or less to be cash, cash equivalents, or restricted cash.

The following are amounts for cash, cash equivalents, and restricted cash reported within the statement of financial position that sum to the total of the same such amounts shown in the statement of cash flows:

	2024	2023
Cash and cash equivalents	\$ 41,701	\$ 150,640
Cash restricted for endowment purposes	592,922	510,140
	\$ 634,623	\$ 660,780

(h) **Use of estimates**—The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(i) **Functional allocation of expenses**—The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. In-kind salaries and benefits provided by the College are allocated based on management’s estimate of time and effort. All other expenses are recorded based on the nature of the expense directly related to the functional category.

(j) **Adoption of new accounting standard**— In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that are not measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing a Foundation’s exposure to credit risk and the measurement of credit losses. Financial assets held by the Foundation that are subject to the guidance in FASB ASC 326 were contracts and trade receivables. The Foundation adopted the standard effective April 1, 2023. The impact of the adoption was not considered material to the financial statements.

(2) **Related Party Transactions:**

Personnel and certain facility costs are provided to the Foundation by the College. For the years ended March 31, 2024 and 2023, the Foundation has recorded these donated services at \$492,070 and \$426,929 for personnel services, \$62,142 and \$62,142 for facility costs, and \$113,805 and \$114,361 for other office expenses, respectively. The Foundation owed \$284,049 to the College for scholarships paid in advance by the College at March 31, 2024. No amounts were owed to related parties by the Foundation at March 31, 2023.

In addition, during the years ending March 31, 2024 and 2023, the Foundation utilized the services of vendors owned by board members in the amount of \$12,791 and \$23,072, respectively.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(3) Contributions Receivable:

Contributions receivable consist of unconditional promises to give for the Foundation’s Major Gifts Campaign and College Employee Giving Program. The present value of estimated future cash flows have been calculated using a discount rate of 4.21% and 3.60%, after providing for collection losses for the years ended March 31, 2024 and 2023, respectively. A summary of contributions to be collected follows:

	2024	2023
In one year or less	\$ 268,031	\$ 402,813
Between one year and ten years	781,924	553,812
	1,049,955	956,625
Less:		
Allowance for collection losses	(38,488)	(34,608)
Discounts for time-value of money	(256,066)	(97,589)
	\$ 755,401	\$ 824,428

The Foundation is the beneficiary of conditional promises to give. A conditional promise requires a future event to take place before the promise becomes binding on the donor. Typically, the Foundation has no control over the required event. As of March 31, 2024 and 2023, the Foundation was the beneficiary of various promises to give that did not meet recognition criteria of approximately \$3,671,000 and \$3,760,000, respectively. No receivable was recorded for these conditional pledges, nor was future support recognized.

(4) Land Held for Sale:

Land held for sale currently consists of one (1) parcel of real property. The proceeds are restricted to use in promotion and funding of higher education efforts of children graduating from Wakulla County Schools. As market conditions change, the parcel’s appraised value can suffer impairment losses from the determined fair market value recorded at date of donation. A summary of land held for sale, investment, and development is as follows:

	2024	2023
Approximately forty-eight (48) acres, DR. MLK Jr. Road, Crawfordville, Florida	\$ 605,000	\$ 605,000
Impairment loss	(195,000)	(195,000)
	\$ 410,000	\$ 410,000

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(5) **Investments:**

Investments are carried at fair value; realized and unrealized gains and losses are reflected in investment income, net, in the Statement of Activities. The following are the major types of investments held by the Foundation at March 31, 2024 and 2023:

	2024	2023
Investment pool	\$ 21,035,376	\$ 17,465,168
Bond mutual and exchange traded funds	1,353,012	1,231,445
	\$ 22,388,388	\$ 18,696,613

March 31, 2024

Investment pool consists of 96.6% in mutual funds, 3.4% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2024.

March 31, 2023

Investment pool consists of 96.1% in mutual funds, 3.9% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2023.

The investment return, which is included in revenue and support as a component of investment income, is composed of the following for the years ended March 31:

	2024	2023
Interest and dividends	\$ 514,727	\$ 283,213
Net realized gain (loss) on investments	17,240	127,587
Net unrealized gain (loss) on investments	2,984,704	(1,797,784)
Investment fees	(47,430)	(43,077)
	\$ 3,469,241	\$ (1,430,061)

(6) **Commitments:**

As of March 31, 2024 and 2023, the Foundation maintained programmatic grant commitments to the College in the amounts of \$99,500 and \$99,500 for promises to give conditional upon the College's satisfaction of compliance with donor/grantor restrictions.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(7) Fair Value Measurements:

This guidance establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

The guidance describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the Foundation has the ability to access as of the measurement date. The fair values of debt and equity investments that are readily marketable are determined by obtaining quoted prices from nationally recognized securities exchanges.

Level 2: Significant other observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable market data. The fair values of the Foundation's Level 2 closely-managed investment funds and land held for sale and investment are based on program management's estimate of the underlying value of the net assets and market appraisals of similar assets, respectively.

Level 3: Significant unobservable inputs that reflect a reporting entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of the fair value hierarchy. The lowest level of significant input determines the placement of the entire fair value measurement in the hierarchy.

Fair Value Measurements at March 31, 2024

<u>Description</u>	<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>	<u>Fair Value</u>
Investments restricted for endowment purposes:				
Money market funds	\$ 592,922	\$ -	\$ -	\$ 592,922
Domestic equity securities	11,175,516	-	-	11,175,516
International equity securities	6,514,665	-	-	6,514,665
Domestic bond mutual funds	1,999,353	-	-	1,999,353
International bond mutual funds	853,103	-	-	853,103
FEG pooled investments	-	492,740	-	492,740
Total investments restricted for endowment purposes:	<u>21,135,559</u>	<u>492,740</u>	<u>-</u>	<u>21,628,299</u>
Non-endowed investments:				
Equity mutual funds	338,585	-	-	338,585
Bond mutual and ETF's	1,014,426	-	-	1,014,426
Total non-endowed investments:	<u>1,353,011</u>	<u>-</u>	<u>-</u>	<u>1,353,011</u>
Nonfinancial assets:				
Land	-	410,000	-	410,000
Total assets	<u>\$ 22,488,570</u>	<u>\$ 902,740</u>	<u>\$ -</u>	<u>\$ 23,391,310</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(7) **Fair Value Measurements:** (Continued)

Fair Value Measurements at March 31, 2023				
Description	(Level 1)	(Level 2)	(Level 3)	Fair Value
Investments restricted for endowment purposes:				
Money market funds	\$ 510,140	\$ -	\$ -	\$ 510,140
Domestic equity securities	8,638,435	-	-	8,638,435
International equity securities	5,765,438	-	-	5,765,438
Domestic bond mutual funds	1,751,369	-	-	1,751,369
International bond mutual funds	745,568	-	-	745,568
FEG pooled investments	-	564,358	-	564,358
Total investments restricted for endowment purposes:	17,410,950	564,358	-	17,975,308
Non-endowed investments:				
Equity mutual funds	315,409	-	-	315,409
Bond mutual and ETF's	916,036	-	-	916,036
Total non-endowed investments:	1,231,445	-	-	1,231,445
Nonfinancial assets:				
Land	-	410,000	-	410,000
Total assets	\$ 18,642,395	\$ 974,358	\$ -	\$ 19,616,753

(8) **Endowments:**

The Foundation's endowments consist of one hundred fifty-one (151) donor restricted funds. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. Donor-restricted endowments are classified as net assets with donor restrictions.

Interpretation of Relevant Law—Florida has adopted the Uniform Prudent Management of Institutional Funds Act (UPMIFA), which became effective on July 1, 2012. Unless a donor imposes a restriction to the contrary, all endowment funds at the Foundation adhere to the spending policy adopted by the Foundation's Board of Directors. Although UPMIFA does not preclude the Foundation from spending below the original gift value of donor-restricted endowments, the Foundation considers a fund to be "underwater" if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument.

The Foundation has adopted a policy to not spend from "underwater" endowments unless directed otherwise by the donor.

With regard to donor restricted endowments, the Foundation respects and enforces the donor's restriction to preserve the historic gift value of the fund.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(8) **Endowments:** (Continued)

Endowment Spending Policy—The maximum endowment spending is equal to 4% of a five (5) year moving average of endowment fund balances starting from the most recent calendar year end. If an endowment does not have five (5) years of historical returns, then the calendar year end balance would be averaged to the extent available. The payout is subject to the following provisions:

1. No disbursement will be made if the endowment fund balance is less than corpus, defined as donor restricted contributions to be held in perpetuity, at the time of the spending calculation.
2. The endowment spending payout is limited to the lesser of the maximum endowment spending calculated above, or the amount by which the endowment fund balance exceeds corpus.

Endowment Investment Policy—The endowment investment policy adopted by the Foundation’s Board of Directors seeks long-term growth of principal to preserve and grow Foundation assets, cover expenses, and maintain the approved spending rate of the funds. The Foundation maximizes the probability that the funds will meet or exceed an annualized target rate of return, adjusted for inflation, by having a target rate of return equal to the Board-adopted spending policy’s percentage amount plus inflation and expenses. The Board of Directors considers and seeks to minimize appropriate risks when overseeing the funds managed by its contracted investment advisor and selecting its investment strategies. The strategies for achieving the Foundation’s investment objectives include a well-diversified portfolio, target allocations in each investment category, guidelines and restricted investments, benchmarks for performance of each asset class, low fees, performance measurement, regular monitoring, and detailed reports.

Endowment net assets composition by type of fund as of March 31, 2024:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 9,432,439	\$ 9,457,633	\$ 18,890,072

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 9,064,702	\$ 6,735,091	\$ 15,799,793
Investment return, net	-	3,327,731	3,327,731
Contributions	367,737	-	367,737
Transfers	-	56,486	56,486
Amounts appropriated for expenditure	-	(661,675)	(661,675)
	\$ 9,432,439	\$ 9,457,633	\$ 18,890,072

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(8) **Endowments:** (Continued)

Endowment net assets composition by type of fund as of March 31, 2023:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 9,064,702	\$ 6,735,091	\$ 15,799,793

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 9,073,004	\$ 8,811,731	\$ 17,884,735
Investment return, net	-	(1,443,203)	(1,443,203)
Contributions	318,079	-	318,079
Transfers	(326,381)	-	(326,381)
Amounts appropriated for expenditure	-	(633,437)	(633,437)
	\$ 9,064,702	\$ 6,735,091	\$ 15,799,793

(9) **Concentrations of Credit Risk:**

The more significant concentrations of credit risk are as follows:

- (a) **Demand and time deposits**—The Foundation maintains cash and time deposits with several financial institutions and brokerage houses. The Foundation has no policy requiring collateral or other security to support its deposits, although all demand and time deposits with the financial institutions are federally insured up to FDIC limits. At brokerage houses, amounts are insured by the Securities Investor Protection Corporation (SIPC) up to the SIPC limits.
- (b) **Financial instruments**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include investments. The investments are held in high quality institutions and companies with high credit ratings.
- (c) **Contributions receivable**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include contributions receivable. The contributions receivable is made up of pledge receivables from donors.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(10) Net Assets with Donor Restrictions:

Net assets with donor restrictions as of March 31, 2024 and 2023, are restricted for the following purposes:

	<u>2024</u>	<u>2023</u>
Subject to expenditure for specified purpose:		
Scholarships and grants	\$ 872,199	\$ 836,507
Academic, student programs, and support	790,724	542,649
Facility Support	427,761	576,050
Pledges receivable with purpose restrictions, net	381,927	655,184
	<u>2,472,611</u>	<u>2,610,390</u>
Subject to the passage of time:		
Pledges receivable without restrictions, net	-	106,431
Land	410,000	410,000
	<u>410,000</u>	<u>516,431</u>
Subject to spending policy and appropriation:		
Accumulated gains and term endowments	9,462,679	6,735,091
Pledges receivable to be held in perpetuity, net	52,446	62,813
Endowment funds restricted in perpetuity	9,374,897	8,983,131
	<u>18,890,022</u>	<u>15,781,035</u>
Total net assets with donor restrictions	<u>\$ 21,772,633</u>	<u>\$ 18,907,856</u>

(11) Liquidity and Availability of Resources:

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>2024</u>	<u>2023</u>
Non-endowed cash and cash equivalents	\$ 41,701	\$ 150,640
Non-endowed investments	1,353,012	1,231,445
Current portion of contributions receivable	268,031	402,814
	<u>\$ 1,662,744</u>	<u>\$ 1,784,899</u>

It is the Foundation's policy to employ cash at all times in short term cash equivalents to provide safety, liquidity and return. The Foundation regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment return of its available funds. The Foundation has various sources of liquidity at its disposal, including cash, cash equivalents, bond mutual funds and exchange traded funds.

For the purposes of analyzing resources available to meet general expenditures over a twelve (12) month period, the Foundation considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. Endowment spending and endowed assets are not included in this calculation, refer to Note 8 for information on the Endowment spending policy of the Foundation.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2024 AND 2023

(12) **Subsequent Events:**

The Foundation has evaluated events and transactions for potential recognition or disclosure in the financial statements through July 24, 2024, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed.



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors,
Tallahassee Community College Foundation, Inc.

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tallahassee Community College Foundation, Inc. (a Florida non-profit organization), which comprise the statements of financial position as of March 31, 2024 and 2023, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated July 24, 2024.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

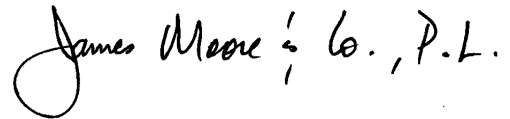
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida
July 24, 2024

PUBLIC SAFETY ACADEMY HOUSING, INC.
Havana, Florida

FINANCIAL STATEMENTS

March 31, 2024 and 2023

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MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

TBL
THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

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OF COUNSEL
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W. FREDERICK THOMSON, C.P.A.

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Public Safety Academy Housing, Inc.
Havana, Florida

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Public Safety Academy Housing, Inc. (a nonprofit organization), which comprise the statements of financial position as of March 31, 2024 and 2023 and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Public Safety Academy Housing, Inc. as of March 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Public Safety Academy Housing, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Safety Academy Housing, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Safety Academy Housing, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 29, 2024 on our consideration of Public Safety Academy Housing, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Safety Housing, Inc.'s internal control over financial reporting and compliance.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on page 4 be presented to supplement the basic financial statements. Such information, although not a part of basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiring with management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Thomson Block Audit Company

Tallahassee, Florida
August 29, 2024

PUBLIC SAFETY ACADEMY HOUSING, INC.
Management's Discussion and Analysis

The discussion and analysis of Public Safety Academy Housing, Inc.'s financial statements provides an overview of the financial activities for the year ended March 31, 2024. Management has prepared the financial statements and the related footnote disclosures along with the discussion and analysis. Responsibility for the completeness and fairness of this information rests with the preparers. The discussion and analysis contains activities of the Public Safety Academy Housing, Inc. for fiscal years 2024 and 2023.

Public Safety Academy Housing, Inc. was incorporated on February 26, 2003, as a direct support organization of Tallahassee State College for the purpose of financing and constructing a housing facility at the College's Florida Public Safety Institute. The housing facility was financed by a \$9 million mortgage note and was completed on January 4, 2006. Upon completion, Public Safety Academy Housing, Inc. executed an agreement with the College whereby the College leases the housing facility from Public Safety Academy Housing, Inc. and is responsible for operating and maintaining the facility. During the fiscal year ended March 31, 2015, the Organization refinanced its original mortgage rate and borrowed an additional \$575,000 in a separate mortgage note payable to renovate and refurbish the dormitory. All revenues generated by the facility are retained by the College. In exchange, Public Safety Academy Housing, Inc. receives monthly lease payments totaling \$807,000 for the fiscal year ending March 31, 2024, for its mortgage payments and operating expenses.

By design, Public Safety Academy Housing, Inc. was limited in its establishment to obtaining the financing and constructing the housing facility, with all post completion activities to be the responsibility of the College. Accordingly, 2024 financial activities consist of monthly lease receipts, mortgage payments, and the recognition of certain costs (depreciation) incurred during prior years but recognized as current year expenses. The nature of Public Safety Academy Housing, Inc.'s future activities can be expected to remain consistent with those of the 2024 fiscal year.

See independent auditors' report.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF FINANCIAL POSITION
March 31, 2024 and 2023

	2024	2023
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ <u>90,998</u>	\$ <u>1,642</u>
TOTAL CURRENT ASSETS	90,998	1,642
PROPERTY AND EQUIPMENT, Net	<u>4,473,047</u>	<u>4,710,629</u>
	\$ <u><u>4,564,045</u></u>	\$ <u><u>4,712,271</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of mortgage notes payable	\$ 719,417	\$ 638,955
Interest payable	<u>4,617</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	724,034	638,955
LONG-TERM LIABILITIES		
Mortgage notes payable	<u>179,209</u>	<u>898,626</u>
TOTAL LIABILITIES	903,243	1,537,581
NET ASSETS		
Invested in capital assets, net of related debt	3,569,804	3,173,048
Unrestricted	<u>90,998</u>	<u>1,642</u>
	<u><u>3,660,802</u></u>	<u><u>3,174,690</u></u>
	\$ <u><u>4,564,045</u></u>	\$ <u><u>4,712,271</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
Years Ended March 31, 2024 and 2023

	2024	2023
OPERATING REVENUE		
Lease income	\$ 807,000	\$ 763,500
OPERATING EXPENSES		
Depreciation	237,582	240,138
Contractual services	7,276	7,332
Bank service fees	66	79
Licenses	<u>61</u>	<u>-</u>
	<u>244,985</u>	<u>247,549</u>
OPERATING INCOME	562,015	515,951
NONOPERATING EXPENSE		
Interest expense	<u>75,903</u>	<u>83,701</u>
CHANGE IN NET ASSETS	486,112	432,250
BEGINNING NET ASSETS	<u>3,174,690</u>	<u>2,742,440</u>
ENDING NET ASSETS \$	<u><u>3,660,802</u></u>	<u><u>3,174,690</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF CASH FLOWS
Years Ended March 31, 2024 and 2023

	2024	2023
CASH FLOWS FROM OPERATING ACTIVITIES		
Rents and fees collected	\$ 807,000	\$ 763,500
Payments to vendors	(7,403)	(7,411)
Payments for interest expense	(71,286)	(89,579)
NET CASH PROVIDED BY OPERATING ACTIVITIES	728,311	666,510
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Principal payments on long-term debt	(638,955)	(733,441)
NET CASH USED IN CAPITAL AND RELATED FINANCING ACTIVITIES	(638,955)	(733,441)
NET INCREASE (DECREASE) IN CASH	89,356	(66,931)
CASH AT BEGINNING OF YEAR	1,642	68,573
CASH AT END OF YEAR	\$ 90,998	\$ 1,642
RECONCILIATION OF CHANGES IN NET ASSETS TO CASH PROVIDED BY OPERATING ACTIVITIES		
Changes in net assets	\$ 486,112	\$ 432,250
Adjustments to reconcile change in net assets to cash (used in) provided by operating activities:		
Depreciation	237,582	240,138
(Decrease) increase in liabilities:		
Interest payable	4,617	(5,878)
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 728,311	\$ 666,510

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2024 and 2023

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Formation and Nature of Business - Public Safety Academy Housing, Inc. (the "Organization") was incorporated on February 26, 2003 as a direct support organization of Tallahassee State College (the "College"), within the meaning of Section 240.331, Florida Statutes, or any successor provision. The Organization was formed, among other purposes, to make available housing to participants in programs affiliated with the Florida Public Safety Institute. At the direction of the Board of Trustees of Tallahassee State College, income derived by the Organization, subject to the assignment of revenue and other amounts derived from the operation of the facility, may be transferred to the Tallahassee State College. The Organization is a component unit of Tallahassee State College and is included in the College's annual report.

A summary of significant accounting policies follows:

Basis of Accounting - The Organization follows financial reporting requirements for enterprise funds, which use the accrual basis of accounting. Under this method, revenue is recorded when earned and expenses are recognized when incurred.

Property and Equipment - Cost directly associated with the construction of the housing complex, including interest incurred from financing during the construction period is capitalized to the cost of the building, and depreciation is provided over the building's estimated life of thirty-nine (39) years on a straight line basis.

Furniture and equipment with a value of or costing over \$500 is recorded at cost and depreciated over its estimated useful life of five (5) to seven (7) years on a straight line basis.

Income Taxes - The Organization is exempt from income taxes on income from related activities under Section 501(c)(3) of the U.S. Internal Revenue Code and corresponding state tax law. Accordingly, no provision has been made for federal or state income taxes. Additionally, the Organization has been determined not to be a private foundation under Section 509(a) of the Internal Revenue Code.

The Organization has reviewed and evaluated the relevant technical merits of each of its tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes, and determined that there are no uncertain tax positions that would have a material impact on the financial statements of the Organization.

Cash Equivalents - For purposes of the statement of cash flows, all highly liquid instruments with a maturity of three (3) months or less are considered to be cash equivalents.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2024 and 2023

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Election to Apply FASB Accounting Standards Codification - The Organization has elected to apply all FASB Accounting Standards Codification, except for those that conflict with GASB pronouncements, as permitted by GASB Statement No. 62, “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA pronouncements.”

Subsequent Events - Management has performed an analysis of the activities and transactions subsequent to March 31, 2024, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2024. Management has performed their analysis through August 29, 2024, the date of this report.

NOTE 2 - RELATED PARTY TRANSACTIONS

On May 21, 2004, the College entered into a long-term lease to rent ten (10) acres of land to the Organization in order to build the housing complex. Terms of the lease grants the Organization the use of the land for a ninety-nine (99) year term at less than fair market value rates of \$1 each year, paid in advance.

In November 2005, the Organization executed an agreement with the College to operate the housing complex. Terms of the agreement include monthly lease revenue that varied between \$65,000 and \$67,000 for the fiscal year, with automatic annual lease renewals unless thirty (30) day prior notice of cancellation is given by either party. Total lease income earned amounted to \$807,000 and \$763,500 for the years ended March 31, 2024 and 2023, respectively.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment as of March 31, 2024 and 2023, is summarized as follows:

Depreciation expense for the years ended March 31, 2024 and 2023 amounted to \$237,582 and \$240,138, respectively.

	<u>2024</u>	<u>2023</u>
Building	\$ 8,491,790	\$ 8,491,790
Furniture and equipment	<u>592,650</u>	<u>592,650</u>
	9,084,440	9,084,440
Accumulated depreciation	<u>(4,611,393)</u>	<u>(4,373,811)</u>
	<u>\$ 4,473,047</u>	<u>\$ 4,710,629</u>

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2024 and 2023

NOTE 4 - MORTGAGE NOTES PAYABLE

Mortgage notes payable as of March 31, 2024 and 2023, were as follows:

	2024	2023
<p>\$6,017,876 refinanced mortgage note payable executed November 10, 2014 with Gadsden County, Florida and assigned to a commercial lender; bearing interest at 2.75% through December 31, 2017, then at 3.34% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 2.45%; payable in monthly installments of principal and interest, maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases</p>	\$ 805,811	\$ 1,379,525
<p>\$575,000 mortgage note payable executed November 10, 2014, with Gadsden County, Florida and assigned to a commercial lender. The note bears interest at 3.99% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 3.25%; payable in monthly installments of principal and interest; maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	<u>92,815</u> 898,626 <u>(719,417)</u>	<u>158,056</u> 1,537,581 <u>(638,955)</u>
<p>Less: current portion</p>	\$ <u>179,209</u>	\$ <u>898,626</u>

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2024 and 2023

NOTE 4 - MORTGAGE NOTES PAYABLE (Continued)

As of March 31, 2024, the scheduled maturities of the mortgage notes payable were as follows:

	<u>Principal</u>	<u>Interest</u>	
March 31, 2025	\$ 719,417	\$ 34,997	
2026	<u>179,209</u>	<u>1,728</u>	
	<u>\$ 898,626</u>	<u>\$ 36,725</u>	

NOTE 5 – RECLASSIFICATIONS

Certain reclassifications have been made to the 2023 current portion of mortgage notes payable and long term mortgage notes payable to conform with 2024 presentation.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Public Safety Academy Housing, Inc.
Havana, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Public Safety Academy Housing, Inc. (a Florida nonprofit organization), which comprise the statements of financial position as of March 31, 2024 and 2023, and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated August 29, 2024.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Public Safety Academy Housing, Inc.'s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of Public Safety Academy Housing, Inc. are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Tallahassee, Florida
August 29, 2024

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W. FREDERICK THOMSON, C.P.A.

August 29, 2024

To the Board of Directors
Public Safety Academy Housing, Inc.
Havana, Florida

We have audited the financial statements of Public Safety Academy Housing, Inc. for the years ended March 31, 2024 and 2023, and have issued our report thereon dated August 29, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated January 8, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Public Safety Academy Housing, Inc. are described in Note 1 to the financial statements. No changes were made to the significant accounting policies for the fiscal year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements; a listing of the adjustments is attached to this letter. Additionally, any misstatements that were considered to be immaterial and were not proposed as adjustments are summarized in a schedule, Audit Difference Evaluation Form, which is attached to this letter.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 29, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We have communicated recommendations in a separate letter titled Management Letter for the fiscal year ended March 31, 2024.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Public Safety Academy Housing, Inc.

August 29, 2024

Page 3

This information is intended solely for the use of the board and management of Public Safety Academy Housing, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Thomson Block Capital Company

August 29, 2024

PUBLIC SAFETY ACADEMY HOUSING, INC.
SUMMARY OF AUDIT DIFFERENCES
March 31, 2024

Current Year

	<u>Over (Under)</u> <u>Changes in Net Assets</u>
Statement of activities misstatements:	
None	\$ _____ -
Cumulative effect (before effect of prior year differences)	-
Effect of unadjusted audit differences – prior year:	_____ -
Cumulative effect (after effect of prior year differences)	<u>\$ _____ -</u>

	Statement of Net Assets	Statement of Changes in Net Assets
Reclassification adjustments:		
	\$ <u> 0 </u>	\$ <u> 0 </u>
	_____	_____
	_____	_____

	<u>Over (Under)</u> <u>Changes in Net Assets</u>
Statement of financial position misstatements:	
Current assets	\$ -
Total assets	-
Current liabilities	-
Total liabilities	-
Net Assets:	
Beginning	-
Ending	\$ -

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MANAGEMENT LETTER

Board of Directors
Public Safety Academy Housing, Inc.
Tallahassee, Florida

In planning and performing our audit of the financial statements of Public Safety Academy Housing, Inc. (the "Organization") as of and for the years ended March 31, 2024 and 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audits, we have become aware of matters that are an opportunity for strengthening internal control and operating efficiency. This letter does not affect our report dated August 29, 2024, on the financial statements of the Organization.

We will review the status of these comments during our next audit engagement. We have already discussed these matters previously with management and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing any recommendations. Our comments are summarized as follows:

Prior Year's Recommendations

Reconciliation of Loan Principal Payments with Bond Document (Best Practice):

In a previous year, we identified a discrepancy between the principal payments for the \$575,000 note payable and the bond document's amortization schedule. This discrepancy in the principal payments invoiced by the bank has persisted into the current year. As of March 31, 2024, the difference in the principal balance is \$5,262. Despite this, no misstatement has been found in the financial statements, and the bank has extended the loan payment schedule accordingly. No recommendation is being provided at this time.

Current Year's Recommendations

Insufficient Bank Funds (Deficiency)

During our review of bank transactions, we observed that the Organization attempted to make payments on the loans before ensuring there were sufficient funds in the bank account. This resulted in a bank fee that the Organization paid. We recommend conducting a review to verify that adequate funds are available before initiating loan payments.

We wish to thank the Executive Director and her staff for their support and timely assistance during our audit.

The report is intended solely for the information and use of the Board of Directors, management, and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Thomson Block & Company

August 29, 2024

September 16, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: FY 2023-2024 Carry Forward Spending Plan

Item Description

This item presents the College's spending plan for state operating funds carried forward from the prior fiscal year, 2023-24.

Overview and Background

Pursuant to Florida Statutes, 1013.841, the College shall submit for Board approval a proposed spending plan for any state operating funds carried forward from the prior fiscal year, which is in excess of the minimum 5% of the College's operating budget. Upon approval, the spending plan must be submitted to the State Board of Education for their review.

While Statutes call for TSC to have a fund balance of exactly 5%, please note the following:

- A 5% fund balance would not make one payroll, which is \$4.8 million.
- A 5% fund balance is approximately 20 days of our operating budget.
- The fund balance provides a safety net for fluctuation in enrollment and other revenue.
- The fund balance provides a contingency for natural disaster and other emergencies.

Funding/ Financial Implications

The funds identified as carry forward will be utilized as necessary, without negative implications on the College's operating budget.

Past Actions by the Board

The Board approved the FY 2022-2023 Carry Forward Spending Plan on September 18, 2023.

Recommended Action

Approve the FY 2023-2024 Carry Forward Spending Plan.

Tallahassee State College
 2024-25 Florida College System Carryforward Spending Plan
 Pursuant to 1013.841, Florida Statutes
 July 1, 2024

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY 2024-25	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(g) Commitment to contingency reserve related to state declared emergency	Natural Disaster Contingency	16,305	1	1	2024-25	The natural disaster contingency is based on deductible of 3% of Total Effected Values over a 3-year period, which is \$1,878,463. A partial amount of the total is included in this spending plan.
2.	(e) Operating expenditures	Difference to maintain two months in fund balance	2,819,962	1	1	2024-25	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. This represents the shortfall to that amount.
3.	(e) Operating expenditures	State Group Health Insurance employer premium for seven months of FY25.	2,698,176	1	1	2024-25	This amount will cover the difference between the amount budgeted under our current health insurance premium and the amount required for the first seven months on the State Plan.
4.	Select Category						

Total as of July 1, 2024: *	\$ 5,534,443
Amount Requiring Spending Plan	\$ 5,534,443

September 16, 2024

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.

CONSTRUCTION STATUS REPORT – SEPTEMBER 2024

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	99%	September 2024	Punch List
PJ-0357	SM 114 - Classroom Renovations	100%	August 2024	Complete
PJ-0165	SM 118 - Classroom Renovations	75%	September 2024	In progress
PJ-0260	SM 129 - Classroom Renovations	100%	August 2024	Complete
PJ-0360	SM 211 - Classroom Renovations	100%	August 2024	Complete
PJ-0499	HSS 255 - Classroom Renovations	100%	August 2024	Complete
PJ-0355	CH 233 - Classroom Renovations	75%	September 2024	In progress
PJ-0356	CH 234 - Classroom Renovations	100%	August 2024	Complete
PJ-0531	HSS 107 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0532	SM 130 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0533	SM 210 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0534	SMA 140 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0535	TPP 182 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0536	TPP184 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0537	TPP 188 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0538	TPP 204 - Classroom Renovations	5%	September 2024	In progress, AV ordered
PJ-0501 PJ-0502	Ceiling and Window Replacements WD 208, 219	50%	September 2024	Ceiling complete; Windows on order
PJ-0501 PJ-0502	Ceiling and Window Replacements TPP 204	50%	September 2024	Ceiling complete; Windows on order
PJ-0501 PJ-0502	Ceiling and Window Replacements AD 219	50%	September 2024	Ceiling complete; Windows on order

PJ-0501	Ceiling Replacements AD 208/209	50%	September 2024	Ceiling complete; Windows on order
PJ-0501 PJ-0502	Ceiling and Window Replacements DH 206	50%	September 2024	Ceiling complete; Windows on order
PJ-0502	Window Replacements AD 248	10%	September 2024	Window on order
PJ-0426	Window Replacement DH Sim Lab AP 160	5%	October 2024	Awaiting bids
N/A	EN Bldg#01 – Air Duct Cleaning	100%	August 2024	Complete
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,660 Trip Hazards Replaced 74 sections of Sidewalk Repaired 156' of new curb
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg# 1,2,5,6,8,9,11N,11S,12,18, 27,30,35,39,41	90%	October 2024	Awaiting materials for Building#01, 12 and 18; New Mini split HVAC ordered for SM Bldg#18 & CH Bldg#05
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0447	LSC – Metal Coping/Roofing	95%	September 2024	Punch List
PJ-0341	Athletics – Softball / Baseball Complex Improvements	35%	October 2024	Work commenced 5/14/2024
PJ-0505	Bleacher Repairs – Softball / Baseball	50%	September 2024	In progress
PJ-0428	CUP Renovation and Infrastructure	75%	June 2025	Materials ordered
PJ-0467	Lightning Protection - CUP	20%	September 2024	In progress
PJ-0365	CUP Control Room and ADA Restrooms	70%	September 2024	Construction in progress
PJ-0428	CUP - Install Air Dirt Separator	10%	December 2024	Christmas shut down
PJ-0428	SM Bldg#18 1, 2, 3 & 4 AHU Replacement	10%	September 2024	Materials ordered
PJ-0428	FPAC Bldg#12 AHU 6 & 7 Replacement	90%	September 2024	In progress
PJ-0428	Library Bldg#30 AHU 1 Replacement	10%	October 2024	PO issued
PJ-0428	Replace Smardt Chiller	5%	November 2024	Materials ordered
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	20%	March 2025	Equipment ordered and expected by Fall 2024
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval

PJ-0414	Parking Garage Bldg#37 Repairs	20%	September 2024	Repairs in progress
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	10%	Summer 2025	Design underway by BKJ, Scheduled during Summer Break
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	20%	TBD	100% CD's expected in November
PJ-0436	Solar Powered Covered Walkways	15%	October 2024	Materials ordered
PJ-0445	English Bldg#01 Restrooms Renovation	50%	October 2024	Under construction
PJ-0378	C-Cure Locks / NIST 800-171	25%	December 2024	Parts for 8 locations on order Total 28 to be accomplished: 8 In progress 12 completed
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 735,627 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 36,781 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	25%	TBD	Underway – PO to DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	95%	September 2024	3 of 3 Chillers and Pumps received and installed Controls to be completed in August
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	85%	September 2024	Parts on order
N/A	Install Water Treatment/Filters for Chilled Water/Hot Water	80%	September 2024	Chill water complete; Hot water to be scheduled
PJ-0448	Housing Outside Air Unit - East	85%	September 2024	Installation in progress
PJ-0448	Housing Outside Air Unit - West	10%	November 2024	PO issued
N/A	Housing/Dorm Modernization	45%	August 2025	Replacement of lights, toilets, beds, etc.
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	95%	September 2024	Tank installed, awaiting insulation
PJ-0448	Dining Facility Renovations	35%	September 2024	Roof Access, Awaiting Fabrication
PJ-0478	Defensive Tactics HVAC Renovations	95%	September 2024	HVAC/Infrastructure Upgrades
PJ-0480	FPSI Housing Elevator Modernization	10%	October 2024	Scheduling repairs
PJ-0483	FPSI Dorm Annex Windows	30%	September 2024	PO issued
PJ-0489	FPSI Dorm Wing South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0484	FPSI Bridge and Sidewalks	95%	September 2024	Repairs in progress
PJ-0486	FPSI Stormwater Drainage	60%	October 2024	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	October 2024	Commenced repairs
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
PJ-0494	Classroom Building Restroom Upgrades and ADA Compliance	65%	October 2024	Underway

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0467	Lightning Protection	5%	October 2024	Awaiting roof repairs, PO Issued 06/05/2024
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	PO Issued
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	Project under review
PJ-0431	CFI Smoke Exhaust Removal	40%	November 2024	Construction underway
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
PJ-0497	CFI – 3 rd Floor Renovation	5%	January 2025	GMP to September BOT for approval
PJ-0488	CFI Roof	70%	September 2024	In progress

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH
N/A	Student Lockers	100%	August 2024	Complete

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
N/A	Solar Panel Framework Restoration / Soft Scrub Solar Panels	75%	September 2024	In progress
PJ-0522	Paint/Refinish Pole Barn #1	25%	September 2024	In progress
N/A	Paint Light Poles and Handrails	25%	September 2024	In progress
N/A	Replace All Exterior Fans	25%	September 2024	In progress

September 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of August 2024.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$52,004.59
Clemons, Rutherford & Associates, Inc. - \$4,051.01
DAG Architects, Inc. - \$7,017.59
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the August 6, 2024 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 1
 Project Invoice No. 2



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO 020281 - 1

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

Project Name:
Library Improvements - Conceptual Schematic Design
 Date: 9/2/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$0.00	\$28,075.00
Phase 2- Design Development	\$56,315.00	0%	\$0.00	\$0.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	0%	\$0.00	\$0.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	0%	\$0.00	\$0.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$0.00	\$8,785.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	0%	\$0.00	\$0.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	0%	\$0.00	\$0.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	0%	\$0.00	\$0.00	\$0.00
Phase 12- Energy Forms	\$750.00	0%	\$0.00	\$0.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$0.00	\$8,040.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	0%	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$275,145.00		\$44,900.00	\$0.00	\$44,900.00
Total due Architect/Engineer					\$44,900.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (Typed Name and Title)

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



Change Order

Purchase Order Number	PO-020281 - 1
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0496 Library Improvements - Maker Spaces - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting** CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for additional fees. NEW PO TOTAL: \$275,145.00

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	275,145.00	0.00	275,145.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				275,145.00

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

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

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

Director of Procurement and Auxiliary Services
 Dustin Frost

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



Change Order

Purchase Order Number	PO-020281 - 1
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

INVOICE NO. 5



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-017874

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

Project Name:
EN Building | ADA Restroom and Mechanical
Improvements
Date: 9/2/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Phase 1- Existing Conditions Drawings	\$5,827.50	100%	\$5,827.50	\$5,827.50	\$0.00
BASIC SERVICES					
Phase 2- Schematic Design	\$9,330.00	100%	\$9,330.00	\$9,330.00	\$0.00
Phase 3- Design Development	\$16,895.00	100%	\$16,895.00	\$16,895.00	\$0.00
Phase 4- Construction Documents	\$21,985.00	100%	\$21,985.00	\$21,985.00	\$0.00
Phase 5- Permitting/Bid	\$3,158.00	100%	\$3,158.00	\$3,158.00	\$0.00
Phase 6- Construction Administration	\$15,057.00	50%	\$7,528.50	\$3,764.25	\$3,764.25
OTHER PROJECT COST					
Reimbursable Expenses	\$200.00	100.00%	\$200.00	\$200.00	\$0.00
GRAND TOTALS	\$72,452.50		\$64,924.00	\$61,159.75	\$3,764.25
Total due Architect/Engineer					\$3,764.25

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0399 CIF 22/23 ADA Improvements - EN Bldg#01 - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	72,452.50	0.00	72,452.50

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the requested architectural and engineering services for the proposed ADA restroom and mechanical improvements to the 1st floor of the EN building located on the TCC Site 1 campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated June 6, 2023. Phases Include: Existing Condition Drawings, Schematic Design, Design Development, Construction Documents, Permitting/Bid, Construction Administration. **REF: TCC RFQ 2022-11				72,452.50

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

Director of Procurement and Auxiliary Services
 Dustin Frost

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

Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

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

INVOICE NO. 3
 PROJECT INVOICE NO. 5



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-019124

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

Project Name:
 AC Building #8 Third Floor Improvements

Date: 9/2/24

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Design Development	\$20,965.00	100%	\$20,965.00	\$20,965.00	\$0.00
Construction Documents	\$26,400.00	100%	\$26,400.00	\$26,400.00	\$0.00
Permit/Bid	\$3,150.00	100%	\$3,150.00	\$0.00	\$3,150.00
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICE					
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00
Reimbursable Expenses	\$250.00	100%	\$250.00	\$59.66	\$190.34
GRAND TOTALS	\$63,955.00		\$53,605.00	\$50,264.66	\$3,340.34
Total due Architect/Engineer					\$3,340.34

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (Typed Name and Title)



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

Date 3/5/2024
 Invoice # 115389
 Ordered By: Michael Lamantia
 Terms Card on File

Bill To

BKJ, Inc
 1621 Physicians Drive
 Tallahassee, FL 32308

Account # B015

Charge Amount 373.69
 Invoice / Past Due Balance
 Employee [Signature]

Customer Billing Information:

23.148
 TCC
 AC Building
 3rd Floor Improvements

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	62	1.85	114.70T
8.5 x 11 B&W Copy	1,244	0.18	223.92T
GBC Bind with Covers	2	4.50	9.00T

Please Remit Payment To:

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

Tax ID# 20-8045535

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

Subtotal	\$347.62
Sales Tax (7.5%)	\$26.07
Total	\$373.69

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



Purchase Order

Purchase Order Number	PO-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	63,955.00	0.00	63,955.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				63,955.00

Messages

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

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

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

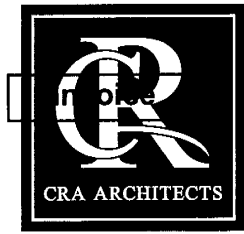
Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.

Director of Procurement and Auxiliary Services
 Dustin Frost

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

Purchase Order

Purchase Order Number	PO-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

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

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

www.craarchitects.com

August 8, 2024

Project No: 22021.00

Invoice No: 16451

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

Project 22021.00 TCC CUP AUTOMATED CONTROLS ADDITION
 PURCHASE ORDER# PO-015247-1

Professional Services from August 1, 2023 to August 31, 2024

Phase 100 CENTRAL UTILITY PLANT BASIC SERVICES

Fee

Billing Phase	Fee	Percent Complete	Earned
CENTRAL UTILITY PLANT	0.00	0.00	0.00
SCHEMATIC DESIGN	3,215.03	100.00	3,215.03
DESIGN DEVELOPMENT	4,286.70	100.00	4,286.70
CONSTRUCTION DOCUMENTS	8,573.40	100.00	8,573.40
BIDDING	1,071.68	100.00	1,071.68
CONSTRUCTION ADMINISTRATION	4,286.69	60.00	2,572.01
TOILET ROOM ADDITION	0.00	0.00	0.00
SCHEMATIC DESIGN	1,848.75	100.00	1,848.75
DESIGN DEVELOPMENT	2,465.00	100.00	2,465.00
CONSTRUCTION DOCUMENTS	4,930.00	100.00	4,930.00
BIDDING	616.25	100.00	616.25
CONSTRUCTION ADMINISTRATION	2,465.00	60.00	1,479.00
Total Fee	33,758.50		31,057.82

Previous Fee Billing 27,006.81
 Current Fee Billing 4,051.01

Total Fee 4,051.01

Total this Phase \$4,051.01

Phase 110 CENTRAL UTILITY PLANT

Total this Phase 0.00

Total this Invoice \$4,051.01

Project	22021.00	TCC CUP AUTOMATED CONTROLS ADDITION	Invoice	16451
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Billings to Date

	Current	Prior	Total
Fee	4,051.01	27,006.81	31,057.82
Consultant	0.00	2,970.00	2,970.00
Totals	4,051.01	29,976.81	34,027.82

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



Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
 Clemons, Rutherford & Associates, Inc.
 2027 Thomasville Rd.
 Tallahassee, FL 32308
 United States of America

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

Comments:
 PJ-0428 Renovate Central Utility Plant & Infrastructure - Main Campus - A/E Fees
 Contact: Trey.Kimbrel@tcc.fl.edu
 Invoice: Jenny.Shuler@tcc.fl.edu

INTERNAL ONLY CHANGE ORDER NO. 3
 Updating accounting worktag on lines to include new FUND.
 NO CHANGE TO PO TOTAL OR DESCRIPTION

INTERNAL ONLY CHANGE ORDER #2
 Updating budget/worktag information for lines. Adding New Line 3 to replace existing line 1 remaining balance in the amount of \$3,245.71. Updated line 2 to reflect correct budget/worktag.
 NO CHANGE TO PO TOTAL OR DESCRIPTION

CHANGE ORDER #1
 Adding New Line 2 in the amount of \$12,325.00 for Toilet Rooms Addition to CUP Bldg#28.
 NEW PO TOTAL: \$33,758.50

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	33,758.50	0.00	33,758.50

Director of Procurement and Auxiliary Services
 Dustin Frost

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

Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				18,187.79
2		A/E fees for the Toilet Rooms addition to the existing Central Utility Plant building#28. Specifics per attached proposal dated July 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				12,325.00
3		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				3,245.71

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

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

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

Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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



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

Invoice number 21094_0724
 Date 07/31/2024
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	52.63	36,525.00	36,525.00	0.00
Task 3 - Existing Conditions	54,500.00	54.13	29,500.00	29,500.00	0.00
Task 4 - Planning Elements	164,500.00	85.03	136,742.75	139,877.75	3,135.00
Task 5 - Decision Themes	31,600.00	78.61	24,841.25	24,841.25	0.00
Task 6 - Master Plan & Graphics	39,900.00	100.00	39,900.00	39,900.00	0.00
Task 7 - Conclusion	1,933.00	96.74	1,870.00	1,870.00	0.00
Total	363,333.00	75.00	269,379.00	272,514.00	3,135.00

Invoice total **3,135.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0524	05/31/2024	17,851.21			17,851.21		
21094_0624	06/30/2024	9,350.00		9,350.00			
21094_0724	07/31/2024	3,135.00	3,135.00				
	Total	30,336.21	3,135.00	9,350.00	17,851.21	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Destin
Atlanta
Pensacola
Melbourne
Tallahassee
Panama City

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

Invoice number 23007_0724
Date 07/31/2024

Project 23007 TCC MAIN CAMPUS AP BLDG
DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	10,487.25	100.00	0.00	0.00
Design Development	13,983.00	13,983.00	100.00	0.00	0.00
Construction Documents	24,470.25	24,470.25	100.00	0.00	0.00
Bidding & Negotiations	3,495.75	3,495.75	100.00	0.00	0.00
Construction Administration	17,478.75	13,983.42	100.00	0.00	3,495.33
Total	69,915.00	66,419.67	100.00	0.00	3,495.33

Reimbursables

Construction Administration

	Units	Rate	Billed Amount
Miles	578.00	0.67	387.26

Invoice total 3,882.59

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0724	07/31/2024	3,882.59	3,882.59				
	Total	3,882.59	3,882.59	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.

September 16, 2024

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: Guaranteed Maximum Price – TSC Center for Innovation (CFI) Third Floor Renovations Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TSC Center for Innovation (CFI) Third Floor Renovations Project.

Overview and Background

This project includes renovations to the third floor at TSC's downtown Center for Innovation (CFI) Building No. 01. Scope includes improvements to the doors, windows, interior finishes, fire system, plumbing, HVAC and electrical. The building will remain partially occupied during construction and is located at TSC Center for Innovation (CFI) Campus (Site 4), 300 West Pensacola Street, Tallahassee, FL 32301.

The requirements for the GMP solicitation process were reviewed and completed by CSI Contracting, Inc. The bid specifications were approved by TSC and CSI Contracting, Inc., and released to the public on July 26, 2024. Proposals from sub-contractors were opened on August 27, 2024 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the TSC Center for Innovation (CFI) Third Floor Renovations Project is \$735,048.00 with supporting documents attached. The GMP total includes the base bid of \$688,930.00 with the acceptance of Alternate#1 \$11,713.00, Alternate#2 \$31,030.00 and Alternate#3 \$3,375.00.

Funding/ Financial Implications

The Guaranteed Maximum Price (GMP) for this project is \$735,048. This construction contract will be funded from Local College funds.

Past Actions by the Board

The Board approved the Pre-Qualified Construction Manager at Risk (CMAR), CSI Contracting, Inc. under RFQ 2024-02 Pre-Qualification of Construction Manager Services, at the June 17, 2024 BOT meeting.

Recommended Action

Approve the attached Construction Manager Contract and Guaranteed Maximum Price from CSI Contracting, Inc., for the TSC Center for Innovation (CFI) Third Floor Renovations Project.



GUARANTEED MAXIMUM PRICE PROPOSAL FORM

TO: Tallahassee State College
444 Appleyard Drive
Tallahassee, Florida 32304-2815

FROM: Childers Construction Co.
3472 Weems Road, Unit 1
Tallahassee, FL 32301

Vendor ID: 000000609

PROJECT: Center for Innovation
3rd Floor Improvements
350 South Duval Street
Tallahassee, Florida 32301

I have received the Construction Documents, consisting of the Drawings and the Project Manual entitled “**CENTER FOR INNOVATION THIRD FLOOR IMPROVEMENTS**” dated **JUNE 26th, 2024** as prepared by **ARCHITECTS LEWIS + WHITLOCK**. I have also received the following Addenda numbers: **ONE AND TWO** and have included their provisions in my proposal. I have examined all the Construction Documents and the site and submit the following GMP.

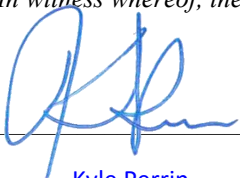
	\$ 688,930
Alternate #1	\$ 11,713
Alternate #2	\$ 31,030
Alternate #3	\$ 3,375

By submitting this proposal I agree:

- To enter into and execute a contract within ten (10) calendar days after notice of award, and to furnish performance bonds and labor and material payment bonds in accordance with the general conditions.
- To accomplish the work in accordance with the Contract Documents and to commence such work on the date to be specified by the Architect in the written “Notice to Proceed” and to substantially complete the project on or before the date specified in the Contract Documents and to final completion within 30 days from substantial completion.
- To pay as liquidated damages, the sum of \$500.00 for each consecutive day after the date for substantial completion, as specified in the Contract.
- To pay the sum of ¼ of the rate previously indicated for each consecutive day beginning 30 days after the date of substantial completion until final completion.
- To allow being withheld 3 times the installed market value of any item on the punch list, as determined by the Architect, that has not been completed at the time of final completion.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, TALLAHASSEE STATE COLLEGE and their agents, against any cost, damage or expense which it may incur or be caused by an error in my (our) preparation of same.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this day of September 3rd, A.D., 2024.



Kyle Perrin
Authorizing Signature

9-3-2024

Date

AGREEMENT BETWEEN THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE STATE COLLEGE AND CONSTRUCTION MANAGER FOR CERTAIN PROJECTS

THIS AGREEMENT made this 16th day of **September, 2024**, between The District Board of Trustees of Tallahassee State College (hereinafter called “TSC”) and **CSI Contracting, Inc.** (hereinafter called the Construction Manager”).

Whereas, the primary intent of this Agreement is to obtain construction management services for the TSC project, **Center for Innovation (CFI) 3rd Floor Renovations**.

To carry out the intent of this Agreement, TSC and the Construction Manager agree as set forth below:

ARTICLE 1

Definitions

- 1.1 Terms used in this Agreement shall have the following meanings:
 - 1.1.1 “Contract Documents” means this Agreement and all other documents relevant to the services, projects, and construction addressed in this Agreement.
 - 1.1.2 “Trade Contractor” means any contractor or subcontractor providing construction and/or services related to the projects herein. “Trade Contractor” and “Subcontractor” shall be used interchangeably.

ARTICLE 2

The Construction Team and Extent of Agreement

- 2.1 The Construction Manager agrees to furnish its best skill and judgment and to cooperate with the Architect/Engineer and TSC’s representatives, where applicable, in furthering the interests of TSC and meeting its obligations under this Agreement. The Construction Manager agrees to furnish efficient business administration, management, and superintendence and to use its best efforts to complete the Projects to which it is assigned in an expeditious, competent, and economical manner consistent with the interests of TSC.
- 2.2 The Construction Team: The Construction Manager, TSC, TSC’s representative, and the Architect/Engineer (collectively the “Construction Team”) will work as a team through the commencement of Construction Manager’s services and construction completion. The Construction Manager shall provide leadership to the Construction Team on all matters relating to construction. The Architect/Engineer will provide leadership to the Construction Team on all matters relating to design.
- 2.3 Extent of the Agreement: This Agreement is complementary to the Drawings and Specifications, Project Manuals, Purchase Orders, and any future specific agreements between the parties, and together with them, represents the entire agreement between TSC and the Construction Manager and supersedes all prior negotiations, representations or agreements. If this Agreement conflicts with the Drawings and Specifications, Project Manuals, Purchase Orders, or any other future agreements between the parties, this

Agreement shall control unless expressly provided for otherwise in a writing signed by both parties. Where this Agreement is silent, the requirements of the Drawings and Specifications, Project Manual and purchase orders will prevail. This Agreement may be amended only by written instrument signed by TSC and the Construction Manager.

ARTICLE 3

Construction Manager's Services

- 3.1 The Construction Manager's Basic Services under this Agreement include construction and management services for certain Projects which cost \$0 - \$4,000,000 each (Projects). Each specific Project will be described in a Purchase Order pursuant to the terms of this Agreement. The Purchase Order shall be considered part of the Contract Documents and incorporated into this Agreement. The Construction Manager will submit a guaranteed maximum price proposal for each Project. Should TSC and Construction Manager not reach an agreement (which would be confirmed by a Purchase Order) on the Project, TSC reserves the right to cease negotiations for that Project and perform the work by other means, including but not limited to employing a different construction manager, without affecting this Agreement or any other Project.
- 3.2 The Construction Manager shall cooperate closely with the Architect/Engineer, TSC, TSC's representative, and the building code inspector and shall be responsible for the successful completion of the Projects.
- 3.3 Unless otherwise authorized by TSC, all Work shall be performed under Trade Contracts held by the Construction Manager. **The Construction Manager may not bid any of the Trade Contractor Work** or perform such Work with its own forces or employees unless it obtains prior written consent of TSC. The Construction Manager shall:
 - 3.3.1 Provide preliminary evaluation of the Project and Project budget requirements, each in terms of the other. Assist TSC and the Architect/Engineer in achieving mutually agreed upon Project and Project budget requirements and other design parameters. Provide cost evaluations of alternative materials and systems.
 - 3.3.2 Review all design documents for constructability and compliance with applicable laws, rules, codes, design standards, and ordinances. Prior to bid, without assuming the responsibilities of the Architect/Engineer, the Construction Manager shall bring to TSC's attention any Work or construction items necessary to deliver to TSC an operational and complete Project.
 - 3.3.3 Advise about site use and improvements, selection of materials, building systems, and equipment and methods of Project delivery. Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurements, installation and construction, and factors related to cost.
 - 3.3.4 Provide for a Project Schedule that coordinates and integrates the Construction Manager's services, the Architect/Engineer's services, and TSC's responsibilities with anticipated construction schedules.

- 3.3.5 Coordinate the documents related to Construction Manager's services, consult with TSC and the Architect/Engineer regarding Drawings and Specifications, and recommend alternative solutions whenever design details affect construction feasibility, cost, or schedules.
- 3.3.6 Develop a Project Construction Schedule providing all major elements such as phasing of construction and times of commencement and completion required of each Trade Contractor or subcontractor. Provide the Project Construction Schedule for each set of bidding documents. Continually update cost estimates and make recommendations to keep each Project within the budget.
- 3.3.7 Administer the construction as provided herein and in accordance with any further terms and/or conditions that might apply. Unless otherwise provided for in this Agreement or in the Purchase Order for each individual Project, the Work and Construction Manager's services hereunder will comply with the following: the current edition of AIA Document A201, General Conditions and Supplementary General Conditions; and the document forms and Special Conditions contained in the Project Manual for each Project.
- 3.3.8 For each Project, ensure that the Work is commenced within 10 days after receipt of the executed Purchase Order and Notice to Proceed from TSC.
- 3.3.9 Develop Trade Contractor interest in the Project and conduct pre-bid conferences with interested bidders to review the relevant documents. Take competitive bids on the Work of the various Trade Contractors. The Construction Manager may require bidders to submit bid bonds or other bid security acceptable to the Construction Manager as a prerequisite to bidding on the Work. Analyze and evaluate the results of the various bids and their relationship to budgeted and estimated amounts, and prepare for review with TSC and Architect/Engineer a bid tabulation analysis and such other support data as necessary to properly compare the various bids and their responsiveness to the designated scope of Work. Specifically, review the scope of Work in detail with apparent low and best bidders and attempt to achieve additional savings through negotiation whenever practical. Maintain records of all pre-award interviews with apparent low bidders. Prepare and submit written recommendations to TSC and Architect/Engineer for award of Trade Contracts by the Construction Manager identifying the Minority Business Enterprises to be utilized. Promptly award and execute Trade Contracts with Trade Constructors that are approved by TSC. Provide copies of fully executed Trade Contracts, insurance certificates, and bonds to TSC.
- 3.3.10 Manage, schedule and coordinate the Work, including the Work of the Trade Contractors, in conformity with this Agreement and the activities and responsibilities of TSC, Architect/Engineer and Construction Manager in order to complete each Project in accordance with TSC's objectives of cost, time and quality. Develop and maintain a program, acceptable to TSC and Architect/Engineer, to assure quality control of the construction. Supervise the Work of all subcontractors, providing instructions to each when its Work does not conform to the requirements of the plans and specifications and continue to manage each subcontractor to ensure that corrections are made in a timely manner so as to not affect the efficient progress of the Work. Should disagreement occur between the Construction Manager and the Architect/Engineer over acceptability of Work and conformance with the requirements of the specifications and plans, TSC shall be the final judge of performance and acceptability.

- 3.3.11 Maintain exclusively for each Project the level of staff at the Project site necessary to coordinate, manage, and direct the Work and progress of the Trade Contractors on the Project. All of the Construction Manager's on-site management and supervisory personnel shall be consistent with that provided in Construction Manager's response to the Request for Proposals, consistent with the industry standards within the construction industry, and shall not be removed or replaced without TSC's consent which shall not be unreasonably withheld. TSC shall have the right to direct the Construction Manager to remove or replace any on-site personnel whose performance becomes unsatisfactory to TSC. In such event, the Construction Manager shall promptly replace such personnel, without consideration of additional compensation for the replacement.
- 3.3.12 Establish on-site organization and lines of authority in order to carry out the overall plans of the Construction Team. Identify an on-site staff member to represent the Construction Manager, on a daily basis, with authority to negotiate Change Orders and contract modifications on behalf of the Construction Manager. Make available such executive personnel as necessary to execute Change Orders or other contract modifications on behalf of the Construction Manager so as not to delay the progress of the Work.
- 3.3.13 Establish procedures for coordination among TSC, Architect/Engineer, Trade Contractors and Construction Manager with respect to all aspects of the Work. Implement such procedures, incorporate them into a project resource manual, and distribute manuals to the Construction Team.
- 3.3.14 Provide contract administration and recommend approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; and keep a daily log of all site visits and observations.
- 3.3.15 Require of the various Trade Contractors such drawings and specifications as may be necessary to properly coordinate the Work among the Trade Contractors.
- 3.3.16 In coordination with the Architect/Engineer, establish and Implement procedures for the efficient processing and disbursement of shop drawings and samples, as reasonably required to perform the Work and construction contemplated herein.
- 3.3.17 Consider TSC's Minority Business Enterprise ("MBE") requirements when developing bid packages. TSC has established a goal of 30% MBE participation on each Project and the Construction Manager shall encourage and utilize minority enterprises in the performance of the services described in each project, if warranted. The award of subcontracts or trade contracts should include the full diversity of the citizens of the State of Florida, if warranted
- 3.3.18 Schedule and conduct weekly progress meetings with Trade Contractors to review such matters as job procedures, construction progress, schedules, shop drawing status and other information as necessary. Provide prior notice to TSC and Architect/Engineer of all such meetings, and prepare and distribute minutes of such meetings. Attend periodic Team meetings scheduled by the Architect/Engineer and/or TSC.
- 3.3.19 Review each Project schedule with the various Trade Contractors. Regularly monitor and update each Project schedule as construction progresses. Identify potential variances between scheduled and probable completion dates. Review schedule for Work not started, or incomplete, and make adjustments in the schedule to meet the scheduled completion

date. Provide summary reports of the Work progress and document all changes in each schedule. Regular schedule updates and reports shall be included as part of the monthly project report outlined in Subparagraph 3.3.32 herein. Provide TSC with each Project schedule and discuss the schedule at progress meetings.

- 3.3.20 Determine the adequacy of the Trade Contractors' personnel and equipment, and the availability of materials and supplies to meet each Project schedule. In consultation with TSC and the Architect/Engineer, take necessary corrective actions when requirements of a Trade Contract or a Project schedule are not being met.
- 3.3.21 Whenever TSC-Furnished Contractor-Installed (TSCFCI) materials or equipment are shipped to the Project site, the Construction Manager shall notify TSC and shall be responsible for their acceptance, proper storage, and incorporation into the Work, provided the scope of the TSC-Furnished Contractor-Installed (TSCFCI) work is included within the Guaranteed Maximum Price.
 - 3.3.21.1 TSC may elect to purchase materials and equipment included in any Trade contractor's bid for a portion of the Work directly from the supplier of such materials or equipment in order to achieve sales tax savings. Such materials and equipment are referred to herein as "Direct Purchase Materials". At the time the Construction Manager provides TSC with the bid tabulation analysis as required by this Agreement (which bids shall include the cost of all potential Direct Purchase Materials, freight charges FOB project site, and sales taxes applicable thereto), the Construction Manager shall submit to TSC a list, prepared by applicable Trade Contractors, of materials and equipment appropriate for consideration by TSC as direct Purchase Materials.
 - 3.3.21.2 If TSC elects to purchase any Direct Purchase Materials, it shall so notify the Construction Manager and the construction Manager shall thereafter promptly furnish to the TSC, at least seven (7) days prior to the date such Direct Purchase Materials must be ordered, a purchase order request reflecting the approved Direct Purchase Materials, together with acceptable evidence that the Construction Manager competitively bid for the portion of the Work which includes the Direct Purchase Materials. Acceptable evidence means, at a minimum, that the Construction Manager performed all advertising required by this Agreement, utilized pre-qualification criteria approved by TSC and obtained written, sealed quotes from at least (3) bidders for the applicable portions for the Work; or provide a written explanation if any of the above criteria is not met. In addition, the Construction Manager shall reduce the applicable Trade Contractor's subcontract amount by the cost of the Direct Purchase Materials and sales tax related thereto.
 - 3.3.21.3 Upon TSC's receipt of the purchase order request and supporting materials, TSC will review the same and, if approved, issue a purchase order directly to the supplier of the applicable Direct Purchase Material, with delivery F.O.B. Project site. Upon delivery of the Direct Purchase Materials to the Project site, the Construction Manager shall ensure that the Direct Purchase Materials are as requested in TSC's purchase order. The Construction Manager shall immediately document receipt of the materials and the content of the shipment and shall forward all paperwork including Receiving Reports, Bills of Lading, Packing Slips, Invoices and associated back-up documentation to TSC. Upon receipt of the properly prepared invoice from the supplier, TSC will process the invoices and issue payment directly to the applicable supplier.

- 3.3.21.4 Upon issuance of a purchase order to the material supplier, the Construction Manager shall develop an Owner's Contingency budget within the Schedule of Values. Use of these funds will be at the sole discretion of TSC and may, at the direction of TSC, be incorporated into a deductive change to the Guaranteed Maximum Price.
- 3.3.21.5 At no additional cost to TSC and as required by the Agreement, the Construction Manager shall continue builders risk insurance on the Direct Purchase Materials, naming TSC as the insured or an additional insured. TSC shall reimburse the Construction Manager for the cost of such insurance as provided by the Agreement. _____ Initial _____ Initial
- 3.3.21.6 Except to the extent modified by this section, the Construction Manager shall be responsible for satisfying all of its other obligations with respect to the Direct Purchase Materials pursuant to this Agreement, as if the direct Purchase Materials had been purchased by it. There shall be no additional charge to TSC for services provided pursuant to this section.
- 3.3.24 The Construction Manager shall develop and maintain an effective system of Project cost control which is satisfactory to TSC. Revise and refine the initially approved Project construction budget, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed. Identify variances between actual and budgeted or estimated costs and advise TSC and Architect/Engineer whenever projected costs exceed budgets or estimates. Cost Control reports shall be included as part of the monthly report outlined in Subparagraph 3.3.32 herein.
- 3.3.25 The Construction Manager shall maintain a system of accounting consistent with generally accepted accounting principles. The Construction Manager shall preserve all accounting records for a period of four (4) years after final acceptance of the Work. TSC shall have access to all such accounting records at any time during the performance of the Work and for a period of four (4) years after final acceptance of the Work.
- 3.3.26 Without assuming any of the Architect/Engineer's responsibilities for design, recommend necessary or desirable changes to TSC and the Architect/Engineer, review requests for changes, and submit recommendations for changes to TSC and Architect/Engineer.
- 3.3.27 When requested by TSC or Architect/Engineer, promptly prepare and submit estimates of probable cost for changes proposed in the Work, including similar estimates from the Trade Contractors. If directed by TSC, promptly secure formal written Change Order Proposals from such Trade Contractors.
- 3.3.28 Be responsible for initiating, maintaining and supervising effective safety programs and require similar programs of the Trade Contractors. The OSHA guidelines shall serve as the basis for the construction safety programs.
- 3.3.29 Promptly notify TSC, in writing, upon receiving notice of filing of any charge of non-compliance from OSHA, or upon receiving notification that a federal or state inspector shall visit or is visiting the Project site.
- 3.3.30 At progress meetings with Trade Contractors, conduct a review of job safety and accident prevention, and prepare minutes of such meetings that will be available to TSC's representative on request.

- 3.3.31 Make provisions for Project security acceptable to TSC, to protect the Project site and materials stored off-site against theft, vandalism, fire and accidents, etc., as required by job and location conditions. Mobile equipment and operable equipment at the site, and hazardous parts of new construction subject to mischief, shall be locked or otherwise made inoperable or protected when unattended.
- 3.3.32 Record the progress of the Project. Submit written monthly progress reports to TSC and the Architect/Engineer including information on the Trade Contractors' Work, the percentage of completion, current estimating, computerized updated monthly Critical Path Method scheduling and project accounting reports, including Estimated Time to Completion and Estimated Cost to Complete. Keep a daily log of activities and the status of each Project available to TSC and the Architect/Engineer. Report and record such additional information related to construction as may be requested by TSC.
- 3.3.33 Schedule and coordinate all inspections and tests required by the specifications and the Building Code Inspector.
- 3.3.34 Ensure that all subcontractors are keeping as-builts up to date. TSC shall have the right to view as-builts at any time. As-builts shall be maintained at the job site.
- 3.3.35 Ensure and document correction of non-conforming and substandard work, in conjunction with TSC's representative.
- 3.3.36 Schedule and coordinate test and balance, substantial completion, building commissioning, and occupancy inspections.
- 3.3.37 Coordinate the delivery of instructions for operating all building systems, including training of maintenance staff of TSC.
- 3.3.38 Prepare final project accounting and provide written evaluation of the Architect/Engineer and major subcontractors.
- 3.3.39 Provide a minimum one-year warranty on all parts and labor. Other warranties as specified.
- 3.3.40 Ensure timely completion of warranty work during the warranty period.
- 3.3.41 Schedule warranty inspections and ensure timely completion of required work generated by the inspections.
- 3.3.42 Assist in the transfer of the Project to TSC, including the delivery of as-builts, warranties, guaranties, and operating instructions.
- 3.3.43 The Construction Manager shall be responsible for the removal, encapsulation, transportation and disposal of any hazardous material, including, without limitation, any asbestos or asbestos-related products as may be required in connection with the Work. Hazardous materials, as described by federal guidelines, brought to the site by the Construction Manager or the Trade Contractors, shall remain their responsibility for proper disposal. Any hazardous material not specifically shown on the documents shall be considered a concealed condition and may be the responsibility of the Construction

Manager in a Change Order increasing the Guaranteed Maximum Price for any additional costs incurred.

- 3.3.44 The Construction Manager shall be responsible for securing an NPDES permit from the Florida Department to Environmental Protection, if applicable. The construction Manager shall maintain a clean site, limiting exposure of litter and hazardous materials to stormwater, and shall be responsible for erosion control and stormwater sediment. The Construction Manager is responsible for any penalties or fines incurred due to improper maintenance of permit documentation or of the site.
- 3.3.45 The Construction Manager shall report all injuries to any personnel on the job site, no matter how minor, to TSC's project manager within 24 hours of occurrence.

ARTICLE 4

TSC's Responsibilities

- 4.1 TSC shall designate a representative to act on its behalf. This representative, or his/her designee, will monitor the progress of the Work, serve as liaison with the Construction Manager and the Architect/Engineer, receive and process communications and paperwork, and represent TSC in the day-to-day conduct of the Project. The Construction Manager will be notified in writing of the representative and of his/her designee or any changes thereto.
- 4.2 TSC may retain an independent inspector to evaluate and advise as to the Construction Manager's services, the Work, the construction, and whether all applicable laws and regulations are being met. Such inspector shall not interfere or prevent the performance of the Work or construction.

ARTICLE 5

Schedule

- 5.1 The number of days for performance of the Work shall be established as part of the GMP and reflected in the Purchase Order Amendment for each Project
- 5.2 In the event TSC desires to accelerate the schedule for any portion of the Work, TSC shall notify the Construction Manager in writing. Within seven (7) days, the Construction Manager shall give TSC a revised Guaranteed Maximum Price for the acceleration which shall become a Change Order upon acceptance. TSC may then direct the Construction Manager to increase its staff and require its Trade Contractors to increase their manpower, or to work such overtime hours as may be necessary to accomplish the required acceleration in accordance with the approved Change Order. In such event, TSC shall reimburse the Construction Manager for the costs of such acceleration subject to the Guaranteed Maximum Price. In no event shall the Construction Manager be entitled to compensation in excess of the adjusted Guaranteed Maximum Price. The Construction Manager shall require accurate daily records of all costs of the required acceleration and shall provide such records to TSC.
- 5.3 TSC shall have the right to occupy, or use, any portion of the Work or area that is completed ahead of schedule. If use or occupancy ahead of schedule affects the Cost of the Work or

the schedule for the Work, the use or occupancy will be treated as a change in the Work in accordance with Article 10, herein.

ARTICLE 6

Guaranteed Maximum Price

- 6.1 The “Guaranteed Maximum Price” (“GMP”) includes Cost of the Work required by the Contract Documents for each Project, the Construction Manager’s Fee as defined in Article 7 herein, and the Construction Contingency as defined in Article 9 herein. The GMP will be established according to the formula herein and based on the Contract Documents for each Project. The GMP is subject to modification as allowed in this Agreement or for changes in the Work as provided in Article 10 herein. An acceptable detailed cost breakdown containing all costs that makeup the GMP shall be given to TSC prior to a purchase order being given.
- 6.2 The GMP will only include those taxes in the Cost of the Work which are legally enacted at the time the GMP is established. The anticipated tax savings under the Direct Material Purchase program shall be listed as a line item on the GMP.
- 6.3 All cost savings for the not-to-exceed value of the GMP shall be returned to TSC as part of the net aggregate savings established when final accounting is submitted upon final completion of the Work. “Cost savings” are the net difference obtained by deducting from the adjusted or final GMP, the Construction Manager’s Fee, the expended portions of the Construction Manager’s contingency and the actual expenditures representing the Cost of the Work as defined in Article 8 herein. Liquidated damages, if any, are different from and is not a part of, this calculation.
- 6.4 By execution of this Agreement, the Construction Manager certifies that all factual unit costs supporting the fees specified in this Agreement are accurate, complete and current at the time of negotiations; and that any other factual unit costs that may be furnished TSC in the future to support any additional fees that may be authorized will also be accurate and complete. The fees specified in this Agreement and any additional fees that may be authorized in the future shall be adjusted to exclude any significant sums which TSC determines was due to inaccurate, incomplete, or non-current factual unit costs.
- 6.5 Adjustments to the GMP will be made as permitted by this Agreement or future Contract Documents.
- 6.6 In no event will TSC be obligated to pay the Construction Manager more than the adjusted or final GMP.

ARTICLE 7

Payments to Construction Manager

- 7.1 In consideration of the performance of the Agreement, TSC agrees to pay the Construction Manager, as compensation for its services, as follows:
- 7.1.1 Upon acceptance of the GMP, which includes the Construction Manager’s Fee, the Cost of the Work, and the Construction Contingency, payment will be made monthly according to

the following procedure. No later than the fifth (5th) of every month after the Purchase Order has been executed, the Construction Manager shall furnish copies of all invoices and evidence of expenditures related to the Work and construction, including, but not limited to, those related to the Trade Contractors, subcontractors, services, fees, and equipment. At the time of the furnishing of such invoices and evidence of expenditures, the Construction Manager shall also furnish an itemized statement for all expenditures during the period for which it seeks payment from TSC. The itemized statement shall provide the following in an easily understandable format: (1) the total payment sought for that period; and (2) a brief description and amount for each of the services, goods, and/or expenses for which payment is sought for that period. Within thirty (30) days of receipt of the properly submitted documents from the Construction Manager, TSC shall make payment to the Construction Manager pursuant to the terms of this Agreement and the Contract Documents.

7.1.2 Within seven working days from receipt of payment from TSC, the Construction Manager shall pay each Trade Contractor and/or subcontractor out of the amount paid to the Construction Manager on account of such Trade Contractor's and/or subcontractor's Work, the amount to which said Trade Contractor and/or subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Construction Manager on account of said Trade Contractor's and/or subcontractor's Work. The Construction Manager shall, by appropriate agreement with each Trade Contractor and/or subcontractor, require each Trade Contractor and/or subcontractor to make payments to its subcontractors in a similar manner.

7.1.3 As provided by Section 215.422, Florida Statutes, if a warrant in payment of an invoice is not mailed by TSC within 40 days after receipt of the invoice and receipt, inspection and approval of the services, TSC shall pay to the Construction Manager, in addition to the amount of the invoice, interest at the rate established in the Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is mailed to the Construction Manager. These provisions apply only to undisputed amounts for which payment has been authorized. Invoices or pay requests returned to the Construction Manager due to preparation errors will result in a payment delay. Payment requirements do not start until the documents required in this Article (Article 7) are properly submitted to TSC. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 488-2924 or by calling the State Comptroller's Hotline, (800) 848-3792.

7.2 The Construction Manager's fee for each project under this agreement shall be **8%**. Included in the Construction Manager's Fee is the following:

7.2.1 The cost of its home or branch office employees or consultants not at the Project site, including the cost of all pension contributions, hospitalizations, bonuses, phone, fuel and vehicle allowances, vacations, medical insurance assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries and other company overhead expenses for said home office employees.

7.2.2 General operating expenses of the Construction Manager's principal and branch offices other than the field office at the Project site.

- 7.2.3 Any part of the Construction Managers' capital expenses, including interest on the Construction Manager's capital employed for the Work.
- 7.2.4 Overhead and profit, or general expenses of any kind, except as may be expressly included in Article 8 herein, as Cost of the Work.
- 7.2.5 All travel and per diem costs of Construction Manager's employees and consultants.
- 7.2.6 The cost of estimating services which may be required during the construction phase in locations other than the Project site.
- 7.2.7 Minor expenses such as telegrams, long distance telephone calls, postage, office supplies, expressage, and similar items in connection with the Work.
- 7.2.8 All other expenses or costs associated in any way with the Work or construction contemplated in this Agreement, other than those provided for in Article 8 herein, as Cost of the Work.
- 7.3 Adjustments in the fee will be made as follows:
 - 7.3.1 Where otherwise allowed by this Agreement.
 - 7.3.2 For approved changes as evidenced by properly executed Change Orders.
 - 7.3.3 For delays in the Work caused solely by TSC, the Construction Manager shall be entitled to an additional fee to compensate the Construction Manager for its increased expenses. The amount of this increased fee shall be equal to the amount of the increased reasonable expenses as properly and timely submitted by the Construction Manager.

ARTICLE 8

Cost of the Work

- 8.1 The term "Cost of the Work" shall mean costs incurred in the Work as described and defined in Paragraph 8.2, below, and paid or incurred by the Construction Manager less any reimbursement for scrap value and discounts, subject to Article 11, herein. The term "wages" used herein shall include the straight time and overtime pay and the cost of associated employee benefits. Employee benefits include, but are not limited to, unemployment compensation, social security, compensated absences, and other mandatory and customary contributions and fringe benefits insofar as such costs are based on wages, salaries, or other remuneration paid to employees of the Construction Manager.
- 8.2 TSC agrees to pay the Construction Manager for the Cost of the Work as defined in Article 8, herein, through completion of the Work. Such payment shall be in addition to the Construction Manager's Fee as stipulated in Article 7, herein.
- 8.3 Cost of the Work for each Project includes and is limited to actual expenditure for the following cost items:

- 8.3.1 Subject to prior approval by TSC, wages paid for labor in the direct employ of the Construction Manager other than those provided under Article 7, herein, as part of the Construction Manager's Fee, in the performance of the Work under applicable collective bargaining agreements, or under a salary or wage schedule agreed upon by TSC and Construction Manager, and including such welfare or other benefits, if any, as may be payable with respect thereto.
- 8.3.2 The cost of all materials, supplies and equipment incorporated in the Work or stored on site, including cost of transportation and storage thereof shall be included in the Cost of Work.
- 8.3.3 Payments made by the Construction Manager to Trade Contractors for their Work performed pursuant to Trade Contracts with the Construction Manager.
- 8.3.4 Cost of the premiums for all insurance or bonds including Trade Contractor bonds which the Construction Manager is required to procure by this Agreement, or other insurance or bonds subsequently deemed necessary by the Construction Manager, and agreed upon by TSC.
- 8.3.5 Sales, use, gross receipt, or similar taxes related to the Work imposed by any governmental authority and for which the Construction Manager is liable.
- 8.3.6 Building and operating permit fees, inspection and filing fees, sewer and water fees, and deposits lost for causes other than the Construction Manager's own negligence. If royalties or losses and damages, including cost of defense, are incurred which arise from a particular design, process or the product of a particular manufacturer or manufacturers specified by TSC or Architect/Engineer, and the Construction Manager had no reason to believe there would be infringement of patent rights, such royalties, losses and damages shall be paid by TSC and the GMP shall be adjusted by Change Order to compensate the Construction Manager for the increased costs. If the Construction Manager has actual knowledge that use of the particular design, process or product would infringe a patent(s) and fails to provide written notice to TSC before using such design, process or product, then no royalties, losses or damages arising from use of such design, process or product shall be a Cost of the Work
- 8.3.7 Cost of removal and disposal of all debris including clean-up and trash removal.
- 8.3.8 Cost incurred due to an emergency affecting the safety of persons and/or property.
- 8.3.9 Legal costs reasonably, and properly, resulting from prosecution of the Work for TSC provided, however, that they are not the result of the Construction Manager's own negligence or malfeasance. Legal costs incurred in connection with disputes solely between the Construction Manager and TSC or incurred in connection with disputes solely between the Construction Manager and Trade Contractors are the responsibility of the Construction Manager and shall not be included in the Cost of the Work.
- 8.3.10 Cost to the Construction Manager of temporary electric power, lighting, water and heat required for the performance of the Work, or required to protect the Work from weather damage.
- 8.3.11 Cost to the Construction Manager of temporary safety-related protection including barricades and safety equipment, temporary roads and parking, dust control, pest control, installation and operation of temporary hoists, scaffolds, ladders and runways, and

- temporary project signs and costs of permits and fees necessary for the Work and construction contemplated by this Agreement.
- 8.3.12 Cost of watchmen or similar security services.
- 8.3.13 Cost of surveys, measurements and layout work reasonably required for the execution of the Work or the requirements of the Agreement.
- 8.3.14 Cost of preparation of shop drawings, coordination plans, photographs, or as-built documents not included in Trade Contracts.
- 8.3.15 Cost of data processing services required in the performance of the services as outlined in this Agreement.
- 8.3.16 All costs for reproduction of documents required or produced in connection with this project.
- 8.3.17 All costs directly incurred in the performance of the Work and not included in the Construction Manager's Fee set forth in Article 7, herein.
- 8.3.18 Cost of deductibles for insurance claims.
- 8.3.19 Cost, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workmen which are employed or consumed in the performance of the Work.
- 8.3.20 Rental charges of all necessary machinery and equipment, including hand tools used in the performance of the Work, whether rented from the Construction Manager or others, including installation repairs and replacements, dismantling, removal, costs of lubrication, transportation and delivery costs thereof.
- 8.3.21 Costs associated with setting up and demobilizing tool sheds, project field offices, temporary fences, temporary roads, and temporary fire protection.
- 8.3.22 The cost of its field employees, herein, or their approved replacements, including the cost of all pensions, contributions, hospitalization, bonuses, vacations, medical insurance, assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries for said field employees (Labor Burden). TSC will reimburse labor burden as a percentage of the total allowable benefits as established by the U.S. Bureau of Labor Statistics for the construction industry. The Labor Burden will be determined for each member of the jobsite team billable under staffing costs. The Labor Burden must be reviewed and approved by TSC before the commencement of the project and preparation of the GMP.
- 8.3.23 Cost of equipment such as typewriters, cameras, radios, telephone service at the site, computers, pagers, copiers, facsimile equipment, dictating units, trailers, vehicles and furniture purchased or rented by the Construction Manager, subject to approval by TSC.
- 8.3.24 All costs associated with the bidding of the work to Trade contractors, including advertising and document reproduction, whether these costs are incurred prior to or after the execution of a GMP Amendment to this Agreement.

ARTICLE 9

Construction Contingency

- 9.1 The GMP will include an agreed upon sum as the construction contingency which is included for the purpose of defraying the expenses due to unforeseen circumstances relating to the construction. The Construction Manager will be required to furnish documentation evidencing expenditures charged to this contingency prior to the release of funds by TSC. Documentation for use of the contingency shall be determined by the Construction Team. The Architect/Engineer shall verify the actual costs. Expenditures charged to the contingency shall have a signed authorization by TSC's representative prior to the expenditure being made. No funds shall be expended from the contingency fund without the written consent of TSC's representative. Such authorization shall not be unreasonably withheld. Remaining unused funds shall be credited in the final invoice to TSC.

ARTICLE 10

Changes in the Work

- 10.1 TSC, without invalidating this Agreement, may order changes in the Work within the general scope of this Agreement consisting of additions, deletions, or other revisions. All changes in the Work shall be authorized by TSC and identified by a Change Order which shall describe all changes, additions, deletions, and/or revisions of the Work and the corresponding changes in the Cost of the Work and Construction Manager's Fee. Except in cases of emergency endangering life or property, the Construction Manager shall allow no Changes in the Work without the prior written approval of TSC.

ARTICLE 11

Discounts

- 11.1 All quantity discounts shall accrue to TSC. All trade discounts, rebates and refunds, and all returns from the sale of surplus materials and equipment shall be credited to TSC.

ARTICLE 12

Insurance

- 12.1 At its own expense, Construction Manager shall obtain for itself and its personnel before providing any services, and will maintain the following insurance coverage throughout the term of this Agreement. Construction Manager shall name TSC as an additional insured on each insurance policy and provide a certificate of insurance evidencing such coverage to TSC upon request.
- 12.2 Comprehensive general liability insurance coverage (including, but not limited to, contractor's commercial liability coverage and automobile liability coverage for any vehicles

of Construction Manager) for services, Work, and construction contemplated under this Agreement, for limits not less than \$1 million per occurrence.

- 12.3 Property insurance upon the entire Work at the site for the full insurable replacement value thereof. This insurance shall include the interests of TSC, the Construction Manager, subcontractors, and Trade Contractors. Property damage coverage shall include “all risk” coverage for physical loss or damage to the property, equipment, and items.
- 12.4 Worker’s compensation insurance in the statutory coverage amount as required by the laws of the jurisdiction in which the services, Work, and construction are performed.
- 12.5 TSC may unilaterally elect to purchase Builders Risk insurance under a TSC Provided Insurance Program, in which case the Construction Manager will not be required to provide insurance, but will provide coordination with TSC and TSC’s insurance administrator, as required.

ARTICLE 13

Indemnity

- 13.1 Construction Manager agrees to indemnify, hold harmless and defend TSC, the State of Florida, its agencies, and all of their respective officers, employees, agents, and representatives from and against all liens, claims, demands, charges, suits, proceedings, causes of action of any type, in law or equity, liabilities, damages, penalties, fines, assessments, losses and expenses, including but not limited to interest, reasonable attorney’s fees and costs of suit, to the fullest extent permitted by Florida law, including but not limited to:
 - 13.1.1 Construction Manager’s failure to comply with the terms of this Agreement.
 - 13.1.2 Any bodily injury death or property damage, as a result of, or related to or connected with the work or construction contemplated under this Agreement
 - 13.1.3 Payment of withholding taxes, social security taxes, benefits (if applicable), unemployment and any other payroll deductions as required by law.
 - 13.1.4 Breach of any warranty.
 - 13.1.5 Failure to comply with the applicable federal, state, and local laws, statutes, ordinances, rules, regulations, codes, orders and/or programs related to the Work and the construction contemplated under this Agreement

ARTICLE 14

Payment and Performance Bond

- 14.1 For projects in excess of \$100,000 the Construction Manager shall secure a Payment and Performance Bond for 100% of the sum, up to the Guaranteed Maximum Price. The surety company issuing the bond must be licensed to do business in Florida and must have a Best

Rating of "A." The form of the Payment and Performance Bond shall be consistent with that provided for in A.I.A. Document A-312, latest edition.

ARTICLE 15

Miscellaneous Provisions

- 15.1 **BINDING EFFECT:** TSC and Construction Manager respectively bind themselves, their partners, successors, assigns and legal representatives of the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither TSC nor Construction Manager shall assign this Agreement without the written consent of the other.
- 15.2 **CONTROLLING LAW AND VENUE:** This Agreement shall be governed by the laws of the State of Florida. Venue for any lawsuit or action related to the breach or non-performance of any provision of this Agreement shall be in a court of competent jurisdiction in Leon County, Florida.
- 15.3 The Construction Manager warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Construction Manager) to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm (other than a bona fide employee working solely for the Construction Manager) any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.
- 15.4 As required by Section 287.058, Florida Statutes, this contract may be unilaterally canceled by TSC for refusal by the Construction Manager to allow public access to all documents, papers, letters, or other material subject to the provision of Chapter 119, Florida Statutes, and made or received by the Construction Manager in conjunction with the contract.
- 15.5 The Construction Manager warrants that neither it, nor any supplier, subcontractor, or consultant employed or to be employed in connection with this Project has been on the convicted vendor list for a public entity crime within the past 36 months, as required by Section 287.133, Florida Statutes.
- 15.6 **DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
- 15.7 **STANDARD OF PERFORMANCE:** Construction Manager shall provide the services under this Agreement in accordance with generally accepted industry standards of care and competence. Construction Manager hereby warrants that its personnel have the professional qualifications, skill, and competence to carry out the services contemplated in this Agreement.
- 15.8 **RELATIONSHIP:** The parties to this Agreement agree that the relationship created by this Agreement is that of an independent contractor. Nothing in this Agreement or any Work

Order shall be deemed to create an employment, partnership, agency, or joint venture relationship between the parties, the parties' staff or representatives.

- 15.9 TERM: This Agreement shall be in effect for the complete duration of this specific project from the date of execution of this Agreement. The terms and conditions herein shall apply equally to all extensions. It is hereby agreed that if the each specific sub- project is not "Substantially Complete" or within such further time if any, as in accordance with the provisions of the contract documents should be allowed for such substantial completion, the contractor shall pay to Owner as liquidated damage for such delay, and not as a penalty, \$1,500.00 (One Thousand Five Hundred dollars and no cents) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion has been fully accomplished. It is also hereby agreed that if each project is not finally completed in accordance with the requirement of the contract documents, the contractor shall pay to the owner as liquidated damages for such delay, and not as a penalty, one-fourth of the rate indicated above.
- 15.10 LICENSURE; COMPLIANCE WITH LAWS AND REGULATIONS: Construction Manager warrants that it is, and will remain during the term of this Agreement, a general contractor licensed in the State of Florida. Construction Manager further warrants that it will require all Trade Contractors and subcontractors to produce sufficient documentation to ensure they are properly licensed to perform the Work and construction contemplated in this Agreement. At all times related to the Work and construction contemplated in this Agreement, the Construction Manager must comply with all local, state and federal laws, rules, regulations and codes, and must require all Trade Contractors and subcontractors to do the same.
- 15.11 PERMITS AND LICENSES: Construction Manager shall obtain or require the Trade Contractors and subcontractors to obtain all necessary permits and licenses for the Work and construction contemplated under this Agreement. TSC is not responsible for obtaining such permits and licenses (unless TSC is the only entity which can obtain such permits and licenses).
- 15.12 NO MINIMUM AMOUNT OF SERVICES: The parties understand and agree that Construction Manager is not guaranteed any amount of fees, payments, or services during the term of this Agreement.
- 15.13 ENTIRE AGREEMENT: This Agreement and any future Work Orders and Contract Documents executed pursuant hereto constitute the entire Agreement of the parties and supersede all prior and contemporaneous agreements and understandings with respect thereto. No other document, including any agreement between TSC and Construction Manager shall be deemed to modify the terms of this Agreement unless expressly stated in writing to do so and signed by both parties.
- 15.14 SEVERABILITY: If any provision of this Agreement shall be deemed invalid or unenforceable, it shall be modified to the extent necessary to cure such invalidity or unenforceability, provided, however, that if such modification is not possible without creating a conflict with any other material term or condition of this Agreement, such invalid or unenforceable provision shall be deemed stricken from this Agreement.

15.15 PREVAILING PARTY’S ATTORNEY’S FEES: If any party initiates a lawsuit or cause of action based on this Agreement, the prevailing party shall be entitled to recover all reasonable attorney’s fees and costs incurred as a result of said lawsuit or cause of action.

IN WITNESS WHEREOF, the parties have affixed their signatures, effective on the date first written above.

******* CONSTRUCTION MANAGER *******

CSI CONTRACTING, INC.

Witness

By:_____

Witness

Date:_____

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

TALLAHASSEE STATE COLLEGE

Witness

By:_____

Witness

Date:_____

September 16, 2024

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 request Board approval for personnel actions.

Overview and Background

The College brings forth a request to update the Annual Salary Schedule, 2024 – 2025.

- Page 3 – TSC website updated
- Page 4 – Effective Date updated
- Page 4 – Deleted Maximum of Salary Range Language
- Page 6 – Clarified Language, no longer have a 200 series related to Pay Grades
- Page 14 – Deleted Language
- Page 19 – Deleted previous Pay Grade matrix replaced with new Pay Grade matrix which includes increased starting salaries, now reflecting as Appendix A.
- Pages 24 – 26 – Deleted table with Managerial/Professional Position Titles. Replaced with a Pay Grade matrix that includes Pay Grades for Managerial/Professional positions, now reflecting as Appendix B.

- Pages 27 – 35 Deleted table with references to previous Pay Grade and Classified Staff positions. Inserted new table with references to the new Pay Grades and Position Titles, now reflecting as Appendix C.

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective July 1, 2024.

Funding/ Financial Implications

This item is funded by the 2024-2025 Operating Budget.

Recommended Action

Approve updates to the 2024 – 2025 Salary Schedule as presented.



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2024 - 2025

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 District Board of Trustees 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.

WEBSITE

This Salary Schedule may be viewed online at:

[Salary Schedule 2024 - 2025](#)

GENERAL PROVISIONS

Effective Date

October 1, 2024

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.

SALARY STATEMENT

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

Exempt and Non-Exempt Status

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective July 1, 2024, federal guidelines require exempt positions earn a minimum of \$43,888 annually and meet additional federal requirements.

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

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

Essential Personnel

In the event of extraordinary situations, the college may suspend normal operations and classes in whole or in part. In such instances, staff designated as essential personnel must fulfill duties to: (1) ensure the continuation of critical College operations; (2) attend to the needs of students and other members of the

College community; and (3) protect the College's assets. Essential personnel may be exempt or non-exempt under FLSA standards and are designated by the appropriate executive team member.

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

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

Executive Positions/Senior Management

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

Administrative Positions

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

Managerial/Professional Positions

Positions designated as Managerial/Professional (GL Code 53000) are listed by Appendix B. 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. 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. Provided funds are available in the departmental budget, the salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources.

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

TEMPORARY ASSIGNMENTS

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

Interim Positions

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

Acting Assignment as Executive or Administrator

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

Additional Duties

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

Extraordinary Task or Project

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

Overlap in Position

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

RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

Promotion: Occurs when an employee is appointed to a position in a job classification that has a higher pay grade or level. Upon promotion, the employee will receive either an increase in salary to the base 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 twelve (12%) 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	\$35

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

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

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

Athletics

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

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

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

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

Other Classified Staff Provisions

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

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

RETIREES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

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

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

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

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

When an employee retires and enters the DROP program, the contribution amount into the 401a will be calculated based on fiscal year salary and terminal pay in increments. Contributions are made to the Plan at the end of each fiscal year of the DROP period leading up to your actual retirement date. The contribution amounts are based on salary and percentage of eligible sick leave. In accordance with College policy, employees terminating prior to the end date of their DROP will be paid 100% of their eligible sick leave

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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

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

Work-study Students

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

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

Other Time Limited Provisions

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

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

APPENDIX A
Pay Grades

Grade	Base Salary
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 Salary
Associate Dean, Academic Affairs	120	\$86,342.40
Associate Dean, Applied Sciences and Technology	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
Chief Engagement Officer	117	\$69,180.45
Chief of Campus Police	122	\$101,625.00
College Registrar	117	\$69,180.45
Dean, Applied Science and Technology	122	\$101,625.00
Dean, Career and Academic Planning	122	\$101,625.00
Dean, Communications and Humanities	122	\$101,625.00
Dean, Enrollment Services	122	\$101,625.00
Dean, Science and Mathematics	122	\$101,625.00
Dean, Social Science	122	\$101,625.00
Dean, Student Services	119	\$80,318.51
Director of Assessment and Accreditation	117	\$69,180.45
Director of Business and Workforce Development	119	\$80,318.51
Director of Career and Academic Planning	122	\$101,625.00
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 Financial Services	122	\$101,625.00
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, Academic Advising	116	\$65,886.15
Director, Athletics	117	\$69,180.45
Director, Business Process Improvement	119	\$80,318.51
Director, Call Center	116	\$65,886.15
Director, Certificate Programs	117	\$69,180.45
Director, Continuing Education Programs	117	\$69,180.45
Director, Facilities, Planning and Construction	122	\$101,625.00
Director, Grants and Special Projects	117	\$69,180.45
Director, Human Resources	122	\$101,625.00
Director, Information Technology Infrastructure	117	\$69,180.45

Position Title	Pay Grade	Base Salary
Director, Information Technology User Services	117	\$69,180.45
Director, Integrated Marketing	117	\$69,180.45
Director, Learning Commons	117	\$69,180.45
Director, Library Services	117	\$69,180.45
Director, Purchasing and Auxiliary Services	119	\$80,318.51
Director, Recruiting and Admissions	116	\$65,886.15
Director, Simulation Programs	117	\$69,180.45
Director, Special Projects and Innovation	119	\$80,318.51
Director, STEM Program	117	\$69,180.45
Director, TCC Online	117	\$69,180.45
Director, Teaching, Learning and Engagement	117	\$69,180.45
Director, Transfer Services	119	\$80,318.51
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

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 Salary
Academic Coordinator	Non-Exempt	108	\$45,435.74
Academy Program Coordinator	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Non-Exempt	111	\$52,597.55
Accounting Coordinator	Non-Exempt	107	\$43,585.35
Accounting Manager, FPSI	Non-Exempt	113	\$57,988.80
Accounting Specialist	Non-Exempt	104	\$37,650.57
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Non-Exempt	107	\$43,585.35
Advanced and Specialized Instructional Coordinator	Non-Exempt	111	\$52,597.55
AMTC Program Specialist	Non-Exempt	104	\$37,650.57
Application Developer	Non-Exempt	112	\$55,227.43
Application Specialist	Non-Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Non-Exempt	108	\$45,435.74
Assessment Analyst	Non-Exempt	107	\$43,585.35
Assistant Coach	Non-Exempt	103	\$35,857.83
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director of Student Services	Non-Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Financial Aid Operations and State Programs	Non-Exempt	112	\$55,227.43
Athletics and Campus Recreation Manager	Non-Exempt	107	\$43,585.35
Benefits & Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Non-Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Non-Exempt	111	\$52,597.55
Business Analyst (Academic)	Non-Exempt	111	\$52,597.55
Business Analyst (Admissions)	Non-Exempt	111	\$52,597.55
Business Analyst (Advising)	Non-Exempt	111	\$52,597.55
Business Analyst (Financials)	Non-Exempt	111	\$52,597.55
Business Analyst (HR)	Non-Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Non-Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Non-Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83

Position Title	FLSA Status	Pay Grade	Base Salary
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Non-Exempt	109	\$47,707.53
Career and Academic Advisor	Non-Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Non-Exempt	106	\$41,509.62
Case Manager (Student Services)	Non-Exempt	109	\$47,707.53
Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Non-Exempt	111	\$52,597.55
College Admissions Recruiter	Non-Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Non-Exempt	110	\$50,092.90
Communications Technology Manager	Non-Exempt	109	\$47,707.53
Compensation/Classification Analyst	Non-Exempt	107	\$43,585.35
Coordinator of International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Intramural and Assistant Coach	Non-Exempt	103	\$35,857.83
Coordinator, Student Life and Leadership	Non-Exempt	107	\$43,585.35
Corporate Solutions Manager	Non-Exempt	112	\$55,227.43
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Non-Exempt	107	\$43,585.35
Digital Media Technician	Non-Exempt	108	\$45,435.74
Dining Facilities Manager	Non-Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Director, Call Center	Exempt	116	\$65,886.15
Director, Recruiting and Admissions	Exempt	116	\$65,886.15
Emergency Management & Safety Coordinator	Non-Exempt	107	\$43,585.35
Employee Relations & Engagement Manager	Non-Exempt	112	\$55,227.43
Engagement Officer	Non-Exempt	108	\$45,435.74
Engineering Technician (Locksmith)	Non-Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Non-Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Non-Exempt	108	\$45,435.74
Executive Assistant	Non-Exempt	107	\$43,585.35
Executive Coordinator	Non-Exempt	107	\$43,585.35
Facilities Construction Administrator	Non-Exempt	112	\$55,227.43
Facilities Maintenance Superintendent	Non-Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base Salary
Facilities Manager	Non-Exempt	113	\$57,988.80
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Non-Exempt	109	\$47,707.53
Graphic Designer	Non-Exempt	108	\$45,435.74
Head Coach, Baseball	Non-Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Non-Exempt	109	\$47,707.53
Head Coach, Softball	Non-Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Non-Exempt	109	\$47,707.53
Healthcare Lead Instructor	Non-Exempt	112	\$55,227.43
Help Desk Consultant	Non-Exempt	107	\$43,585.35
Help Desk Manager	Non-Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Non-Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Non-Exempt	110	\$50,092.90
Landscaper	Non-Exempt	103	\$35,857.83
Lead Telecommunications Specialist	Non-Exempt	106	\$41,509.62
Learning and Development Manager	Non-Exempt	112	\$55,227.43
Learning Commons Specialist	Non-Exempt	105	\$39,532.50
Learning Commons Success Coach	Non-Exempt	104	\$37,650.57
Library Circulation Services Supervisor	Non-Exempt	105	\$39,532.50
Library Services Supervisor	Non-Exempt	107	\$43,585.35
Library Services Technician	Non-Exempt	102	\$34,611.20
Mailroom Clerk	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, Applications Development	Exempt	116	\$65,886.15
Manager, Career Services and Specialized Student Support	Non-Exempt	109	\$47,707.53
Manager, Student Life	Non-Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Mental Health Counselor	Non-Exempt	110	\$50,092.90
Network Administrator	Exempt	115	\$62,748.71
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Non-Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Non-Exempt	107	\$43,585.35
Payroll Manager	Non-Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Non-Exempt	112	\$55,227.43
Program Coordinator	Non-Exempt	109	\$47,707.53

Position Title	FLSA Status	Pay Grade	Base Salary
Program Coordinator (Learning Commons)	Non-Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Non-Exempt	109	\$47,707.53
Project Specialist	Non-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	Non-Exempt	111	\$52,597.55
Science Lab Manager	Non-Exempt	108	\$45,435.74
Security Administrator	Non-Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits & Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits & Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	Non-Exempt	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Systems Engineer	Exempt	115	\$62,748.71
Simulation & Information Technology Specialist	Non-Exempt	108	\$45,435.74
Software Systems Administrator	Non-Exempt	111	\$52,597.55
Special Projects Manager	Non-Exempt	112	\$55,227.43
Special Projects, Coordinator	Non-Exempt	113	\$57,988.80
Sponsored Programs Coordinator	Non-Exempt	107	\$43,585.35
Sponsored Programs Manager	Non-Exempt	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	Non-Exempt	107	\$43,585.35
Student Accessibility Advisor	Non-Exempt	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	Non-Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	Non-Exempt	108	\$45,435.74
Student Success Analyst	Non-Exempt	111	\$52,597.55
Student Success Specialist	Non-Exempt	106	\$41,509.62
Supervisor Landscape Services	Non-Exempt	105	\$39,532.50
Systems Administrator	Non-Exempt	113	\$57,988.80
Systems Analyst	Non-Exempt	111	\$52,597.55
Systems Support Manager	Non-Exempt	110	\$50,092.90
Systems Support Specialist	Non-Exempt	106	\$41,509.62
Technician HCP (Simulation Lab)	Non-Exempt	103	\$35,857.83

Position Title	FLSA Status	Pay Grade	Base Salary
Technology Consultant	Non-Exempt	106	\$41,509.62
Testing and Retention Coordinator	Non-Exempt	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Training Director	Non-Exempt	112	\$55,227.43
Transfer Programs and Experiences Coordinator	Non-Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Non-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Non-Exempt	107	\$43,585.35
Video/Multimedia Producer	Non-Exempt	108	\$45,435.74
Welding Technologies Instructor	Non-Exempt	111	\$52,597.55
Workforce Service Manager	Non-Exempt	112	\$55,227.43

APPENDIX D
Classified Staff Positions by Pay Grades

Position Title	FLSA Status	Pay Grade	Base Salary
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
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Library Services Technician	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	Non-Exempt	103	\$35,857.83
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	Non-Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Technician HCP (Simulation Lab)	Non-Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	Non-Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	Non-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
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits & Retirement Specialist	Non-Exempt	105	\$39,532.50
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	Non-Exempt	105	\$39,532.50
Learning Commons Specialist	Non-Exempt	105	\$39,532.50
Library Circulation Services Supervisor	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

Position Title	FLSA Status	Pay Grade	Base Salary
Student Conduct Coordinator	Non-Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	Non-Exempt	105	\$39,532.50
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Non-Exempt	106	\$41,509.62
College Admissions Recruiter	Non-Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Lead Telecommunications Specialist	Non-Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	Non-Exempt	106	\$41,509.62
Student Success Specialist	Non-Exempt	106	\$41,509.62
Systems Support Specialist	Non-Exempt	106	\$41,509.62
Technology Consultant	Non-Exempt	106	\$41,509.62
Accounting Coordinator	Non-Exempt	107	\$43,585.35
Adult Education Specialist	Non-Exempt	107	\$43,585.35
Assessment Analyst	Non-Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	Non-Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	Non-Exempt	107	\$43,585.35
Compensation/Classification Analyst	Non-Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	Non-Exempt	107	\$43,585.35
Digital Communications Specialist	Non-Exempt	107	\$43,585.35
Emergency Management & Safety Coordinator	Non-Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	Non-Exempt	107	\$43,585.35
Executive Assistant	Non-Exempt	107	\$43,585.35
Executive Coordinator	Non-Exempt	107	\$43,585.35
Help Desk Consultant	Non-Exempt	107	\$43,585.35
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	Non-Exempt	107	\$43,585.35
Manager, Student Life	Non-Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	Non-Exempt	107	\$43,585.35
Senior Benefits & Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits & Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Sponsored Programs Coordinator	Non-Exempt	107	\$43,585.35
Strategic Communications Specialist	Non-Exempt	107	\$43,585.35
Student Accessibility Advisor	Non-Exempt	107	\$43,585.35
Testing and Retention Coordinator	Non-Exempt	107	\$43,585.35
Veterans Affairs Coordinator	Non-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Non-Exempt	107	\$43,585.35
Academic Coordinator	Non-Exempt	108	\$45,435.74
Application Specialist	Non-Exempt	108	\$45,435.74
Applications Specialist	Non-Exempt	108	\$45,435.74

Position Title	FLSA Status	Pay Grade	Base Salary
Coordinator of International Student Services	Non-Exempt	108	\$45,435.74
Digital Media Technician	Non-Exempt	108	\$45,435.74
Engagement Officer	Non-Exempt	108	\$45,435.74
Events Coordinator	Non-Exempt	108	\$45,435.74
Graphic Designer	Non-Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	Non-Exempt	108	\$45,435.74
Science Lab Manager	Non-Exempt	108	\$45,435.74
Senior Engineering Technician	Non-Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	Non-Exempt	108	\$45,435.74
Student Loans Coordinator	Non-Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	Non-Exempt	108	\$45,435.74
Video/Multimedia Producer	Non-Exempt	108	\$45,435.74
Campus Police Sergeant	Non-Exempt	109	\$47,707.53
Case Manager (Student Services)	Non-Exempt	109	\$47,707.53
Communications Technology Manager	Non-Exempt	109	\$47,707.53
Gift Processing and Scholarship Officer	Non-Exempt	109	\$47,707.53
Head Coach, Baseball	Non-Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Non-Exempt	109	\$47,707.53
Head Coach, Softball	Non-Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Non-Exempt	109	\$47,707.53
Manager, Career Services and Specialized Student Support	Non-Exempt	109	\$47,707.53
Program Coordinator	Non-Exempt	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	Non-Exempt	109	\$47,707.53
Assistant Director of Student Services	Non-Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Non-Exempt	110	\$50,092.90
Instructional Designer	Non-Exempt	110	\$50,092.90
Mental Health Counselor	Non-Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Non-Exempt	110	\$50,092.90
Systems Support Manager	Non-Exempt	110	\$50,092.90
Academy Program Coordinator	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Non-Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Non-Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Non-Exempt	111	\$52,597.55
Business Analyst (Academic)	Non-Exempt	111	\$52,597.55
Business Analyst (Admissions)	Non-Exempt	111	\$52,597.55
Business Analyst (Advising)	Non-Exempt	111	\$52,597.55
Business Analyst (Financials)	Non-Exempt	111	\$52,597.55
Business Analyst (HR)	Non-Exempt	111	\$52,597.55

Position Title	FLSA Status	Pay Grade	Base Salary
Business Analyst (State Reporting)	Non-Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Non-Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Non-Exempt	111	\$52,597.55
HVAC Curriculum Specialist	Non-Exempt	111	\$52,597.55
Research Analyst	Non-Exempt	111	\$52,597.55
Software Systems Administrator	Non-Exempt	111	\$52,597.55
Student Success Analyst	Non-Exempt	111	\$52,597.55
Systems Analyst	Non-Exempt	111	\$52,597.55
Welding Technologies Instructor	Non-Exempt	111	\$52,597.55
Application Developer	Non-Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Non-Exempt	112	\$55,227.43
Benefits Manager	Non-Exempt	112	\$55,227.43
Corporate Solutions Manager	Non-Exempt	112	\$55,227.43
Dining Facilities Manager	Non-Exempt	112	\$55,227.43
Employee Relations & Engagement Manager	Non-Exempt	112	\$55,227.43
Facilities Construction Administrator	Non-Exempt	112	\$55,227.43
Healthcare Lead Instructor	Non-Exempt	112	\$55,227.43
Learning and Development Manager	Non-Exempt	112	\$55,227.43
Payroll Manager	Non-Exempt	112	\$55,227.43
Practicum Coordinator	Non-Exempt	112	\$55,227.43
Special Projects Manager	Non-Exempt	112	\$55,227.43
Training Director	Non-Exempt	112	\$55,227.43
Workforce Service Manager	Non-Exempt	112	\$55,227.43
Accounting Manager, FPSI	Non-Exempt	113	\$57,988.80
Facilities Manager	Non-Exempt	113	\$57,988.80
Help Desk Manager	Non-Exempt	113	\$57,988.80
Security Administrator	Non-Exempt	113	\$57,988.80
Special Projects, Coordinator	Non-Exempt	113	\$57,988.80
Sponsored Programs Manager	Non-Exempt	113	\$57,988.80
Systems Administrator	Non-Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Manager, Accounting	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Senior Systems Engineer	Exempt	115	\$62,748.71
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Director, Call Center	Exempt	116	\$65,886.15
Director, Recruiting and Admissions	Exempt	116	\$65,886.15
Manager, Applications Development	Exempt	116	\$65,886.15

Position Title	FLSA Status	Pay Grade	Base Salary
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
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
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Career Navigator, Project Anchor
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Learning Consultant
Learning Management Specialist

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

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

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



TALLAHASSEE STATE COLLEGE

ANNUAL SALARY SCHEDULE

2024 - 2025

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 District Board of Trustees 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.

WEBSITE

This Salary Schedule may be viewed online at:

[https://www.tsc.fl.edu/about/college/administrative-services/human-resources/current-employees/Salary Schedule 2024 - 2025](https://www.tsc.fl.edu/about/college/administrative-services/human-resources/current-employees/Salary%20Schedule%202024%20-%202025)

Field Code Changed

GENERAL PROVISIONS

Effective Date

~~July 1, 2024~~ [October 1, 2024](#)

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.

Maximum of Salary Range

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

Pay Dates

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

If an error has been noted ~~in regards to~~ [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~~ ~~Appendices~~ ~~B, C, and D~~ all ~~Classified Staff~~ ~~TSC~~ positions are assigned to a specific ~~salary range~~ ~~base salary~~ based upon a fully documented assessment and approval from the President and Board.

Exempt and Non-Exempt Status

The federal Fair Labor Standards Act (FLSA) provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. FLSA establishes wage and time requirements, sets federal minimum wage that must be paid and mandates when overtime must be paid. Employees not covered by the overtime provisions of FLSA are considered "exempt" (E), those covered by FLSA overtime provisions are "non-exempt" (NE). Effective July 1, 2024, federal guidelines require exempt positions earn a minimum of \$43,888 annually and meet additional federal requirements.

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

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

Essential Personnel

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

EMPLOYEE CLASSIFICATIONS

Executive, Administrative and Managerial/Professional

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

Executive Positions/Senior Management

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

Administrative Positions

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

Managerial/Professional Positions

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

Faculty

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

Non-Teaching Faculty

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

Classified Staff/Professional

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

Classified Staff

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

Time Limited

This class of positions 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 ~~minimum base starting salary of the salary range~~. The appointment salary may increase by up to ~~twelve~~ percent (102%) of the ~~market rate 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 (102%) of the ~~market rate 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](#).

Field Code Changed

Verification of Experience and Education

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

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

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

Transcripts/Certificates/Licensures

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

EDUCATIONAL ATTAINMENT/DEGREE CHANGE

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

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

TEMPORARY ASSIGNMENTS

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

Interim Positions

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

Acting Assignment as Executive or Administrator

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

Additional Duties

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

Extraordinary Task or Project

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

Overlap in Position

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

RECLASSIFICATION/ORGANIZATIONAL CHANGES

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

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

Field Code Changed

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	\$35

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.

Service Credit

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

Trainee Status

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

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

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

Sworn Law Enforcement

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

The following classifications are designated as sworn law enforcement:

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

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

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

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

Reserve Officers: Reserve officers are certified sworn law enforcement officers who volunteer law enforcement services to the College in accordance with 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 ~~Classified staff~~ employees are to submit timesheets on a weekly basis to their supervisor in order to meet payroll deadlines.

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

RETIREES

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

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

Special Retiree Pay 401a Plan

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

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

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

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

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

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

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

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

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

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

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

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

Complete information about DROP is available in Human Resources.

Retirement Incentive

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

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

Retirees exercising the retirement incentive shall receive compensation as follows:

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

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

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

Reemployment Provisions for Retirees

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

TIME LIMITED EMPLOYEES

Other Personal Services (OPS)

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

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

Work-study Students

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

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

Other Time Limited Provisions

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

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

Professional Services Contract (PSC)

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

Contracts & Grants

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

**APPENDIX A
Classified Staff Pay Grades**

Pay Grade	FLSA	Minimum	Market	Maximum
119	NE	\$31,255.86	\$39,425.96	\$53,213.81
120	NE	\$34,455.68	\$41,002.35	\$55,341.38
122	NE	\$38,456.12	\$45,762.79	\$59,829.39
126	NE	\$43,598.31	\$51,881.38	\$70,024.81
127	E	\$45,342.28	\$53,956.20	\$72,826.45

Classified Staff Professional Pay Grades

Pay Grade	FLSA	Minimum	Market	Maximum
219	NE	\$31,255.86	\$39,425.96	\$53,213.81
220	NE	\$34,455.68	\$41,002.35	\$55,341.38
221	NE	\$35,834.21	\$42,642.44	\$57,555.83
222	NE	\$37,267.88	\$44,348.66	\$59,857.14
223	NE	\$38,758.86	\$46,122.91	\$62,252.25
224	NE	\$40,308.22	\$47,967.44	\$64,742.34
225	NE	\$41,921.37	\$49,886.57	\$67,332.04
226	NE	\$43,598.31	\$51,881.38	\$70,024.82
227	E	\$45,598.31	\$53,956.20	\$72,826.45
228	E	\$47,155.46	\$56,115.36	\$75,739.27
229	E	\$49,042.15	\$58,359.93	\$78,769.08
230	E	\$51,003.45	\$60,694.24	\$81,919.33
231	E	\$53,043.67	\$63,121.54	\$85,195.83
232	E	\$55,164.99	\$65,646.14	\$88,604.35
233	E	\$57,371.72	\$68,272.37	\$92,148.40
235	E	\$62,053.31	\$73,843.44	\$99,667.31
237	E	\$67,115.49	\$79,867.44	\$107,796.72

Classified Staff and Classified Staff Professional Pay Grades [Pay Grades](#)

Classified Staff Professional Pay Grades

Grade	Minimum Base Salary
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	Minimum Base Salary
Associate Dean, Academic Affairs	120	\$86,342.40
Associate Dean, Applied Sciences and Technology	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
Chief Engagement Officer	117	\$69,180.45
Chief of Campus Police	122	\$101,625.00
College Registrar	117	\$69,180.45
Dean, Applied Science and Technology	122	\$101,625.00
Dean, Career and Academic Planning	122	\$101,625.00
Dean, Communications and Humanities	122	\$101,625.00
Dean, Enrollment Services	122	\$101,625.00
Dean, Science and Mathematics	122	\$101,625.00
Dean, Social Science	122	\$101,625.00
Dean, Student Services	119	\$80,318.51
Director of Assessment and Accreditation	117	\$69,180.45
Director of Business and Workforce Development	119	\$80,318.51
Director of Career and Academic Planning	122	\$101,625.00
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 Financial Services	122	\$101,625.00
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, Academic Advising	116	\$65,886.15
Director, Athletics	117	\$69,180.45
Director, Business Process Improvement	119	\$80,318.51
Director, Call Center	116	\$65,886.15
Director, Certificate Programs	117	\$69,180.45
Director, Continuing Education Programs	117	\$69,180.45
Director, Facilities, Planning and Construction	122	\$101,625.00
Director, Grants and Special Projects	117	\$69,180.45
Director, Human Resources	122	\$101,625.00
Position Title	Pay Grade	Minimum

Director, Information Technology Infrastructure	117	\$69,180.45
<u>Position Title</u>	<u>Pay Grade</u>	<u>Minimum</u>
Director, Information Technology User Services	117	\$69,180.45
Director, Integrated Marketing	117	\$69,180.45
Director, Learning Commons	117	\$69,180.45
Director, Library Services	117	\$69,180.45
Director, Purchasing and Auxiliary Services	119	\$80,318.51
Director, Recruiting and Admissions	116	\$65,886.15
Director, Simulation Programs	117	\$69,180.45
Director, Special Projects and Innovation	119	\$80,318.51
Director, STEM Program	117	\$69,180.45
Director, TCC Online	117	\$69,180.45
Director, Teaching, Learning and Engagement	117	\$69,180.45
Director, Transfer Services	119	\$80,318.51
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

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

~~The starting salary of this class is determined by the President, on the recommendation of the appropriate Vice President or Executive Director and Human Resources.~~

Position Title
Associate Director of Wakulla Environmental Institute
Chief of Campus Police
Chief Engagement Officer
Chief of Staff
College Registrar
Dean, Applied Sciences & Technology
Dean, Career and Academic Planning
Dean, Communications and Humanities
Dean, Enrollment Services
Dean, Science and Mathematics

<u>Dean, Social Science</u>
Dean, Student Services Dean, Student Affairs
Director of Academic Advising
Director of Assessment and Accreditation
Director of Athletics
Director of Business & Workforce Development
Director of Business Process Improvement
Director of Call Center
Director of Certificate Programs
<u>Director, Continuing Education Programs</u>
Director of Continuing Workforce Education
Director of Development, TSC Foundation
Director of Enterprise Applications
Director of Facilities, Planning and Construction
Director of Finance
Director of Financial Services
Director of Grants and Special Projects
Director of Hospitality
Director of Human Resources
Director of Information Technology Infrastructure
Director of Information Technology Consulting Services
Director of Institutional Research and Planning
Director of Integrated Marketing
<u>Director, IT User Services</u>
Director of Learning Commons
Director of Library Services
Director of Public Safety Continuing Education
<u>Director, Purchasing & Auxiliary Services</u>
Director of Procurement and Auxiliary Services

Director of Recruiting and Admissions
Director of Simulation Programs
Director of Special Projects and Innovation
Director of Strategic Communications
Director of STEM Programs
Director of Student Life
Director of Student Records
Director of Student Financial Services
Director of TSC Online
Director of Teaching, Learning and Engagement
Director of Transfer Services
Director of User Services

APPENDIX C
Classified Staff Positions & Pay Grades by Alpha

~~**APPENDIX D**~~
~~**Classified Staff Positions & Pay Grades by Pay Grades**~~

~~*(matrix does not include FLSA adjustments)*~~

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Applications Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Call Center Representative	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Campus Police Lead Dispatcher	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Cashier	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
GIT Support Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Engineering Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Enrollment Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environment Safety Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Equipment Mechanic	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Facilities Superintendent	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Food Service Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Housing Service Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Information Technology Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Intramurals Coordinator	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Landscaper	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Library Technical Assistant I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Support Worker	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Computer Operations Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Maintenance Technician I	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Property Records Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Public Safety Officer	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Receiving Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Environmental Services Technician	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Financial Aid Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Lab Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Staff Assistant	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Store Clerk	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Student Financial Advisor	CS-Professional	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Support Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Testing Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Transfer Specialist	Classified Staff	119	NE	\$31,255.86	\$39,425.96	\$53,213.81
Dining Services-Shift Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Services Supervisor	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Graphic Designer	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Library Technical Assistant II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Maintenance Technician II	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Office Manager	Classified Staff	120	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Service Superintendent	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
HVAC/Building Automation Specialist	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
Supervisor Landscape Services	Classified Staff	122	NE	\$38,456.12	\$45,762.79	\$59,829.39
Campus Police Officer	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Dining Facilities Manager	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Senior Engineering Technician	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Shipping, Receiving, and Mail Supervisor	Classified Staff	126	NE	\$43,598.31	\$51,881.38	\$70,024.81
Facilities Maintenance Superintendent	Classified Staff	127	E	\$45,342.28	\$53,956.20	\$72,826.45
Media Relations Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Senior Accounting Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Conduct Coordinator	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Skills Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Communications Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Coordinator, Student Loans	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Documentation Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Graphic Design and Brand Coordinator	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Intramurals Coordinator and Assistant Coach	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Scholarship Coordinator	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Social Media & Digital Content Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Student Services Case Manager	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Digital Communications Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Sustainability Specialist	Classified Staff	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Systems Training Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Web Specialist	CS-Professional	219	NE	\$31,255.86	\$39,425.96	\$53,213.81
Client Support Specialist	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Purchasing Specialist	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Environmental Health/Safety Specialist	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Event/Help-Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Help Desk Consultant	Classified Staff	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Human Resources Specialist-I	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Senior Science Lab Assistant	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Simulation Lab Technician	CS-Professional	220	NE	\$34,455.68	\$41,002.35	\$55,341.38
Assistant to the Dean	CS-Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Production Coordinator	CS-Professional	221	NE	\$35,834.21	\$42,642.44	\$57,555.83
Coordinator, Student Technology Support	CS-Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Student Development Specialist	CS-Professional	222	NE	\$37,267.88	\$44,348.66	\$59,857.14
Career Pathways Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Classroom Technologies Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Commercial Vehicle Driving Lead Instructor	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Contracts and Grants Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Custodial Superintendent	Classified Staff	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Executive Assistant	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Events Specialist	Classified Staff	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Human Resources Specialist II	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Instructional Technology Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Leadership Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Learning Commons Success Coach	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Library Circulation Services Supervisor	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Media Production Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Project Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Research Analyst	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Store Manager	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Sponsored Programs Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Strategic Communications Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Student Accounts Specialist	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Student Activities Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Student Involvement Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Student Life, Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Testing and Retention Coordinator	CS-Professional	223	NE	\$38,758.86	\$46,122.91	\$62,252.25
Assistant to the Director of Library Services	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Athletics and Campus Recreation Manager	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Career and Academic Advisor	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Career Services Counseling Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Center Manager	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
College Admissions Recruiter	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
College Readiness Advisor	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Computer Technology Lab Manager	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Conference and Events	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Engagement, Diversity & Inclusion	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Student Life and Leadership	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, TSC Internship Program	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Transfer Programs & Experiences	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Work Based Learning	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Coordinator, Veterans Affairs	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Donor Stewardship Officer	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Dual Enrollment Coordinator	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Engagement Officer	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Facilities Office Manager	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
First Year Experience Coordinator	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
HVAC Program Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
International Recruitment Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Manager, Gadsden Center	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Wakulla Center	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Media Production Coordinator	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Production Media Coordinator	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Program Specialist, HVAC-Manufacturing	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Science Lab Manager	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Simulation & Information Tech Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Simulator Lab Coordinator	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Student Recruiter	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Student Success Specialist	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
System Operations Specialist	Classified Staff	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
TSC 2 Career and Academic Advisor	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Video/Multimedia Producer	CS-Professional	224	NE	\$40,308.22	\$47,967.44	\$64,742.34
Athletic Trainer	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Career Service and Internship Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Cashiering Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Counseling Center	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, International Student Services	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Veterans Success Center	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Digital Media Technician	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Disability Services Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Executive Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Gift Processing and Scholarship Officer	Classified Staff	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Lead Computer Specialist	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Lead Contracts and Grants Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Client Support	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Manager, Help-Desk	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Mental Health Counselor	CS-Professional	225	E	\$41,921.37	\$49,886.57	\$67,332.04
Network and Computer Systems Specialist	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Professional Counselor	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Recruitment & Marketing Operations Specialist	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Student Accounts Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
TSC Online Support Technician	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Technology Consultant	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Coordinator, Veterans Affairs	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Virtual Learning Commons Manager	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Workforce Development Program Coordinator	CS-Professional	225	NE	\$41,921.37	\$49,886.57	\$67,332.04
Assessment Analyst	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Emergency Management and Safety Coordinator	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Emergency Management and Safety Coordinator	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Learning Commons Program Coordinator	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Library Technical Service Supervisor	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Manager, Facilities	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Network Technician	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Research and Business Analyst	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Welding Technologies Lead Instructor	CS-Professional	226	NE	\$43,598.31	\$51,881.38	\$70,024.82
Auxiliary Service Manager	CS-Professional	227	E	\$45,598.31	\$53,956.20	\$72,826.45

POSITION TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Budget and Cost Analysis Manager	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Campus Police Sergeant	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Construction Service Manager	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Coordinator, Dental Clinic Office	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Head Coach	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Information Technology Trainer	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Instructional Network Coordinator	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Manager, Auxiliary Service	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Manager, Counseling Center	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Manager, Information Technology Event Support	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Program Coordinator, Adult Education	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Program Coordinator, for IT, Online & Professional Development	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Program Coordinator, Transportation Logistics and Information Technology	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Software Systems Administrator	CS-Professional	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Systems Support Specialist	Classified Staff	227	E	\$45,598.34	\$53,956.20	\$72,826.45
Business Services and Corporate Training Manager	CS-Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Contracts and Grants Manager	CS-Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Information Specialist	CS-Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Manager, Corporate Solutions	CS-Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Project Coordinator	CS-Professional	228	E	\$47,155.46	\$56,115.36	\$75,739.27
Business Analyst	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Business Operations Manager	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Developer	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Coordinator, State Report	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Facilities Manager	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Finance and Accounting Administrator	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Help-Desk	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Designer	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Instructional Technologist	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Administrator	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Systems Support	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Student Financial Services	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Manager, Technology Consulting	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Security Administrator	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Accountant	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Senior Research Analyst	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Simulation Program Manager	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
System Analyst	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Web Developer	CS-Professional	229	E	\$49,042.15	\$58,359.93	\$78,769.08
Campus Police Lieutenant	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Coordinator, Advanced and Specialized	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
High Liability Training Coordinator	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
HVAC Curriculum Specialist	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Human Resources	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Regional Service Center Manager	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Life	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Manager, Student Success and Retention	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33

POSITION-TITLE	CLASSIFICATION	PAY GRADE	EXEMPT /NON-EXEMPT	MINIMUM	MARKET	MAXIMUM
Manager, Teaching and Learning Academy	CS-Professional	230	E	\$51,003.45	\$60,694.24	\$81,919.33
Assistant Director, Enterprise Applications	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Assistant Director-IT Consulting	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Computer Systems Analyst	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Information Technology Project Manager	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Application Development	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Data Warehouse and Web Technology	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Manager, Web Development	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Systems Administrator	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Web Developer Manager	CS-Professional	231	E	\$53,043.67	\$63,121.54	\$85,195.83
Coordinator, Special Projects	CS-Professional	232	E	\$55,164.99	\$65,646.14	\$88,604.35
Database Administrator	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Institute for Nonprofit Innovation and Excellence Coordinator	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Manager, Healthcare Education	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Network Administrator	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Non-Profit Resource Center Coordinator	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Program Manager, Advance Manufacturing Training Center	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Senior Systems Administrator	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31
Student Financials Operations Officer	CS-Professional	235	E	\$62,053.31	\$73,843.44	\$99,667.31

Position Title	FLSA Status	Pay Grade	Base Salary
Academic Coordinator	Non-Exempt	108	\$45,435.74

Academy Program Coordinator	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Non-Exempt	111	\$52,597.55
Accounting Coordinator	Non-Exempt	107	\$43,585.35
Accounting Manager, FPSI	Non-Exempt	113	\$57,988.80
Accounting Specialist	Non-Exempt	104	\$37,650.57
Accounting Specialist	Non-Exempt	104	\$37,650.57
Administrative Assistant	Non-Exempt	103	\$35,857.83
Admissions Specialist	Non-Exempt	104	\$37,650.57
Adult Education Specialist	Non-Exempt	107	\$43,585.35
Advanced and Specialized Instructional Coordinator	Non-Exempt	111	\$52,597.55
AMTC Program Specialist	Non-Exempt	104	\$37,650.57
Application Developer	Non-Exempt	112	\$55,227.43
Application Specialist	Non-Exempt	108	\$45,435.74
Applications Administrator	Exempt	115	\$62,748.71
Applications Specialist	Non-Exempt	108	\$45,435.74
Assessment Analyst	Non-Exempt	107	\$43,585.35
Assistant Coach	Non-Exempt	103	\$35,857.83
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Assistant Director of Student Services	Non-Exempt	110	\$50,092.90
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Assistant Director, Financial Aid Operations and State Programs	Non-Exempt	112	\$55,227.43
Athletics and Campus Recreation Manager	Non-Exempt	107	\$43,585.35
Benefits & Retirement Specialist	Non-Exempt	105	\$39,532.50
Benefits Manager	Non-Exempt	112	\$55,227.43
Budget and Cost Analysis Manager	Non-Exempt	111	\$52,597.55
Business Analyst (Academic)	Non-Exempt	111	\$52,597.55
Business Analyst (Admissions)	Non-Exempt	111	\$52,597.55
Business Analyst (Advising)	Non-Exempt	111	\$52,597.55
Business Analyst (Financials)	Non-Exempt	111	\$52,597.55
Business Analyst (HR)	Non-Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Non-Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Non-Exempt	111	\$52,597.55
Call Center Representative	Non-Exempt	102	\$34,611.20
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Campus Police Officer	Non-Exempt	107	\$43,585.35
Campus Police Sergeant	Non-Exempt	109	\$47,707.53
Career and Academic Advisor	Non-Exempt	107	\$43,585.35
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Non-Exempt	106	\$41,509.62
Case Manager (Student Services)	Non-Exempt	109	\$47,707.53

Cashier	Non-Exempt	102	\$34,611.20
CJ Instructional Coordinator	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator - Corrections	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Non-Exempt	111	\$52,597.55
College Admissions Recruiter	Non-Exempt	106	\$41,509.62
Commercial Vehicle Driving Lead Instructor	Non-Exempt	110	\$50,092.90
Communications Technology Manager	Non-Exempt	109	\$47,707.53
Compensation/Classification Analyst	Non-Exempt	107	\$43,585.35
Coordinator of International Student Services	Non-Exempt	108	\$45,435.74
Coordinator, Intramural and Assistant Coach	Non-Exempt	103	\$35,857.83
Coordinator, Student Life and Leadership	Non-Exempt	107	\$43,585.35
Corporate Solutions Manager	Non-Exempt	112	\$55,227.43
Custodial Services Specialist	Non-Exempt	101	\$33,280.00
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Digital Communications Specialist	Non-Exempt	107	\$43,585.35
Digital Media Technician	Non-Exempt	108	\$45,435.74
Dining Facilities Manager	Non-Exempt	112	\$55,227.43
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Director, Call Center	Exempt	116	\$65,886.15
Director, Recruiting and Admissions	Exempt	116	\$65,886.15
Emergency Management & Safety Coordinator	Non-Exempt	107	\$43,585.35
Employee Relations & Engagement Manager	Non-Exempt	112	\$55,227.43
Engagement Officer	Non-Exempt	108	\$45,435.74
Engineering Technician (Locksmith)	Non-Exempt	107	\$43,585.35
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Event Audiovisual Specialist	Non-Exempt	105	\$39,532.50
Event Support Specialist	Non-Exempt	106	\$41,509.62
Events Coordinator	Non-Exempt	108	\$45,435.74
Executive Assistant	Non-Exempt	107	\$43,585.35
Executive Coordinator	Non-Exempt	107	\$43,585.35
Facilities Construction Administrator	Non-Exempt	112	\$55,227.43
Facilities Maintenance Superintendent	Non-Exempt	111	\$52,597.55
Facilities Manager	Non-Exempt	113	\$57,988.80
Food Service Assistant	Non-Exempt	101	\$33,280.00
Gift Processing and Scholarship Officer	Non-Exempt	109	\$47,707.53
Graphic Designer	Non-Exempt	108	\$45,435.74
Head Coach, Baseball	Non-Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Non-Exempt	109	\$47,707.53
Head Coach, Softball	Non-Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Non-Exempt	109	\$47,707.53

Healthcare Lead Instructor	Non-Exempt	112	\$55,227.43
Help Desk Consultant	Non-Exempt	107	\$43,585.35
Help Desk Manager	Non-Exempt	113	\$57,988.80
Housing Services Specialist	Non-Exempt	103	\$35,857.83
HVAC Curriculum Specialist	Non-Exempt	111	\$52,597.55
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Instructional Designer	Non-Exempt	110	\$50,092.90
Landscaper	Non-Exempt	103	\$35,857.83
Lead Telecommunications Specialist	Non-Exempt	106	\$41,509.62
Learning and Development Manager	Non-Exempt	112	\$55,227.43
Learning Commons Specialist	Non-Exempt	105	\$39,532.50
Learning Commons Success Coach	Non-Exempt	104	\$37,650.57
Library Circulation Services Supervisor	Non-Exempt	105	\$39,532.50
Library Services Supervisor	Non-Exempt	107	\$43,585.35
Library Services Technician	Non-Exempt	102	\$34,611.20
Mailroom Clerk	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, Applications Development	Exempt	116	\$65,886.15
Manager, Career Services and Specialized Student Support	Non-Exempt	109	\$47,707.53
Manager, Student Life	Non-Exempt	107	\$43,585.35
Manager, Systems Administration	Exempt	116	\$65,886.15
Mental Health Counselor	Non-Exempt	110	\$50,092.90
Network Administrator	Exempt	115	\$62,748.71
Office Manager	Non-Exempt	106	\$41,509.62
Outreach Coordinator (Transfer Services)	Non-Exempt	108	\$45,435.74
Pathways Advisor - A.S. and B.S. Programs	Non-Exempt	107	\$43,585.35
Payroll Manager	Non-Exempt	112	\$55,227.43
Payroll Specialist	Non-Exempt	105	\$39,532.50
Practicum Coordinator	Non-Exempt	112	\$55,227.43
Program Coordinator	Non-Exempt	109	\$47,707.53
Program Coordinator (Learning Commons)	Non-Exempt	110	\$50,092.90
Program Coordinator for Information Technology, Online & Professional Development	Non-Exempt	109	\$47,707.53
Project Specialist	Non-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	Non-Exempt	111	\$52,597.55

Science Lab Manager	Non-Exempt	108	\$45,435.74
Security Administrator	Non-Exempt	113	\$57,988.80
Senior Accounting Specialist	Non-Exempt	105	\$39,532.50
Senior Benefits & Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits & Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Engineering Technician	Non-Exempt	108	\$45,435.74
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Senior Systems Engineer	Exempt	115	\$62,748.71
Simulation & Information Technology Specialist	Non-Exempt	108	\$45,435.74
Software Systems Administrator	Non-Exempt	111	\$52,597.55
Special Projects Manager	Non-Exempt	112	\$55,227.43
Special Projects, Coordinator	Non-Exempt	113	\$57,988.80
Sponsored Programs Coordinator	Non-Exempt	107	\$43,585.35
Sponsored Programs Manager	Non-Exempt	113	\$57,988.80
Store Manager, FPSI	Non-Exempt	105	\$39,532.50
Strategic Communications Specialist	Non-Exempt	107	\$43,585.35
Student Accessibility Advisor	Non-Exempt	107	\$43,585.35
Student Accounts Specialist	Non-Exempt	105	\$39,532.50
Student Conduct Coordinator	Non-Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Student Financials Operation Officer	Exempt	116	\$65,886.15
Student Loans Coordinator	Non-Exempt	108	\$45,435.74
Student Success Analyst	Non-Exempt	111	\$52,597.55
Student Success Specialist	Non-Exempt	106	\$41,509.62
Supervisor Landscape Services	Non-Exempt	105	\$39,532.50
Systems Administrator	Non-Exempt	113	\$57,988.80
Systems Analyst	Non-Exempt	111	\$52,597.55
Systems Support Manager	Non-Exempt	110	\$50,092.90
Systems Support Specialist	Non-Exempt	106	\$41,509.62
Technician HCP (Simulation Lab)	Non-Exempt	103	\$35,857.83
Technology Consultant	Non-Exempt	106	\$41,509.62
Testing and Retention Coordinator	Non-Exempt	107	\$43,585.35
Testing Specialist	Non-Exempt	104	\$37,650.57
Training Director	Non-Exempt	112	\$55,227.43
Transfer Programs and Experiences Coordinator	Non-Exempt	108	\$45,435.74
Transfer Specialist	Non-Exempt	104	\$37,650.57
Veterans Affairs Coordinator	Non-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Non-Exempt	107	\$43,585.35
Video/Multimedia Producer	Non-Exempt	108	\$45,435.74
Welding Technologies Instructor	Non-Exempt	111	\$52,597.55
Workforce Service Manager	Non-Exempt	112	\$55,227.43

Classified Staff Positions by Pay Grades

Position Title	FLSA Status	Pay Grade	Base Salary
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
Call Center Representative	Non-Exempt	102	\$34,611.20
Cashier	Non-Exempt	102	\$34,611.20
Library Services Technician	Non-Exempt	102	\$34,611.20
Administrative Assistant	Non-Exempt	103	\$35,857.83
Assistant Coach	Non-Exempt	103	\$35,857.83
Campus Police Dispatcher	Non-Exempt	103	\$35,857.83
Coordinator, Intramural and Assistant Coach	Non-Exempt	103	\$35,857.83
Equipment Mechanic	Non-Exempt	103	\$35,857.83
Housing Services Specialist	Non-Exempt	103	\$35,857.83
Landscaper	Non-Exempt	103	\$35,857.83
Maintenance Support Worker	Non-Exempt	103	\$35,857.83
Public Safety Officer	Non-Exempt	103	\$35,857.83
Senior Custodial Services Specialist	Non-Exempt	103	\$35,857.83
Senior Science Lab Assistant	Non-Exempt	103	\$35,857.83
Technician HCP (Simulation Lab)	Non-Exempt	103	\$35,857.83
Accounting Specialist	Non-Exempt	104	\$37,650.57
Accounting Specialist	Non-Exempt	104	\$37,650.57
Admissions Specialist	Non-Exempt	104	\$37,650.57
AMTC Program Specialist	Non-Exempt	104	\$37,650.57
Dining Services Supervisor	Non-Exempt	104	\$37,650.57
Learning Commons Success Coach	Non-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
Testing Specialist	Non-Exempt	104	\$37,650.57
Transfer Specialist	Non-Exempt	104	\$37,650.57
Benefits & Retirement Specialist	Non-Exempt	105	\$39,532.50
Custodial Services Supervisor	Non-Exempt	105	\$39,532.50
Event Audiovisual Specialist	Non-Exempt	105	\$39,532.50
Learning Commons Specialist	Non-Exempt	105	\$39,532.50
Library Circulation Services Supervisor	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	Non-Exempt	105	\$39,532.50
Student Financial Advisor	Non-Exempt	105	\$39,532.50
Supervisor Landscape Services	Non-Exempt	105	\$39,532.50
Career and Internship Specialist	Non-Exempt	106	\$41,509.62
Career Pathways Specialist	Non-Exempt	106	\$41,509.62
College Admissions Recruiter	Non-Exempt	106	\$41,509.62
Event Support Specialist	Non-Exempt	106	\$41,509.62
Lead Telecommunications Specialist	Non-Exempt	106	\$41,509.62
Office Manager	Non-Exempt	106	\$41,509.62
Project Specialist	Non-Exempt	106	\$41,509.62
Student Success Specialist	Non-Exempt	106	\$41,509.62
Systems Support Specialist	Non-Exempt	106	\$41,509.62
Technology Consultant	Non-Exempt	106	\$41,509.62
Accounting Coordinator	Non-Exempt	107	\$43,585.35
Adult Education Specialist	Non-Exempt	107	\$43,585.35
Assessment Analyst	Non-Exempt	107	\$43,585.35
Athletics and Campus Recreation Manager	Non-Exempt	107	\$43,585.35
Campus Police Officer	Non-Exempt	107	\$43,585.35
Career and Academic Advisor	Non-Exempt	107	\$43,585.35
Compensation/Classification Analyst	Non-Exempt	107	\$43,585.35
Coordinator, Student Life and Leadership	Non-Exempt	107	\$43,585.35
Digital Communications Specialist	Non-Exempt	107	\$43,585.35
Emergency Management & Safety Coordinator	Non-Exempt	107	\$43,585.35
Engineering Technician (Locksmith)	Non-Exempt	107	\$43,585.35
Executive Assistant	Non-Exempt	107	\$43,585.35
Executive Coordinator	Non-Exempt	107	\$43,585.35
Help Desk Consultant	Non-Exempt	107	\$43,585.35
HVAC/Building Automation Specialist	Non-Exempt	107	\$43,585.35
Library Services Supervisor	Non-Exempt	107	\$43,585.35
Manager, Student Life	Non-Exempt	107	\$43,585.35
Pathways Advisor - A.S. and B.S. Programs	Non-Exempt	107	\$43,585.35
Senior Benefits & Leave Specialist	Non-Exempt	107	\$43,585.35
Senior Benefits & Retirement Specialist	Non-Exempt	107	\$43,585.35
Senior Recruitment Specialist	Non-Exempt	107	\$43,585.35
Sponsored Programs Coordinator	Non-Exempt	107	\$43,585.35
Strategic Communications Specialist	Non-Exempt	107	\$43,585.35
Student Accessibility Advisor	Non-Exempt	107	\$43,585.35
Testing and Retention Coordinator	Non-Exempt	107	\$43,585.35
Veterans Affairs Coordinator	Non-Exempt	107	\$43,585.35
Veterans Success Center Coordinator	Non-Exempt	107	\$43,585.35
Academic Coordinator	Non-Exempt	108	\$45,435.74
Application Specialist	Non-Exempt	108	\$45,435.74
Applications Specialist	Non-Exempt	108	\$45,435.74
Coordinator of International Student Services	Non-Exempt	108	\$45,435.74

Digital Media Technician	Non-Exempt	108	\$45,435.74
Engagement Officer	Non-Exempt	108	\$45,435.74
Events Coordinator	Non-Exempt	108	\$45,435.74
Graphic Designer	Non-Exempt	108	\$45,435.74
Outreach Coordinator (Transfer Services)	Non-Exempt	108	\$45,435.74
Science Lab Manager	Non-Exempt	108	\$45,435.74
Senior Engineering Technician	Non-Exempt	108	\$45,435.74
Simulation & Information Technology Specialist	Non-Exempt	108	\$45,435.74
Student Loans Coordinator	Non-Exempt	108	\$45,435.74
Transfer Programs and Experiences Coordinator	Non-Exempt	108	\$45,435.74
Video/Multimedia Producer	Non-Exempt	108	\$45,435.74
Campus Police Sergeant	Non-Exempt	109	\$47,707.53
Case Manager (Student Services)	Non-Exempt	109	\$47,707.53
Communications Technology Manager	Non-Exempt	109	\$47,707.53
Gift Processing and Scholarship Officer	Non-Exempt	109	\$47,707.53
Head Coach, Baseball	Non-Exempt	109	\$47,707.53
Head Coach, Men's Basketball	Non-Exempt	109	\$47,707.53
Head Coach, Softball	Non-Exempt	109	\$47,707.53
Head Coach, Women's Basketball	Non-Exempt	109	\$47,707.53
Manager, Career Services and Specialized Student Support	Non-Exempt	109	\$47,707.53
Program Coordinator	Non-Exempt	109	\$47,707.53
Program Coordinator for Information Technology, Online & Professional Development	Non-Exempt	109	\$47,707.53
Assistant Director of Student Services	Non-Exempt	110	\$50,092.90
Commercial Vehicle Driving Lead Instructor	Non-Exempt	110	\$50,092.90
Instructional Designer	Non-Exempt	110	\$50,092.90
Mental Health Counselor	Non-Exempt	110	\$50,092.90
Program Coordinator (Learning Commons)	Non-Exempt	110	\$50,092.90
Systems Support Manager	Non-Exempt	110	\$50,092.90
Academy Program Coordinator	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (Firearms)	Non-Exempt	111	\$52,597.55
Academy Program Coordinator (First Responder)	Non-Exempt	111	\$52,597.55
Advanced and Specialized Instructional Coordinator	Non-Exempt	111	\$52,597.55
Budget and Cost Analysis Manager	Non-Exempt	111	\$52,597.55
Business Analyst (Academic)	Non-Exempt	111	\$52,597.55
Business Analyst (Admissions)	Non-Exempt	111	\$52,597.55
Business Analyst (Advising)	Non-Exempt	111	\$52,597.55
Business Analyst (Financials)	Non-Exempt	111	\$52,597.55
Business Analyst (HR)	Non-Exempt	111	\$52,597.55
Business Analyst (State Reporting)	Non-Exempt	111	\$52,597.55
Business Analyst (Student Financials)	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator	Non-Exempt	111	\$52,597.55

CJ Instructional Coordinator - Corrections	Non-Exempt	111	\$52,597.55
CJ Instructional Coordinator, Firefighter Program	Non-Exempt	111	\$52,597.55
Facilities Maintenance Superintendent	Non-Exempt	111	\$52,597.55
HVAC Curriculum Specialist	Non-Exempt	111	\$52,597.55
Research Analyst	Non-Exempt	111	\$52,597.55
Software Systems Administrator	Non-Exempt	111	\$52,597.55
Student Success Analyst	Non-Exempt	111	\$52,597.55
Systems Analyst	Non-Exempt	111	\$52,597.55
Welding Technologies Instructor	Non-Exempt	111	\$52,597.55
Application Developer	Non-Exempt	112	\$55,227.43
Assistant Director, Financial Aid Operations and State Programs	Non-Exempt	112	\$55,227.43
Benefits Manager	Non-Exempt	112	\$55,227.43
Corporate Solutions Manager	Non-Exempt	112	\$55,227.43
Dining Facilities Manager	Non-Exempt	112	\$55,227.43
Employee Relations & Engagement Manager	Non-Exempt	112	\$55,227.43
Facilities Construction Administrator	Non-Exempt	112	\$55,227.43
Healthcare Lead Instructor	Non-Exempt	112	\$55,227.43
Learning and Development Manager	Non-Exempt	112	\$55,227.43
Payroll Manager	Non-Exempt	112	\$55,227.43
Practicum Coordinator	Non-Exempt	112	\$55,227.43
Special Projects Manager	Non-Exempt	112	\$55,227.43
Training Director	Non-Exempt	112	\$55,227.43
Workforce Service Manager	Non-Exempt	112	\$55,227.43
Accounting Manager, FPSI	Non-Exempt	113	\$57,988.80
Facilities Manager	Non-Exempt	113	\$57,988.80
Help Desk Manager	Non-Exempt	113	\$57,988.80
Security Administrator	Non-Exempt	113	\$57,988.80
Special Projects, Coordinator	Non-Exempt	113	\$57,988.80
Sponsored Programs Manager	Non-Exempt	113	\$57,988.80
Systems Administrator	Non-Exempt	113	\$57,988.80
Assistant Director, Enterprise Applications	Exempt	114	\$59,760.68
Applications Administrator	Exempt	115	\$62,748.71
Manager, Accounting	Exempt	115	\$62,748.71
Network Administrator	Exempt	115	\$62,748.71
Senior Systems Engineer	Exempt	115	\$62,748.71
Assistant Director IT Consulting	Exempt	116	\$65,886.15
Director, Call Center	Exempt	116	\$65,886.15
Director, Recruiting and Admissions	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
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
Career & Technical Education & GED Prep Specialist
Career Development Specialist
Career Navigator, Project Anchor
Carpentry/Technical Educator Instructor
Case Management Specialist
College Success Coach
Coordinator, Development
Coordinator, English Language Arts Test Development
Coordinator, Mathematics Test Development
Coordinator, Mining
Coordinator, Professional Development
Coordinator, Program Logistics
Coordinator, Science Test Development – Grades 5&8, Science Content Specialist
Coordinator, Senior Assessment
Coordinator, Social Studies Test Development – Civics & US History Content Specialist
Coordinator, Statewide Academy & Senior Learning Consultant
Coordinator, Talent Search
Course Developer
CTE Innovation Program Manager
Culinary Arts Technical Educator Instructor
Deputy Director
Direct Inmate Service Manager
Eagle Connections Program Coordinator
Electrical/Technical Educator Instructor
Employee Navigator
English Language Arts Content Specialist Gr 8-9 Read Gr 4-5 Write
English Language Arts Content Specialist Gr 3-5 Read Gr 8 Writing
English Language Arts Content Specialist Gr 10 Read Gr 9-10 Writing, FSA Retake
English Language Arts Editor
English Language Arts Test Development Specialist
Executive Secretary
Human Resources Specialist II
HVAC Technical Educator Instructor
Information Technology Specialist
Instructional Systems Designer
Lead Career Navigator
Lead Instructor
Learning Consultant
Learning Management Specialist
Masonry Technical Educator Instructor
Mathematics Content Specialist
Mathematics Content Specialist, Gr 6-8
Mathematics Editor
Mathematics Test Development Coordinator
Mining Coordinator
Plumbing Technical Educator Instructor
Pre-Release Employment Navigator
Production Editor
Professional Development Coordinator
Program Administrator

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

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

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