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**MEMORANDUM 30-2024-12**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin, Bureau Chief  
Community College and Technical Center Management Information Services

**DATE:** November 3, 2023

**SUBJECT:** Salaries of Selected Positions - Data Collection

**DUE DATE:** **Friday, December 15, 2023**

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The purpose of this memorandum is to request salaries of selected positions for state reporting. The 2023-2024 Salaries of Selected Positions Spreadsheet is attached and contains instructions for this submission. If you have any questions regarding the requested financial data, please email [Dottie Sisley](#), Director of the Florida College System Budget Office.

Please submit the completed spreadsheet through TIBCO® using the file name:

**CCxx.SEL.SALARIES.T4E2024.PROD.xlsx** (where xx is the institution number).

The completed spreadsheet and certification form are due no later than **Friday, December 15, 2023**. 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 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