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**MEMORANDUM 30-2019-14**

**TO:** Florida College System Reports Coordinators

**FROM:** Juan Mestre

**DATE:** November 2, 2018

**SUBJECT:** Salaries of Selected Positions Data Collection  
**Data and Certification Due: Wednesday, November 28, 2018**

The purpose of this memorandum is to request salaries of selected positions for state reporting. Attached is the 2018-2019 Salaries of Selected Positions spreadsheet, which contains instructions for this submission. Should you have any questions regarding the requested financial data, 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.T4E2019.PROD.xlsx** (where xx is the institution number).

The completed spreadsheet and certification form are due no later than Wednesday, November 28, 2018. Certification forms are available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the specified certification file name listed within the form.

If you have any technical questions regarding the form or the submission process, email [Kimberly Pippin](#) and [Linda Wheatcraft-Smith](#).

JM/kp

Attachment