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MEMORANDUM 30-2025-12

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief
Community College and Technical Center Management Information Services (CCTCMIS)

DATE: November 6, 2024

SUBJECT: Salaries of Selected Positions - Data Collection

DUE DATE: **Friday, December 13, 2024**

The purpose of this memorandum is to request the salaries of selected positions for required state reporting. The 2024-2025 Salaries of Selected Positions Spreadsheet is attached and contains instructions for this submission.

Please submit the completed spreadsheet through TIBCO® using the file name and format below, along with the CCTCMIS certification form required for database submissions:

CCxx.SEL.SALARIES.T4E2025.PROD.xlsx (where xx is the institution number).

The completed spreadsheet and certification form are due no later than **Friday, December 13, 2024**. Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form.

If you have any questions regarding the requested financial data, please email [Dottie Sisley](#), Director of the Florida College System (FCS) Budget Office. If you have any technical questions regarding the form or the submission process, please email [Murray Cooper](#) and [Katherine Mueller](#).

KP/mmc

Attachment

cc: Dottie Sisley, Director, Florida College System Budget Office