



August 21, 2023

Memorandum from President Murdaugh

The District Board of Trustees of
Tallahassee Community 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, August 21, 2023 Board Meeting.

The meeting will be held at 2:30 p.m. at the Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304.

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jim Murdaugh'. The signature is written in a cursive, flowing style.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, August 21, 2023
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. June 2023 Minutes
Approve minutes as presented.

BOARD OF TRUSTEES

2. The District Board of Trustees 2023 Board Self-Evaluation
Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2023 Board Self-Evaluation as presented.
3. Election of Officers

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

4. Attorney Invoice – Bryant Miller Olive (June 2023)
Authorize payment of invoices as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. Human Resource Report
Approve the report as presented.

TCC Foundation

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

Academic Affairs

8. Amendment to Lab Fee for 2023-2024
Approve the fee amendment.
9. Private School Dual Enrollment Articulation Agreement
Approve the articulation agreement.

Administrative Services

10. Fund Analysis - July 2023
Presented as an information item only.
11. Construction Status Report
Presented as an information item only.
12. Architect Invoices
Authorize payment of architectural invoices as presented.
13. Tuition and Fee Waiver – Persons over 60 Years of Age
Authorize the College to create and utilize a tuition and fee waiver for persons over 60 years of age.
14. Tuition and Fee Waiver – Out-of-State Fees for Intercollegiate Student Athletes
Authorize the College to create and utilize a tuition and fee waiver for the out-of-state fees for intercollegiate student athletes.

15. RFQ 2023-08 Award Recommendation

Approve the recommended construction manager at risk, Allstate Construction, Inc., for the TCC Dental Hygiene Simulation Lab project.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

September 18, 2023

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

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, June 20, 2023
Business Meeting and Workshop – 2:30 PM

On June 20, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Eugene Lamb at 2:30 p.m.

Members Present: Chair Eugene Lamb, Vice Chair Jonathan Kilpatrick, Trustees Frank Messersmith, Monte Stevens.

Absent: Trustee Charlie Ward

Zoom: Trustee Karen Moore – Unable to attend due to extraordinary circumstances.

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Barbara Wills, Anthony Jones, Craig Knox, Lei Wang, Nyla Davis, Bryan Hooper, Janet Hartman, Kim Moore, Rob Hall, Suzi Baugh, Calandra Stringer, Bill Spiers, Ross Brooks, Amanda Clements, Dustin Frost, Mike Robeck, Brendie Hawkins, Renae Tolson, Chuck Moore, Sheri Rowland, Sila Lott, Tiffany Echoles, Justyn Thomas, Alison Fleischmann, Angela Long, and Trevoris McDaniel.

CALL TO ORDER

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

COMMENTS

i. Board Chair Lamb announced that Kim Moore is leaving TCC and wished her well.

ii. Board Members: Trustee Moore recognized the splendid work that Dr. Kim Moore has done in her time at TCC. She shared that Dr. Murdaugh has been recognized by the other twenty-seven Florida College System presidents for the work he has done for the Association of Florida Colleges.

iii. President Jim Murdaugh invited Dr. Kimberly Moore to comment on her departure from the College. Dr. Moore spoke about her amazing journey with Tallahassee Community College and what it meant to her. Dr. Murdaugh mentioned that TCC held its first Electrical Apprenticeship Program graduation ceremony on May 24

and one gentleman in the program had perfect attendance for four years. He attended the State University System and Florida College System Summit with Commissioner Manny Diaz and Chancellor Raymond Rodrigues. Associate Vice President Anthony Jones also attended the Commissioner's Summit for Acceleration Access to Dual Enrollment. He thanked Chair Lamb and Vice Chair Kilpatrick for attending the City Commission of Tallahassee board meeting where Commissioner Caban recognized TCC with a proclamation honoring TCC for receiving the Best and Brightest Companies to Work for in the Nation, by the National Association of Business Resources for the year 2022, recognition. President Murdaugh introduced Janet Hartman, newly appointed Executive Director of the Florida Public Safety Institute. Janet addressed the board and thanked Dr. Murdaugh for the opportunity. He shared that Jessica Chapman has been appointed as principal, and Patricia Pagozalski as assistant principal of Tallahassee Collegiate Academy. He asked Alison Fleischmann from Tallahassee Community College Foundation to introduce Brendie Hawkins, the new Grants and Special Projects Director.

President Murdaugh advised the Board that it requires a vote of the Board to allow Trustee Moore to vote remotely, she is unable to attend in person due to extraordinary circumstances.

Trustee Moore to vote remotely.

Approve Trustee Moore to vote remotely.

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

Motion passed unanimously.

APPROVAL OF MINUTES

1. May 2023 Minutes
Approve minutes as presented.
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.
2. 2022 Presidential Evaluation Minutes
Approve the minutes as presented.
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

VP Candice Grause shared recent media coverage; News from our press conference about our three new bachelor's degree programs with \$150,000 in donations to provide scholarships for all three programs; coverage of our Public Safety Day held at the Florida Public Safety Institute; Four of TCC's student-athletes traveled to Hobbs, New Mexico to compete in the National Junior College Athletic Association for the Track and Field Championships, we had several record breakers, Lynette Scutari finished with a

new personal best and school record in the 100-meter and 200-meter dash, and Justin Moore also set a new personal best and school record with the 400-meter dash; recent graduate Travious Copeland was awarded the prestigious Gates scholarship from the Bill and Melinda Gates Foundation that will cover tuition for his bachelor's degree. He was accepted to over thirty-two colleges. He will attend Florida Agriculture and Mechanical University. Demetria Coley, at fifteen years old, just became our youngest student in TCC's history to graduate with her Associate Arts degree as a dual enrollment student. Her sister, D'Aundra, had previously held that title when she graduated in 2020 at the age of sixteen. Demetria will follow in her mother's footsteps and become a nurse; another star TCC graduate, now Florida State University student, Makaira Skeete, was featured on WFSU's Voices That Inspire. She advised other students to stay connected with faculty, staff, and advisors to get the most out of their college experience. Capital Outlook highlighted the recent completion of the spring 2023 cohort of the City Farm TLH Urban Farming and Entrepreneurship program, at Wakulla Environmental Institute. Since the first training session began in 2021, nearly 80 residents have completed the intensive twelve-week program. Two back-to-back issues of the Florida Trend have featured our commercial vehicle driving training program. Since its inception we have had over three hundred graduating with 41 of them being with the Department of Corrections. Second mention was our Oyster Aquiculture Program.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

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

3. Attorney Invoice – Bryant Miller Olive (May 2023)
Authorize payment of invoices as presented.

4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Human Resource Report
Approve the report as presented.

Motion to Approve Consent Agenda.

MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

TCC Foundation

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

Academic Affairs

7. Annual, Continuing and Post Award Contract Recommendations
Approve the recommendations for annual, continuing and post award contracts in the attached list.
MOTION: Trustee Moore **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
8. Laboratory/Course and Distance Learning Fees for 2023-2024
Approve the laboratory/course and distance learning fees.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
9. Public Charter School Dual Enrollment Articulation Agreement
Approve the articulation agreement.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
10. Private School Dual Enrollment Articulation Agreement
Approve the articulation agreement.
MOTION: Trustee Moore **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
11. Academic Curriculum Changes
Approve the proposed curriculum changes.
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.

Administrative Services

12. Fund Analysis - May 2023
Presented as an information item only.
13. Construction Status Report
Presented as an information item only.
14. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.
15. Use of College Personnel and Facilities
Approve the use of College resources for TCC Foundation DSO activities as presented.
MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Moore
Motion passed unanimously.
16. Banking Services Agreement
Approve the College to enter into a banking services agreement with Wells Fargo.
MOTION: Trustee Moore **SECOND:** Vice Chair Kilpatrick
Trustee Stevens recused himself from voting and provided a signed Form 8A, Memorandum of Voting Conflict for State Officers.
Motion passed by Chair Lamb, Vice Chair Kilpatrick, Trustees Moore, and Messersmith.
17. 2022-2023 Equity Report Update
Approve the 2022-2023 Equity Report Update as presented.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.
18. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.
MOTION: Trustee Stevens **SECOND:** Trustee Moore
Motion passed unanimously.
19. College Operating Budget Amendment for FY 2022-23
Approve the College's FY 2022-23 Operating Budget Amendment.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

20. College Operating Budget for FY 2023-2024
Approve the College's FY 2023-2024 Operating Budget.
MOTION: Trustee Moore **SECOND:** Trustee Stevens
Motion passed unanimously.

Chair Lamb reported that he and Vice Chair Kilpatrick met with the president representing the board to confirm he had submitted a letter from his doctor following his physical exam documenting that he is fit to perform his duties. They also went over his evaluation by the board as a whole and reviewed his compensation. The budget just approved contains a 6% pay raise for all full-time college employees. The president's contract specifies that he is eligible for the same raise as approved for all employees. Trustee Lamb stated that he would like to entertain a motion that the president receive a 6% increase effective July 1 and that his contract be approved.

Approve President's contract.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

21. Capital Improvement Plan (CIP) 2024-25 Through 2026-2027
Approve the 2024-25 through 2026-27 CIP, as summarized on the attached CIP-2 form.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

22. LS Building No. 15 Coping and Roofing
Approve the attached proposal no. 25-FL-230403 from Garland/DBS, Inc. as presented.
MOTION: Trustee Moore **SECOND:** Trustee Stevens
Motion passed unanimously.

23. RFQ 2023-04 Award Recommendation
Approve the recommended construction manager at risk, RAM Construction & Development, LLC, for the TCC CUP Control Room & Restroom Additions project.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

24. RFQ 2023-06 Award Recommendation
Approve the recommended construction manager at risk, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovation project.
MOTION: Trustee Stevens **SECOND:** Trustee Moore
Motion passed unanimously.

25. Changes to Salary Schedule
Approve updates to the 2023 – 2024 Salary Schedule as presented.
MOTION: Trustee Moore **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

BOARD OF TRUSTEES

26. 2023 - 2024 Schedule of Business Meetings and Workshops
Approve the schedule as presented.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

No Workshop

PRESIDENT'S REPORT

No Board meeting in July.
Trustees will receive an email concerning upcoming events between now and the next Board meeting in August.

NEXT MEETING DATE

August 21, 2023, Monday

Location: **Main Campus-Hinson Building**

ADJOURNMENT

Chair Lamb called for adjournment at 3:33 p.m.

Eugene Lamb Jr.
Chair

Jim Murdaugh, Ph.D.
President



August 21, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Lei Wang, Ed.D.
Associate Vice President for Institutional Effectiveness

SUBJECT: The District Board of Trustees 2023 Board Self-Evaluation

Item Description

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as the accrediting agency for Tallahassee Community College, requires Boards to define and regularly evaluate their respective responsibilities and expectations. In accordance with SACSCOC requirements, the members of the District Board of Trustees have completed the 2023 Board Self-Evaluation Survey.

Overview and Background

The attached summary of the results of the 2023 Board Self-Evaluation reflect input from all seven members of the District Board of Trustees. The summary is presented for Board consideration and discussion, with goals of:

- identifying areas for improvement;
- achieving a better understanding of what members expect from themselves and each other to perform as an effective Board;
- identifying strategies to enhance Board performance; and
- gaining awareness of noteworthy strengths and characteristics.

Funding/ Financial Implications

There are no funding/financial implications.

Past Actions by the Board

This is the third year the Board has completed a self-evaluation.

Recommended Action

Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2023 Board Self-Evaluation as presented.

2023 Board Self-Evaluation
The District Board of Trustees of Tallahassee Community College

5 = Excellent 4 = Above Average 3 = Average 2 = Below Average 1 = Unsatisfactory	DBOT AVERAGE RATING (TOTAL DBOT POINTS)
The Board ensures the College provides accurate and timely information in order to perform Board responsibilities and make decisions.	5.00
	(30)
The Board ensures that the college allocates institutional financial resources for programs and services in a legal and competitive manner.	4.83
	(29)
The Board supports TCC's programs and activities by attending College events.	4.67
	(28)
The Board focuses on policy issues, not on administrative matters.	5.00
	(30)
The Board ensures the financial resources of the College are being used to provide sound educational programs by reviewing monthly fund analysis reports and approving the annual operating budget.	5.00
	(30)
The Board is regularly informed of changes in state policies and statutes, and recommended responses and actions of the state college system.	5.00
	(30)
The Board regularly reviews TCC's mission and strategic plan.	4.67
	(28)
The Board has a comprehensive understanding of the needs of the College's service district.	4.83
	(29)
The Board informs the President of community contacts, involvement and issues.	4.67
	(28)

The Board is knowledgeable about TCC's educational programs and services.	4.83
	(29)
The Board stays current on social, economic, and educational trends that affect the College.	4.67
	(28)
The Board helps inform the community of the College's needs.	4.67
	(28)

Table 1. In terms of both structure and focus, what are the strengths of the Board?
The board is comprised of a cohesive group of individuals with diverse backgrounds and skillsets. This allows the board to have a broad area of knowledge and interest. Also, the board members are highly involved in a wide variety of activities of the college. The board members spend a great deal of time engaged in the activities of the college in addition to the board meetings and board agenda. Many of the board members are active and regularly speak in various settings about the college and the college's successes.
The experiences and background of the Board of Trustees is a major strength.
To help provide oversight and support to the structure and focus of the college needs!
The board understands its role and responsibilities. We work very well together to achieve the goals of the institution.
Communication and clear direction.
The strength of the board is working together to support the college.

Table 2. In what areas is the Board most in need of assistance, support, or training to better perform its responsibilities?
The college has such a wide variety of activities throughout the community and impacts the lives of so many, it is virtually impossible to keep up with all the activities of the college. A consistent and regular overview of all the educational activities of the college from GED, to healthcare, to STEM, to Workforce would be appreciated.
I don't see any such needs. A Trustee will usually ask for input or assistance if they need it.
It is always helpful when we can get explanations on items that we will need to act upon during a meeting!
The board receives updates and professional development on a monthly basis. No additional training or support is needed.
N/A
I would like to know more about how the college activities effect the community in which it serves.

ELECTIONS – *Chairman of the Board calls for nominations for Board Chair and Vice Chair.*

Chair and Chair Elect Nominations:

Chair: The floor is open for nominations for the Chair and Vice Chair of the District Board of Trustees, Tallahassee Community College:

A Board member makes the nominations.

After all nominations are made the Chair responds:

I will entertain a motion that _____ and
_____ be elected to the positions of Chair and Vice
Chair, respectively, of the District Board of Trustees, Tallahassee
Community College.

Motion by Board member

Second

Vote

After election the meeting is immediately resumed under the direction of the newly elected Chair



August 21, 2023

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 Invoice – Bryant Miller Olive (June 2023)

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 \$375.00 for June 2023.

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 12, 2023
 Invoice No. 81123
 Client No. 25480.006

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

Purchase Order No. PO-015825 - 1

Statement of Legal Services

			Hours
06/05/2023	DMH	Draft email to client	0.10
06/06/2023	DMH	Review and reply to email	0.10
06/06/2023	DMH	Draft email to union	0.10
06/06/2023	DMH	Draft email to client	0.10
06/08/2023	DMH	Review and reply to emails from/to client and from/to Union	0.20
06/14/2023	DMH	Review and reply to emails	0.30
06/16/2023	DMH	Prepare for and attend zoom call	0.50
06/21/2023	DMH	Review email from client and reply	0.10
Current Services			1.50
			\$375.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.50	\$250.00	\$375.00

Total Current Work	\$375.00
Previous Balance Due	\$517.50
Balance Due	\$892.50

Tallahassee Community College

Invoice Date: July 12, 2023
Invoice No. 81123
Client No. 25480.006

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



August 21, 2023

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

US Department of Education Higher Education Emergency Relief Fund - Institutional Support - Amendment 9

This amendment extended the award period to 10/01/2024. The award amount remains the same.

Florida Department of Corrections - Amendment 3

This amendment revised the payment table. The award amount remains the same.

State of Florida, Department of Economic Opportunity - Disaster Recovery Workforce Recovery Training Program (WRTP) Subrecipient Agreement - Amendment 1

This amendment revised the Scope of Work (1), Section 7 (Reports) and 3. The award amount remains the same.

Florida Department of Education – Postsecondary Assessment FY 22 - 24 -Amendment 2

The amendment increases the award amount by \$911,261 for FY 23/24. The new award amount is \$2,733,783 with an indirect cost rate of 10%.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education - Amendment 2

This amendment reallocated funds and align object codes per audit review. The award amount remains the same.

Florida Department of Education - Civic Literacy Excellence Initiative: Coaches and Captains – Amendment 1

The amendment reduces the overall award amount by \$1,250,250 for FY 22/23 while increasing health insurance, FICA, and travel. The new award amount is \$4,440,314 with an indirect cost rate of 10%.

Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V - Amendment 1

This amendment reallocated funds and align object codes per audit review. The award amount remains the same.

Florida Department of Education - Holocaust Education Task Force FY22/23 – Amendment 1

This amendment reallocated funds and extended the award through 8/31/23. The award amount remains the same.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

This amendment reallocated funds and align object codes per audit review. The award amount remains the same.

Florida Department of Education - Adult Education IELCE State Administration IET Project - TCC - Amendment 1

The amendment reduces the overall award amount by \$403,412 for FY 22/23. The new award amount is \$670,078 with an indirect cost rate of 10%.

Florida Department of Education - Pathways to Career Opportunities - Amendment 1 & 2

These amendments extended the award period to 10/20/2023. The award amount remains the same.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education - Amendment 2

This amendment reallocated funds and align object codes per audit review. The award amount remains the same.

Florida Department of Corrections - 100-Hour Transition Skills Education Program 23 -24

This project provides contracted staff responsible for the implementation of 100-Hour Transition Skills Education Program within DOC facilities throughout Florida. The amount of this award is \$3,235,707.75, including an indirect rate of 10%. The current funding period is from 7/1/23 through 6/30/24.

US Department of Education – Talent Search Program for Gadsden County FY 21 - 26

Year three of a five-year program that identifies and assists students in middle and high school from disadvantaged backgrounds in Gadsden County who have the potential to succeed in higher education. It provides academic, career, and financial counseling to its participants and encourages them to graduate from high school, continue on to, and complete their postsecondary education. The amount of this award is \$1,386,875, with an indirect cost rate of 8%. The funding period is from 9/1/2022 through 8/31/2026.

Florida Department of Corrections - Vocational Instruction FY 23/24

This project provides vocational instruction and programming (i.e., textbooks, consumable supplies, industry exams) to DOC inmate-students at regional facilities. The award is for \$2,057,442.64, including an indirect cost rate of 10%. The funding period is from 7/1/23 through 6/30/24.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists

This award is to provide support, coordinate, communicate and complete related tasks to the Florida Department of Juvenile Justice Office of Prevention Services. The amount of this contract is \$378,500, including an indirect cost rate of 14%. The funding period is 7/1/23 through 6/30/24.

Florida Department of Juvenile Justice - Staffing 23 - 26

This award is to provide training, technical assistance, curriculum, and evaluation, administrative, budget staff and support services, consulting, and other services necessary to ensure juvenile justice training as mandated by sections 985-66, Florida Statutes (F.S.). The award is for \$3,976,675.46 including an indirect cost rate of 14%. The award period is from 7/1/23 - 6/30/26.

Florida Department of Juvenile Justice - Contract Research Position

This award is to provide a position to provide research services to the Florida Department of Juvenile Justice FY 23/24. The new award amount is \$134,479.02, including an indirect rate of 14%. The funding period is from 7/1/2023 through 6/30/2024.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

US Department of Education Higher Education Emergency Relief Fund - Institutional Support Amendment 8 was approved at the May 2023 Board of Trustees meeting.

Florida Department of Corrections

Amendment 2 was approved at the April 2023 Board of Trustees meeting.

State of Florida, Department of Economic Opportunity - Disaster Recovery Workforce Recovery Training Program (WRTP) Subrecipient Agreement

Initial award was approved at the June 2022 Board of Trustees meeting.

Florida Department of Education – Postsecondary Assessment FY 22 - 24

Initial award was approved at the August 2022 Board of Trustees meeting.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

Amendment 1 was approved at the April 2023 Board of Trustees meeting.

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

Initial award was approved at the February 2022 Board of Trustees meeting.

Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V

Initial award was approved at the October 2022 Board of Trustees meeting.

Florida Department of Education - Holocaust Education Task Force FY22/23

Initial award was approved at the October 2022 Board of Trustees meeting.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

Initial award was approved at the October 2022 Board of Trustees meeting.

Florida Department of Education - Adult Education IELCE State Administration IET Project - TCC

Initial award was approved at the October 2022 Board of Trustees meeting.

Florida Department of Education - Pathways to Career Opportunities

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

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

Amendment 1 was approved at the October 2022 Board of Trustees meeting.

Florida Department of Corrections - 100-Hour Transition Skills Education Program 23 -24

This is an annual renewal.

US Department of Education – Talent Search Program for Gadsden County FY 21 - 26

This is an annual renewal.

Florida Department of Corrections - Vocational Instruction FY 23/24

This is an annual renewal.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists

This is an annual renewal.

Florida Department of Juvenile Justice - Staffing 23 - 26

This is an annual renewal.

Florida Department of Juvenile Justice - Contract Research Position

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$954,027.48.

Recommended Action

Authorize funding for the awards and contracts as presented.



August 21, 2023

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 requests 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 2023-2024 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Janet Hartman	Executive Director, Florida Public Safety Institute	FPSI	June 1, 2023
Shelly Bell	Vice President for Workforce Development	Workforce Development	July 24, 2023
Brendie Hawkins	Grants and Special Projects Director	TCC Foundation	June 5, 2023

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Sharella Robinson	Call Center Representative	Call Center	June 1, 2023
Karen Crapps	Admissions Navigator	Admission and Records	June 1, 2023
Annabella Wells	Call Center Representative	Call Center	June 1, 2023
Anissa Southall	Regional Service Center Manager	Business and Industry Services	June 1, 2023
Brian Williams	Commercial Vehicle Driving Lead Instructor	CDL Program	June 1, 2023
Samantha Lucas	Career and Academic Advisor	Student Success and Retention	June 1, 2023
Taylor Pratt	Strategic Communications Specialist	Communications and Marketing	June 1, 2023
Caroline Palmer	Program Specialist IV - Office of Library Media and Instructional Materials	DOE - Augmented BSIS Positions	June 5, 2023
Calvin Cheung	Graphic Designer	Communications and Marketing	June 5, 2023
Delilah Pierre	Staff Assistant	Advanced Manufacturing	June 12, 2023
Toby Ward	Campus Police Officer	Campus Police - Evening	June 14, 2023
Fredrica Jenkins	Staff Assistant	HCP Office Staff	July 5, 2023
Amy Pagano	Simulation Lab Technician, HCP	Simulation Program	July 5, 2023
Joy Scarlett-Garcia	Healthcare Lead Instructor	Business and Industry Services	July 5, 2023
Tasha Frankos	Admissions Navigator	Admission and Records	July 5, 2023
Anielka Oliveros Garcia	Systems Administrator	Server Databases	July 5, 2023
Brynn Baca	Head Coach, Softball	Athletics	July 14, 2023
Kyle Dragovich	Systems Support Specialist	System Support	July 17, 2023

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Jaclyn Holimon	Regional Civics Coach	Civics Literacy Program - Regions 2	June 1, 2023
Bettina Haye-Morrison	Traffic Safety Financial Analyst	Traffic Safety Program	June 1, 2023
Lisa Golden	Release Employment Navigator	Compass 180 DOC- Hamilton C.I.	June 1, 2023
Christine Taff	Regional Coordinator-Northeast Florida	DJJ - Delinquency Prevention	June 5, 2023
Caroline Palmer	Program Specialist IV - Office of Library Media	DOE - Augmented BSIS Positions	June 5, 2023
Matthew Gregory	Dean of Students (TCA)	Tallahassee Collegiate Academy	June 9, 2023
Stephanie Perry	English Language Arts Content Specialist, Gr. 3-5 Reading, Gr. 4-5 Writing	DOE - Test Development Center	June 12, 2023
Sharayton Kalkai	Traffic Safety Financial Analyst	Traffic Safety Program	June 12, 2023
Turquoise Huewitt	Training Specialist II	DJJ - Right Interactions	June 12, 2023
Rodney Jordan	Program Specialist II	DOE - Charter Schools	June 13, 2023

Paula Capps	Career Development Specialist	Compass 180 DOC - Gulf C.I.	June 19, 2023
Gus Devereaux	Career Development Specialist	Compass 180 DOC - Lawtey CI	July 5, 2023
Johanna Paredes	Career Development Specialist	Compass 180 DOC - South Florida Reception Center	July 5, 2023
Melanie Larson	School Enrollment Specialist/Registrar	TCC Collegiate Academy	July 10, 2023
Rosetta Barker	Case Management Specialist	DOC - Vocational Training	July 10, 2023
Patricia Buchanan	Career Development Specialist	Compass 180 DOC - Florida Women's Reception Center	July 10, 2023
Austin Ard	Program Specialist IV – BFCO	Program Specialist IV – BFCO	July 17, 2023
Allison Tackett	Academic Coordinator	Tallahassee Collegiate Academy	July 17, 2023
Stephanie Rinehart	Eagle Connections Program Specialist	OE - Augmented BFCO	July 17, 2023

Re-Appointments (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
Janet Hartman	Executive Director, Florida Public Safety Institute	FPSI	April 1, 2021	March 31, 2029
Rita Brown	Library Circulation Services Supervisor	Library Services	August 1, 2023	July 31, 2031
Larry Chaney	Senior Environmental Services Technician	Facilities	August 1, 2023	July 31, 2031
Stephanie White	Academy Program Coordinator	FPSI, High Liability Training	August 1, 2023	July 31, 2031

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Ashley Garrison	Instructional System Designer	DJJ - Curriculum Design	June 2, 2023	Resigned
Chuck Hash	Landscaper	Facilities Operations	June 8, 2023	Dismissed
Colby English	Career Development Specialist	Compass 180 DOC - Florida State Prison	June 8, 2023	Dismissed
Ronnie Johnson	Environmental Services Supervisor	Facilities Operations	June 8, 2023	Dismissed
Travis Barton	Mathematics Test Development Coordinator	DOE - Test Development Center	June 8, 2023	Resigned
Ashley Cooper	Program Coordinator for Adult Education	CWE Adult Education	June 13, 2023	Resigned
Joseph Gerstenfeld	Project Director of Project Anchor	Workforce Development	June 13, 2023	Resigned
Whitney Sampson	Senior Accounting Specialist	FPSI Business Office	June 13, 2023	Retired
Madison Parsons	Regional Coordinator - Northwest Florida	DJJ - Delinquency Prevention	June 16, 2023	Resigned
Gregory Robinson	Library Technical Assistant I	Library Circulation	June 23, 2023	Resigned
Joshua Lehrkamp	Help Desk Consultant	Help Desk	June 23, 2023	Dismissed
Leslie-Ann Charles	Cashier	Cashier Office	June 23, 2023	Resigned
Ericia Saunders	Staff Assistant	Advising	June 27, 2023	Resigned
Kristina McDowell	Career and Academic Advisor	Advising	June 29, 2023	Resigned
Malcolm Armstrong	Speech Faculty	Speech Faculty	June 30, 2023	Contract Not Renewed
Duane Pace	Statewide Academy Coordinator Senior Learning Consultant	DJJ - Right Interactions	June 30, 2023	Retired
EllaMae Petersen-Daniel	Director of Special Projects and Innovation	Workforce Development	June 30, 2023	Resigned
Gerald Jones	Associate Vice President of Student Affairs	Student Affairs	June 30, 2023	Contract Not Renewed
Joey Walter	Dean of Business Industry & Technology	Academic Affairs	June 30, 2023	Contract Not Renewed

Leslie Knight	English Language Arts Editor	DOE - Test Development Center	June 30, 2023	Contract Not Renewed/End-of-Contract Grants
Carl Ross	Engineering Technician (Construction)	Construction Services	June 30, 2023	Resigned
Harriet Bush	Director of FPSI Business Office	FL Public Safety Institute	June 30, 2023	Retired
Nancy Dignon	Earth Science Faculty	Earth Science Faculty	June 30, 2023	Retired
Nikki Pettineo	Culinary Career/Technical Educator Instructor	DOC - Vocational Training	June 30, 2023	Resigned
Patti Townsend	Head Coach, Softball	Athletics	June 30, 2023	Retired
Sherri Peschl	Senior Accounting Specialist	FPSI Business Office	June 30, 2023	Retired
Sonia Taylor	Deputy Director	Department of Juvenile Justice	June 30, 2023	Contract Not Renewed
Steve Outlaw	Executive Director, Florida Public Safety Institute	Executive Team Florida Public Safety Institute	June 30, 2023	Contract Not Renewed
Douglas Hughes	Landscaper	FPSI Facilities	July 3, 2023	Resigned
Gloria Williams	Academic Coordinator	Healthcare Professions	July 6, 2023	Resigned
Sarah Beadling	Career and Technical Education Advisor	CWE Academic Affairs	July 19, 2023	Resigned
Kristi Jefferson	Manager, Counseling Center	Student Access Services	July 20, 2023	Resigned
Barbie Bourland	Office Manager	Financial Aid (Bill Spiers)	July 21, 2023	Resigned
Jessica Hasle	Regional Civics Coach	Civics Literacy Program - Regions 2	July 21, 2023	Resigned
Kym Mattson	Call Center Representative	Call Center	July 21, 2023	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Margaret Bowman	Director	Student Affairs/Transfer Services	Workforce Evolved, Inc.	CEO
Kenneth Andrew Carolan	Consultant	IT	BestBuy GeekSquad	GeekSquad Manager
Alexandria Armstrong	Director, Career Education and Articulation	Workforce DOE-CTE Outreach	FAMU	Provost
Lindsey Smitherman-Brown	Professor of Humanities	Communication and Humanities	Chipola College	Adjunct-Humanities-Writing
Katina Smith	Office Manager	HCP	Red Lobster	General Manager
Joanne Hendricks	Assitant Professor	Healthcare Department	Corenant Care, Inc.	APRN

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
Michael Fraser	Advanced and Specialized Instructional Coordinator	FPSI Continuing Education	June 1, 2023	PSAV Adjunct
Carla Chukes	CJ Instructional Coordinator - Corrections	FPSI Certificate Programs	June 1, 2023	PSAV Adjunct
Kristina Lamb	Mathematics Test Development Coordinator	DOE - Test Development Center	June 9, 2023	Mathematics Content Specialist
Jeremiah Gile	CJ Instructional Coordinator	FPSI Certificate Programs	June 12, 2023	PSAV Adjunct
Nancy Simmons	Purchasing Specialist	Procurement and Auxiliary Services	June 20, 2023	Accounting/Budget Specialist
Gavin Purser	HVAC/Building Automation Specialist	Facility HVAC/BAS Maintenance	July 1, 2023	Maintenance Technician II
Emily Fiore	Manager, Career Services and Specialized Student Support	Advising & Retention	July 1, 2023	Career Services and Internship Coordinator
Audrey Kervin	Direct Inmate Service Manager	WD Special Projects	July 1, 2023	Program Specialist-Vocational DOC Project



August 21, 2023

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 TCC
Foundation

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

Attached is a report of funds raised by the TCC 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., TCC Studios in the Learning Commons
- September 21 – TCC Hall of Fame Induction Banquet, 6:00 – 9:00 p.m., Student Union Ballroom
- October 12 - President’s Circle Reception, 5:30 – 7:00 p.m., Announcing Cleaver and Cork Chef, Poco Vino

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

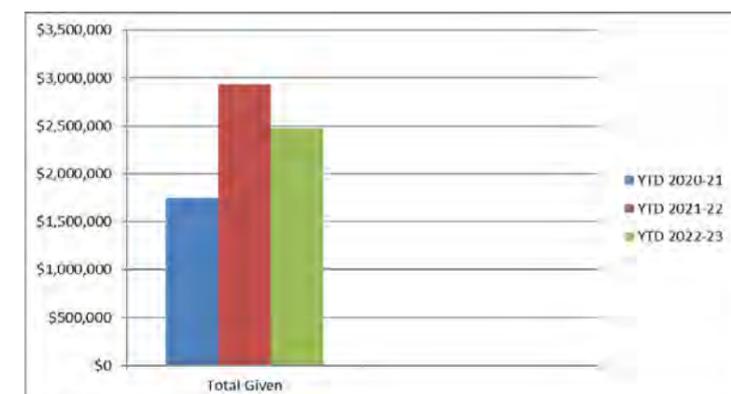
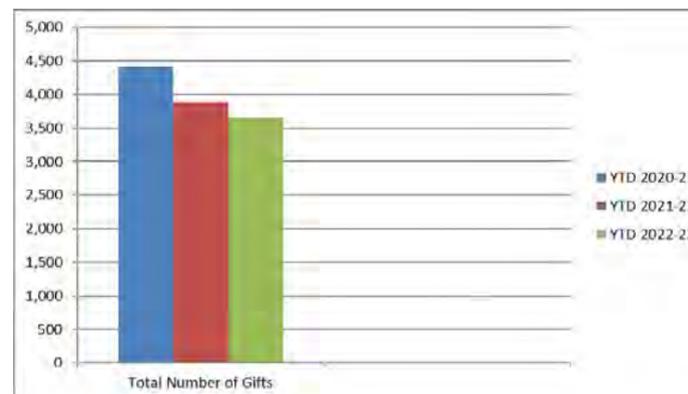
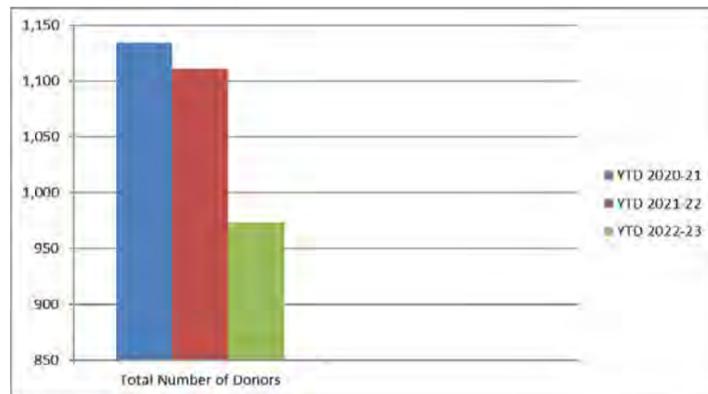
Presented as an information item only.

TCC Foundation - Financial Update FY 22/23 July - June

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received	\$1,748,737	\$2,932,543
	Scholarship amount	\$830,770	\$615,848	\$1,013,752
	Program support amount	\$540,962	\$1,034,284	\$953,775
	Facility support amount	\$157,260	\$85,503	\$152,152
	Unrestricted support amount	\$219,745	\$196,908	\$350,532
	Number of Donors	1,134	1,111	973
	Number of Gifts	4,422	3,889	3,648
	Blueprint Donation		1,000,000	
	Net assets of the TCC Foundation	\$22,868,358	\$18,454,008	\$21,331,722

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received for Alumni	\$207,121	\$185,714
	Number of Donors	182	141	127
	Number of Gifts	1,097	861	777

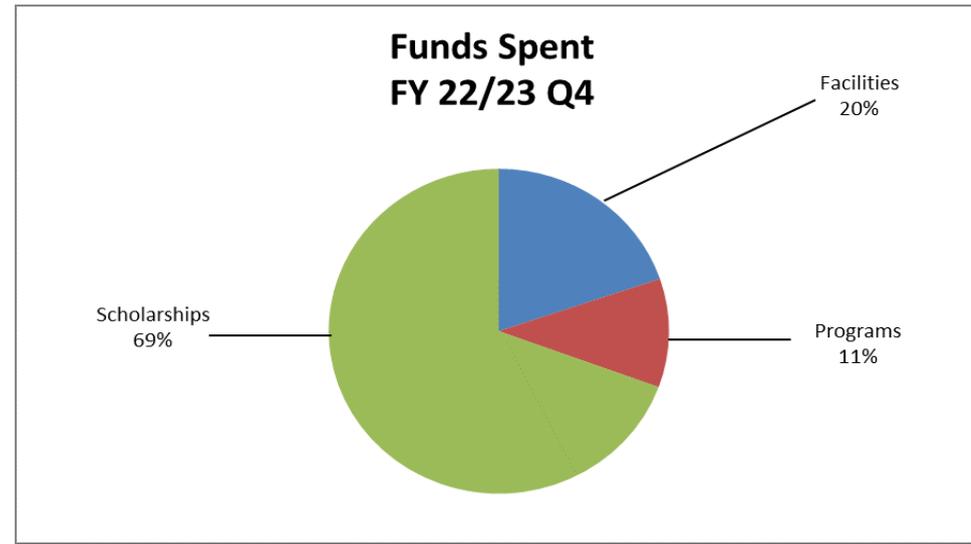
TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Cash	\$1,748,737	\$2,922,815
	Gift in Kind	\$0	\$9,728	\$18,000
	Number of Planned Gifts Confirmed	3	4	5
	Total Raised - Pledges Received	\$412,914	\$436,583	\$820,272
	Grants Received			28 grants total \$8,624,500
	Grants Applied For			62 grants total \$42,908,745
	Pledges Expected by 6/30/2023			\$50,690



TCC Foundation - Funds Spent FY 22/23

Funds Spent FY 2023-2024 Fourth Quarter

Fund Category	Amount Spent
Facilities	\$37,632.00
Programs	\$20,572.06
Scholarships	\$132,078.73
Total	\$190,282.79



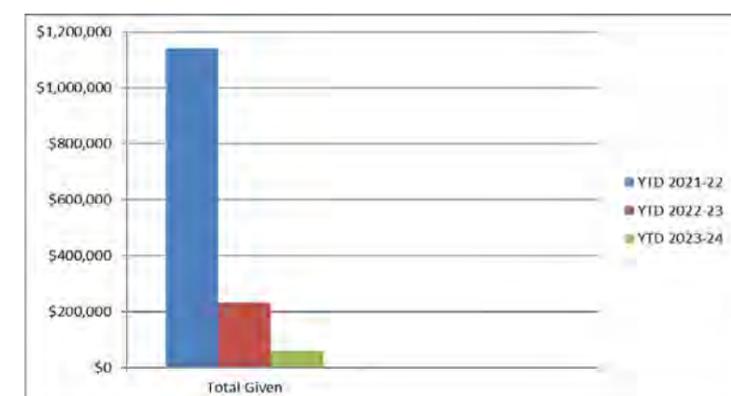
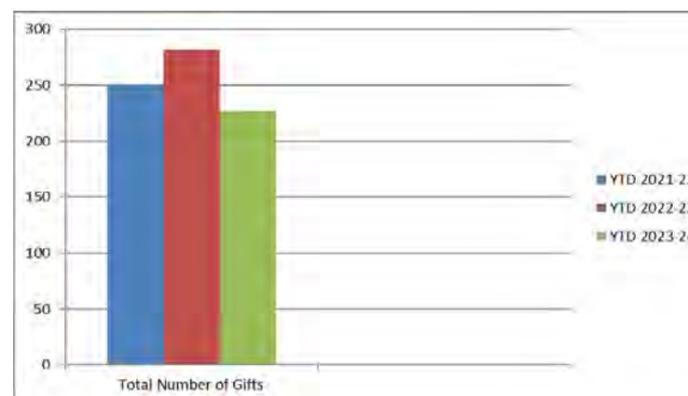
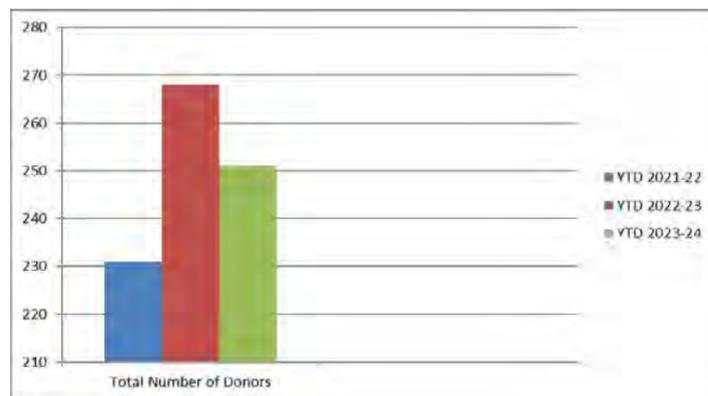
TCC Foundation - Financial Update FY 23/24

July

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Total Received	\$1,142,487	\$231,735
	Scholarship amount	\$118,781	\$82,863	\$22,671
	Program support amount	\$7,445	\$32,081	\$2,713
	Facility support amount	\$6,145	\$102,068	\$20,224
	Unrestricted support amount	\$10,116	\$14,723	\$15,561
	Number of Donors	231	268	251
	Number of Gifts	250	282	227
	Blueprint Donation	1,000,000		
	Net assets of the TCC Foundation	\$22,651,602	\$20,161,219	\$21,894,487

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Total Received for Alumni	\$17,924	\$9,974
	Number of Donors	67	52	52
	Number of Gifts	74	56	56

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Cash	\$1,142,487	\$231,735
	Gift in Kind	\$0	\$0	\$0
	Number of Planned Gifts Confirmed	4	5	0
	Total Raised - Pledges Received	\$51,020	\$510,589	\$12,500
	Grants Received			0 grants total \$0
	Grants Applied For			2 grants total \$1,931,250
	Pledges Expected by 6/30/2024			\$326,503





August 21, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Amendment to Lab Fee for 2023-2024

Item Description

This item presents a change in a course lab fee to be effective in Fall 2023.

Overview and Background

To correct the assessed lab fee for TRA0080 in the Tractor Tractor Truck Driver program, TCC proposes an amendment of the prior approved fee. This correction will prevent overcharging students when registering for the program in the fall. The previously approved fee of \$4,091.00 should instead reflect the proposed amended fee of \$2,045.35.

The fee assessed will support the operation of the vehicles and associated examinations needed for students to earn their CDL upon program completion.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved similar fees in June 2023.

Recommended Action

Approve the fee amendment.



August 21, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Private School Dual Enrollment Articulation Agreement

Item Description

This item presents an additional Dual Enrollment Articulation Agreement between the College and a private school in TCC's service area.

Overview and Background

Florida Statute 1007.271(24) states that postsecondary institutions must enter into dual enrollment articulation agreements with qualified private secondary schools in their geographic service area seeking to offer dual enrollment courses to their students. TCC has worked with the local private schools that have requested access to dual enrollment for their students. These agreements parallel the agreements made with public school boards. This additional private school dual enrollment articulation agreement is proposed with Avant School of Excellence.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, private schools will not be invoiced for the 2022-23 academic year. TCC will submit reimbursement requests to the Florida Department of Education during fall and spring semesters. The school districts are responsible for the cost of the instructor if the course is taught at the high school site by a TCC instructor.

Past Actions by the Board

The Board approves these agreements annually.

Recommended Action

Approve the articulation agreement.

2023 – 2024 Dual Enrollment Articulation Agreement

Avant School of Excellence and Tallahassee Community College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Avant School of Excellence, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Avant School of Excellence and the President of Tallahassee Community College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For 2023-2024, career dual enrollment through TCC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Step 1: Complete TCC Online Application.

Step 2: Meet with high school guidance counselor to discuss testing/placement options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator, or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Step 1: Complete TCC Online Application.

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

Withdrawing from classes and Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop **before the withdrawal deadline**. The request must be submitted to TCC’s Dual Enrollment Coordinator before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Coordinator before the deadline which is published on TCC’s dual enrollment website: [Click here for the Course Adjustment Form.](#)

Sumer Enrollment

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit. Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students will use the P.E.R.T., SAT, and ACT Reading scores to test for dual enrollment eligibility.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1106, MGF1107	
Mathematics	123	MAC 1105, STA 2023	
SAT-I, The College Board			
Reading	440	24	ENC 1101

Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107
Mathematics	21		MAC 1105, STA 2023
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1106, MGF1107
PreACT			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Since September 2019)			
Reading	245		ENC 1101
Writing	245		
QAS (Quantitative Reasoning, Algebra, Stats)	242		MAC1105C, MAT1033, MGF1106, MGF1107
End-of-Course Assessments (Taken at a Florida Public High School)			
Algebra 1 or Geometry End-of-Course Assessment	4		MAC1105C, MAT1033, MGF1106, MGF1107
Performance in High School Coursework (Taken at a Florida Public High School)			
HS Algebra Algebra I Honors Math for College Liberal Arts			MAC1105C, MAT1033, MGF1106, MGF1107

HS Algebra II	B or Better and 3.0 GPA	
HS Algebra II Honors		
Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better and 3.0 GPA	ENC1101
English IV Honors		

Students must provide official score reports to TCC for ACT, SAT, and/or FSA Reading before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10th grade FSA or Florida Statewide Assessment Test will be required to place into college-level Mathematics and/or English and Reading to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10th grade FSA or Florida Statewide Assessment and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.00 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period. Students earning below a C in any course will need to consult with their guidance counselor before registering for the same course.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Academic Affairs designee.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period during which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TCC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received.

2023-2024 Deadlines for High Schools:

Due Date	Activity	Responsible Party
June 16 th , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 th , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 th , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 st , 2023	TCC First Day of Class	
August 25 th , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 st , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 th , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 st , 2023	TCC Last Day of Class	
December 4 th , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 th , 2023	Deadline to submit grades to TCC	High school
December 12 th , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 th , 2024	TCC First Day of Class	
January 10 th , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 th , 2024	Deadline to Submit "Course Request for Dual Enrollment" Form for 2023-2024.	High school
March 25 th , 2024	Last Day to Withdraw a student	High school
April 26 th , 2024	TCC Last Day of Class	

May 6 th , 2024	Deadline to submit grades to TCC	High school
May 7 th , 2024	TCC transcripts will be delivered to high schools	

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC Online Application](#) and all other procedures required by TCC’s Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC’s adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a

comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TCC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TCC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

TCC will provide the instructional materials to the dual enrollment student for each course taken. The School Board or student is responsible for obtaining instructional materials through the TCC Bookstore. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2023-24 academic year.

TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the funds received from the Dual Enrollment Scholarship Program to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2023-24 academic year.

However, each district will be required to verify student enrollment within 21 business days of TCC's Census date which is normally after the 5th day of class each semester.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of **Avant School of Excellence**, Florida, and The District Board of Trustees, Tallahassee Community College, Florida, have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee Community College, Florida

Date

President, Tallahassee Community College

Date

Chair, Avant School of Excellence School Board

Date

Principal, Avant School of Excellence



August 21, 2023

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: Fund Analysis - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/31/2023.

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 July is attached to this item.

Past Actions by the Board

N/A.

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 July 31, 2023

REVENUE		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Budget
Student Fees	\$	10,892,482	\$	2,411,093.67	\$	10,892,482	\$	2,411,094	\$	28,933,124		38%
State Support		2,927,989		3,642,644		2,927,989		3,642,644		43,711,723		7%
Other Revenue		138,579		0		138,579		0		0		N/A
TOTAL REVENUE		13,959,050		6,053,737		13,959,050		6,053,737		72,644,847		19%
EXPENSES		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Expenses
<u>PERSONNEL COSTS</u>												
Administrative		363,735		363,735		363,735		363,735		4,364,820		8%
Instructional		1,362,885		1,362,885		1,362,885		1,362,885		16,354,620		8%
Non-Instructional		1,367,194		1,367,194		1,367,194		1,367,194		16,406,328		8%
OPS		385,448		551,162		385,448		551,162		6,613,948		6%
Personnel Benefits		1,085,071		1,069,178		1,085,071		1,069,178		12,830,131		8%
TOTAL PERSONNEL COSTS		4,564,333		4,714,154		4,564,333		4,714,154		56,569,847		8%
<u>CURRENT EXPENSES</u>												
Services		225,988		376,888		225,988		376,888		4,522,651		5%
Material & Supplies		105,619		243,322		105,619		243,322		2,919,866		4%
Other Current Charges		677,408		677,707		677,408		677,707		8,132,483		8%
TOTAL CURRENT EXPENSES		1,009,015		1,297,917		1,009,015		1,297,917		15,575,000		6%
CAPITAL OUTLAY		-		41,667		-		41,667		500,000		0%
TOTAL EXPENSES	\$	5,573,348	\$	6,053,737	\$	5,573,348	\$	6,053,737	\$	72,644,847		8%

Purchase Orders from \$100,000 to \$324,999 +

Issued in June & July 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-017889	6/14/2023	Building Hope Services, LLC	143,986.00	Strategic support of Tallahassee Colleiate Academy for the Charter Schools Program grant.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-017993	7/10/2023	SHI	212,192.13	MicroSoft License Renewal	NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028
PO-018027	7/12/2023	City of Tallahassee - Utilities	142,000.00	Ghazvini Center Utilities	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-018034	7/12/2023	Trane U.S., Inc.	124,145.37	HVAC Equipment Replacement for FPSI Conference Center	OMNIA Contract #3341
PO-018110	7/14/2023	Cheney Brothers Inc	250,000.00	Food for FPSI cafeteria	Exempt per FAC 6A-14.0734(2)(d) - Food.
PO-018125	7/19/2023	Performance Food Group, Inc.	204,500.00	Food for FPSI cafeteria	Exempt per FAC 6A-14.0734(2)(d) - Food.
PO-018127	7/19/2023	Bates Precast Concrete, Inc.	168,000.00	Construction of High Strength Concrete Domes for Oyster Reef Dome Technology program	Awarded from ITB 2023-05.
PO-018184	7/26/2023	Miami Dade College	146,000.00	FDOE Charter School Grant for Application Imp & Maint	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-018193	7/26/2023	Miami Dade College	147,000.00	FDOE Charter School Grant for Instruction and Educator Research	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.



August 21, 2023

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 TCC 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 – AS OF *JULY & AUGUST 2023*

MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	75%	June 2024	New Survey 3.1 Underway
N/A	Master Plan – Main Campus	95%	September 2023	Underway – DAG Architects
PJ-0419	Student Union Office Renovation - Transfer Services	100%	July 2023	Complete
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	TBD	Converting to a Dental Sim Lab 100% CD's received May 10 th Advertising CMAR Services Award recommendation to August 2023 BOT
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to New Classroom	10%	TBD	Waiting on AV Proposals
PJ-0357	SM 114 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0165	SM 118 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0260	SM 129 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0360	SM 211 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0355	CH 233 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0356	CH 234 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0313	Administration Bldg#27 Lobby	15%	TBD	GMP to September BOT
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
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	10%	12/31/2023	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC See other individual building updates below
PJ-0422	Elevator Upgrades at SU Bldg#35	100%	TBD	Complete
PJ-0422	Elevator Upgrades at DH Bldg#06	90%	TBD	HVAC
PJ-0422	Elevator Upgrades at AC Bldg#08	100%	TBD	Complete
PJ-0422	Elevator Upgrades at TPP-N Bldg#11	5%	TBD	PO Issued
PJ-0422	Elevator Upgrades at TPP-S Bldg#11	5%	TBD	PO Issued

PJ-0342	Athletics – LS Interior Renovation	15%	TBD	CM Awarded to Southern Standard Construction 100% CD's delivered 2/24/23 GMP to September BOT
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP to September BOT
PJ-0433	Baseball Fieldhouse Window Replacement	50%	TBD	PO Issued Work in progress
PJ-0408	Athlete Weight Room	95%	August 2023	Flooring installed Equipment / Sliding Door installed
PJ-0479	Lifetime Sports Concession Stand Conversion	90%	August 2023	Renovation to bring up to Code
PJ-0428	CUP Renovation and Infrastructure	50%	TBD	Work in progress
PJ-0365	CUP Control Room and ADA Restrooms	15%	TBD	GMP to September BOT
PJ-0421	State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	90%	August 2023	Work commenced 5/8/2023
PJ-0420	State DM - Roof Restoration Mailroom (MR) Bldg#57	15%	TBD	Work scheduled to start in August
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	TBD	PO Issued, Submittal Review in Progress
	Third EXIT Lane from Bus Loop	10%	TBD	City of Tallahassee conducting traffic study in August/September
PJ-0371	Install Collegiate Way Signage	100%	TBD	Complete
	Truck Driving Testing Course Striping	10%	TBD	Course being updated per FDOT requirements
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	35%	TBD	Environmental Abatement complete; Building to be Razed; Pending LCS and TCC BOT approval
PJ-0415	Annual Bleacher Inspections (100%) / Repairs – Baseball, Softball and Lifetime Sports	20%	August 2023	Inspections complete Repairs to be scheduled
PJ-0414	Parking Garage Bldg#37 Inspection (100%) / Survey/Repairs	20%	October 2023	Elevation Survey Underway Structural inspection required Identify repairs to be scheduled
N/A	Dale Mabry Museum	5%	TBD	Dale Mabry Museum Foundation received Grant for relocation of Quonset Hut & Site Improvement
PJ-0447	LSC – Metal Coping/Roofing	5%	TBD	Start in September

PJ-0434	Truck Driving Program Expansion	5%	TBD	Renovation of the TT Bldg#31 and Truck Driving Testing Areas
PJ-0427	AC Bldg#08 Soffit Repairs	5%	TBD	Temporary repair complete. Awaiting permanent materials.
PJ-0371	AC Bldg#08 Charter School Conversion	100%	August 2023	Complete
PJ-0371	AC Bldg#08 Charter School Conversion – Room 323	100%	July 2023	Complete
PJ-0399	AC Bldg#08 1 st Floor Restrooms ADA Compliant	100%	August 2023	Complete
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	February 2024	Updating
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	February 2024	On order
PJ-0436	Solar Powered Covered Walkways	15%	TBD	100% CD's expected June 2023
PJ-0432	Underground Chill Water Leak at Admin West Entrance	100%	July 2023	Complete
PJ-0437	Underground Domestic Water Leak at TPP North Breezeway	100%	August 2023	Complete
PJ-0437	Domestic Water Loop Additional Backflow/Meter	10%	TBD	Awaiting TalGov
PJ-0441	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 112	100%	August 2023	Complete
PJ-0442	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 113	100%	August 2023	Complete
PJ-0443	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 114	100%	August 2023	Complete
PJ-0444	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 115	100%	August 2023	Complete
PJ-0445	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	15%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	5%	TBD	Upgrades to include ADA compliance
PJ-0390	Light Pole Repairs/Replacement	70%	TBD	Underway
PJ-0387	HVAC OAD Installation	60%	TBD	Underway
PJ-0378	C-Cure Locks / NIST 800-171	5%	TBD	Underway
PJ-0446	Transformer Pat Thomas Lights	30%	August 2023	Awaiting Transformer Delivery and Installation

TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 511,766 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 2,122,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 25,588 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	Underway – DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	5%	January 2024	PO Issued; Materials on order
PJ-0413	Range Building Erosion Control	85%	TBD	PO Issued
PJ-0438	Cardio Room Improvement	90%	TBD	Door on order
PJ-0439	Conference Center Chiller Repairs and Upgrades	80%	TBD	Parts on order
PJ-0448	Dining Facility and Dorms Renovations	80%	TBD	HVAC - Dining Upgrades
PJ-0448	Dining Facility and Dorms Renovations	90%	TBD	Dining - Kitchen and serving area ceiling upgrades
PJ-0448	Dining Facility and Dorms Renovations	60%	TBD	Dorm - Outside Air Unit Repairs
PJ-0448	Dining Facility and Dorms Renovations	10%	TBD	Dining – Carpet Replacement
PJ-0448	Dining Facility and Dorms Renovations	10%	TBD	Dining – Roof Access, Awaiting Drawings
PJ-0478	Defensive Tactics HVAC Renovations	10%	TBD	HVAC/Infrastructure Upgrades
N/A	Defensive Tactics Mezzanine Access	10%	TBD	New ladder installation

CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	Underway – DAG Architects
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	CM Awarded; DD's in progress; 100% CD's expected August
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	CM Awarded; DD's in progress; 100% CD's expected August
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles.
PJ-0431	Sprinkler Piping	5%	TBD	Piping to be replaced

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	Underway – DAG Architects
PJ-0349	Ghazvini Patio Solar Panel System	100%	August 2023	Complete
PJ-0400	DAS System	100%	June 2023	Complete
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	95%	September 2023	Underway – DAG Architects
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress

FOUNDATION CLASSROOM RENOVATION SUMMARY

TCC PROJECT#	RENOVATED CLASSROOM	COST TO DATE
PJ-0357	SM 114 - Classroom Renovations	\$ 21,744.29
PJ-0165	SM 118 - Classroom Renovations	\$ 42,419.96
PJ-0360	SM 211 - Classroom Renovations	\$ 27,774.36
PJ-0355	CH 233 - Classroom Renovations	\$ 19,166.32
PJ-0356	CH 234 - Classroom Renovations	\$ 19,151.32



August 21, 2023

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 months of June and July 2023.

Overview and Background

The College is now 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 - \$154,310.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$42,607.50
DAG Architects, Inc. - \$64,089.02
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$18,036.40

Past Actions by the Board

The Board last authorized architect invoices at the June 20, 2023 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.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-06124 Project Name: CFI Exterior Envelope & Staircase DATE: 7/7/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Schematic Design	\$29,120.00	100%	\$0.00	\$0.00	\$29,120.00
	Design Documents	\$87,360.00	0%	\$87,360.00	\$0.00	\$0.00
	Construction Documents	\$101,920.00	0%	\$101,920.00	\$0.00	\$0.00
	Biod / Permitting	\$14,560.00	0%	\$14,560.00	\$0.00	\$0.00
	Construction Administration	\$58,240.00	0%	\$58,240.00	\$0.00	\$0.00
Line 2	Printing	\$760.00	0%	\$760.00	\$0.00	\$0.00
GRAND TOTALS		\$291,960.00		\$262,840.00	\$0.00	\$29,120.00
Invoice Total						\$29,120.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0401 CFI Exterior Envelope and Staircase - State DM; Envelope Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	291,960.00	0.00	291,960.00

Director of Procurement and Auxiliary Services

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-016124
Purchase Order Date	08/18/2022
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		Professional services for TCC Center for Innovation Exterior Envelope Improvements. Scope Includes: Design, documentation, permitting and construction administration of new exterior envelope improvements to the entire exterior (with exception of the stair towers) of the building located at TCC's Site 4 Campus, 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Re-establishment of the building envelope and air/water barrier. 3. New door and window systems 4. New shading devices 5. New exterior masonry along base of building 6. New exterior finish systems 7. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				291,200.00
2		Additional Services - Printing				760.00

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: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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

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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-017240 Project Name: CFI Smoke Exhaust Removal DATE: 6/13/2023
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Development	\$15,405.00	100%	\$0.00	\$0.00	\$15,405.00
	Construction Documents	\$16,700.00	0%	\$16,700.00	\$0.00	\$0.00
	Construction Administration	\$6,060.00	0%	\$6,060.00	\$0.00	\$0.00
	GRAND TOTALS	\$38,165.00		\$22,760.00	\$0.00	\$15,405.00
Invoice Total						\$15,405.00

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(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-017240
Purchase Order Date	03/02/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0431 CFI Smoke Exhaust Removal - Arch 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	38,165.00	0.00	38,165.00

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-017240
Purchase Order Date	03/02/2023
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		Professional services for the TCC CFI Smoke Exhaust Removal project. Scope This project consists of design, documentation, permitting and construction administration of efforts associated to removal of the smoke exhaust system for the original atrium within the building located at 300 W. Pensacola Street. The project scope will be based on preliminary investigation previously completed by ALW and will include the following: 1. Design and Code clarification with City of Tallahassee (A/E) 2. Selective demolition of existing components associated to the smoke exhaust. Note that removal of exterior mounted penetrations will occur with the building envelope project scope of work. 3. Verification of system functions (HVAC/Sprinklers) and re-routing concepts. 4. Fire Alarm system Improvements 5. HVAC Improvements 6. Electrical terminations and circuit changes 7. Acoustic Improvements for Event Space 8. Architectural impacts due to Infrastructure changes Specifics per attached proposal dated February 27, 2023.				38,165.00

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



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016125 Project Name: CFI Stair Tower Improvements DATE: 7/7/2023
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Schematic Design	\$10,912.00	100%	\$0.00	\$0.00	\$10,912.00
	Design Documents	\$32,736.00	100%	\$0.00	\$0.00	\$32,736.00
	Construction Documents	\$38,192.00	100%	\$0.00	\$0.00	\$38,192.00
	Bid / Permitting	\$5,456.00	0%	\$5,456.00	\$0.00	\$0.00
	Construction Administration	\$21,824.00	0%	\$21,824.00	\$0.00	\$0.00
Line 2	Printing	\$535.00	100%	\$0.00	\$0.00	\$535.00
GRAND TOTALS		\$109,655.00		\$27,280.00	\$0.00	\$82,375.00
Invoice Total						\$82,375.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(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-016125
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0401 CFI Exterior Envelope and Staircase - State DM; Stair Tower Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	109,655.00	0.00	109,655.00

Director of Procurement and Auxiliary Services

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-016125
Purchase Order Date	08/18/2022
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		Professional services for TCC Center for Innovation Stair Tower Improvements. Scope Includes: Design, documentation, permitting and construction administration of repair and exterior improvements to the stair towers of the building located at 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Repair for structural components. 3. New door / gate systems 4. New exterior screen and finish systems 5. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				109,120.00
2		Additional Services - Printing				535.00

Messages

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VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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.

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TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-017240 Project Name: CFI Smoke Exhaust Removal DATE: 7/7/2023
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Development	\$15,405.00	100%	\$0.00	\$15,405.00	\$0.00
	Construction Documents	\$16,700.00	100%	\$0.00	\$0.00	\$16,700.00
	Construction Administration	\$6,060.00	0%	\$6,060.00	\$0.00	\$0.00
	GRAND TOTALS	\$38,165.00		\$6,060.00	\$15,405.00	\$16,700.00
Invoice Total						\$16,700.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(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-017240
Purchase Order Date	03/02/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0431 CFI Smoke Exhaust Removal - Arch 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	38,165.00	0.00	38,165.00

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-017240
Purchase Order Date	03/02/2023
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		Professional services for the TCC CFI Smoke Exhaust Removal project. Scope This project consists of design, documentation, permitting and construction administration of efforts associated to removal of the smoke exhaust system for the original atrium within the building located at 300 W. Pensacola Street. The project scope will be based on preliminary investigation previously completed by ALW and will include the following: 1. Design and Code clarification with City of Tallahassee (A/E) 2. Selective demolition of existing components associated to the smoke exhaust. Note that removal of exterior mounted penetrations will occur with the building envelope project scope of work. 3. Verification of system functions (HVAC/Sprinklers) and re-routing concepts. 4. Fire Alarm system Improvements 5. HVAC Improvements 6. Electrical terminations and circuit changes 7. Acoustic Improvements for Event Space 8. Architectural impacts due to Infrastructure changes Specifics per attached proposal dated February 27, 2023.				38,165.00

Messages
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TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-014462-2 Project Name: Softball / Baseball Facility Improvements- Bldgs. #20, #23, #34 DATE: 8/1/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Documents	\$49,020.00	100%	\$0.00	\$49,020.00	\$0.00
	100% Construction Documents	\$73,530.00	100%	\$0.00	\$73,530.00	\$0.00
	Bid / Permitting	\$8,170.00	0%	\$8,170.00	\$0.00	\$0.00
	Construction Administration	\$32,680.00	0%	\$32,680.00	\$0.00	\$0.00
Line 2	Field Measurements	\$3,840.00	100%	\$0.00	\$3,840.00	\$0.00
Line 3	Additional Civil Engineering	\$77,478.00	60%	\$31,076.00	\$42,402.00	\$4,000.00
Line 4	Printing	\$760.00	73%	\$200.00	\$560.00	\$0.00
Line 5	Additional Srvcs #1 - Owner Req'd Changes	\$25,800.00	75%	\$6,450.00	\$12,640.00	\$6,710.00
Line 6	Additional Srvcs #2 - Geotechnical Services	\$32,402.71	100%	\$0.00	\$32,402.71	\$0.00
GRAND TOTALS		\$303,680.71		\$78,576.00	\$214,394.71	\$10,710.00
Invoice Total						\$10,710.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(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-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Change Order No. 1 - Add Services#1 Construction Documents; Creating new line in the amount of \$25,800.00. NEW PO TOTAL: \$271,278.00 **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	271,278.00	0.00	271,278.00

Purchasing & General Services Director

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-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00

Messages
<p>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</p> <p>VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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.</p> <p>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.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

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-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168
Change Order No. 2 - Add Services#2 Geotechnical Services; Creating new line in the amount of \$32,402.71. NEW PO TOTAL: \$303,680.71
Change Order No. 1 - Add Services#1 Construction Documents; Creating new line in the amount of \$25,800.00. NEW PO TOTAL: \$271,278.00
REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	303,680.71	0.00	303,680.71

Director of Procurement and Auxiliary Services

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-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00
6		Additional Services #2 to complete geotechnical services for the project site as well as reimbursement for City of Tallahassee permitting fees paid by the A/E team on behalf of TCC.				32,402.71

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: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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"

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-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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.



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

June 12, 2023

Project No: 22041.00

Invoice No: 15959

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

Project 22041.00 TCC 15KV ELECTRICAL INFRASTRUCTURE
 PURCHASE ORDER# PO-015653

Professional Services from September 1, 2022 to May 31, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned
DESIGN PHASE SERVICES	140,210.00	100.00	140,210.00
BIDDING PHASE SERVICES	7,095.00	100.00	7,095.00
CONSTRUCTION PHASE SERVICES	39,170.00	0.00	0.00
PRE-DESIGN SERVICES MEASURED DRAWINGS	4,800.00	100.00	4,800.00
POST DESIGN SERVICES RECORD DRAWINGS	4,130.00	0.00	0.00
ADD SERVICE#1 - LIMITED SCOPE 'A'	35,512.50	100.00	35,512.50
Total Fee	230,917.50		187,617.50
		Previous Fee Billing	145,010.00
		Current Fee Billing	42,607.50
		Total Fee	42,607.50
		Total this Invoice	\$42,607.50

2023 JUN 14 PM 9:20
 RECEIVED
 TALLAHASSEE COMMUNITY COLLEGE

Billings to Date

	Current	Prior	Total
Fee	42,607.50	145,010.00	187,617.50
Totals	42,607.50	145,010.00	187,617.50

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



2023 JUN 14 PM 9: 28

Purchase Order

Purchase Order Number	PO-015653
Purchase Order Date	06/29/2022
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-0374 15KV Electrical Infrastructure - A/E Design Services Contact: Don.Herr@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	214,945.50	0.00	214,945.50

Director of Procurement and Auxiliary Services

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

2023 JUN 14 PM 9:20

Purchase Order Number	PO-015653
Purchase Order Date	06/29/2022
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		Scope "B" Architectural and Engineering Design services for TCC 15KV Electrical Infrastructure project; Per attached proposal dated May 16, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				214,945.50

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

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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.

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

Invoice number 21094_0723
 Date 07/26/2023
 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	16.17	11,225.00	11,225.00	0.00
Task 3 - Existing Conditions	54,500.00	35.96	19,600.00	19,600.00	0.00
Task 4 - Planning Elements	164,500.00	76.62	126,039.44	126,039.44	0.00
Task 5 - Decision Themes	31,600.00	20.89	3,300.00	6,600.00	3,300.00
Task 6 - Master Plan & Graphics	39,900.00	96.15	38,363.75	38,363.75	0.00
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	55.55	198,528.19	201,828.19	3,300.00

Invoice total **3,300.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0623	06/30/2023	44,618.19	44,618.19				
21094_0723	07/26/2023	3,300.00	3,300.00				
	Total	47,918.19	47,918.19	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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

Invoice number 23007_0623
 Date 06/30/2023
 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	23,246.75	100.00	0.00	1,223.50
Bidding & Negotiations	3,495.75	0.00	0.00	3,495.75	0.00
Construction Administration	17,478.75	0.00	0.00	17,478.75	0.00
Total	69,915.00	47,717.00	70.00	20,974.50	1,223.50

Reimbursables

Construction Documents

	Units	Rate	Billed Amount
Travel	190.00	0.625	118.75

Invoice total 1,342.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0623	06/30/2023	1,342.25	1,342.25				
	Total	1,342.25	1,342.25	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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

Invoice number 21094_0623
 Date 06/30/2023
 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	16.17	8,225.00	11,225.00	3,000.00
Task 3 - Existing Conditions	54,500.00	35.96	14,500.00	19,600.00	5,100.00
Task 4 - Planning Elements	164,500.00	76.62	95,742.50	126,039.44	30,296.94
Task 5 - Decision Themes	31,600.00	10.44	0.00	3,300.00	3,300.00
Task 6 - Master Plan & Graphics	39,900.00	96.15	35,442.50	38,363.75	2,921.25
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	54.64	153,910.00	198,528.19	44,618.19

Invoice total **44,618.19**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0623	06/30/2023	44,618.19	44,618.19				
	Total	44,618.19	44,618.19	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 Jon Holt, Lori Thornton or Michelle Neu 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 21114_0623
Date 06/30/2023

Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	0.00	0.00	0.00	0.00
Task 3 - Existing Conditions	41,890.00	12.44	5,212.50	5,212.50	0.00
Task 4 - Planning Elements	86,328.00	28.86	14,600.00	24,916.08	10,316.08
Task 5 - Decision Themes	16,985.00	28.85	1,050.00	4,900.00	3,850.00
Task 6 - Master Plan & Graphics	30,825.00	48.69	14,895.00	15,007.50	112.50
Task 7 - Conclusion	1,815.00	30.30	0.00	550.00	550.00
Total	238,798.00	21.95	37,582.50	52,411.08	14,828.58

Invoice total **14,828.58**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0623	06/30/2023	14,828.58	14,828.58				
	Total	14,828.58	14,828.58	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



Fitzgerald Collaborative Group, LLC

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 230202_0623
Date 06/30/2023

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	100.00	9,760.00	12,200.00	2,440.00
Design Development	9,630.00	100.00	0.00	9,630.00	9,630.00
Design Development - Kever	2,000.00	0.00	0.00	0.00	0.00
Permit Documents	6,025.00	0.00	0.00	0.00	0.00
Permit Documents - Kever	4,500.00	0.00	0.00	0.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	0.00	0.00	0.00	0.00
Construction Administration	12,900.00	0.00	0.00	0.00	0.00
Construction Administration - Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	55,405.00	39.40	9,760.00	21,830.00	12,070.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	33.89	12,000.00	12,000.00	0.00
Total	90,811.00	37.25	21,760.00	33,830.00	12,070.00

Invoice total 12,070.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0623	06/30/2023	12,070.00	12,070.00				
	Total	12,070.00	12,070.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0623

Date 06/30/2023

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.



Fitzgerald Collaborative Group, LLC

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 230202_0731
Date 07/31/2023

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Basic Services (Schematic Design, Design Development, etc.) and Additional Required Services (Schematic Designn -Independent Green Technologies, etc.).

Invoice total 4,820.00

Aging Summary

Table with 8 columns: Invoice Number, Invoice Date, Outstanding, Current, Over 30, Over 60, Over 90, Over 120. Rows include invoice numbers 230202_0623 and 230202_0731, and a Total row.



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0731

Date 07/31/2023

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

850 S Gadsden, Suite 140
Tallahassee, FL 32301
850.350.3500

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 210224_0723
Date 07/31/2023

Project 210224 TCC - GHAZVINI SOLAR PANELS
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	10,350.00	10,350.00	0.00
90% Construction Documents-Kever McKee	750.00	100.00	750.00	750.00	0.00
90% Construction Documents-H2 Engineer	2,200.00	100.00	2,200.00	2,200.00	0.00
Permit Documents	3,363.00	100.00	3,363.00	3,363.00	0.00
Permit Documents-Kever McKee	562.00	100.00	562.00	562.00	0.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	100.00	4,440.00	4,440.00	0.00
Construction Administration	9,260.00	100.00	8,333.60	9,260.00	926.40
Construction Administration-Kever McKee	750.00	100.00	750.00	750.00	0.00
Construction Administration-H2 Engineering	2,200.00	100.00	1,980.00	2,200.00	220.00
Subtotal	55,500.00	100.00	54,353.60	55,500.00	1,146.40
Additional Required Services					
Measured Drawings	2,400.00	100.00	2,400.00	2,400.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	60.00	3,240.00	3,240.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	100.00	500.00	500.00	0.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	88.42	16,490.00	16,490.00	0.00
Total	74,150.00	97.09	70,843.60	71,990.00	1,146.40



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224_0723
Date 07/31/2023

Invoice total 1,146.40

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0723	07/31/2023	1,146.40	1,146.40				
	Total	1,146.40	1,146.40	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-grouppllc.com.



August 21, 2023

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: Tuition and Fee Waiver – Persons over 60 Years of Age

Item Description

This item requests Board approval to create a waiver of tuition and fees for persons over the age of 60.

Overview and Background

During their 2023 session, the Florida Legislature passed Senate Bill 7026 which included revisions to postsecondary tuition and fee waivers. One revision to F.S. 1009.26 was in paragraph (4), which added the authorization of the Board to waive any fees for persons over sixty (60) years of age. The waiver may only be used for Florida residents who attend classes for credit, although academic credit may not be awarded for their attendance in classes that have fees waived.

Funding/ Financial Implications

The College estimates 15 - 20 individuals per semester will utilize the waiver for persons over the age of 60. The fees not collected from this waiver is projected to be \$15,000 annually.

Past Actions by the Board

None taken on these items.

Recommended Action

Authorize the College to create and utilize a tuition and fee waiver for persons over 60 years of age.



August 21, 2023

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: Tuition and Fee Waiver – Out-of-State Fees for Intercollegiate Student Athletes

Item Description

This item requests Board approval to create a waiver for out-of-state fees for students who are intercollegiate student athletes receiving an athletic scholarship.

Overview and Background

During their 2023 session, the Florida Legislature passed Senate Bill 7026 which included revisions to postsecondary tuition and fee waivers.

One revision to F.S.1009.26 was the addition of section (21), which states – “A state university or Florida College System institution may waive the out-of-state fee for a student who is an intercollegiate athlete receiving an athletic scholarship”. The College currently uses the state authorized fee exemption from F.S. 1009.25 (2) for all student athlete tuition and fee costs.

Funding/ Financial Implications

The College usually has 50 - 60 student athletes each year that would be assessed the out-of-state fees as non-Florida residents. The fees not collected from this waiver are projected to be \$300,000 annually.

Past Actions by the Board

None taken on these items.

Recommended Action

Authorize the College to create and utilize a tuition and fee waiver for the out-of-state fees for intercollegiate student athletes.



August 21, 2023

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: RFQ 2023-08 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to Allstate Construction, Inc., for Construction Manager at Risk services for the TCC Dental Hygiene Simulation Lab project.

Overview and Background

On June 2, 2023, the College released RFQ 2023-08, Request for Qualifications for Construction Manager at Risk (CMAR) Services for the TCC Dental Hygiene Simulation Lab project, located in the Academic Support (AP) Building #03 on TCC's Site 1 Main Campus.

The RFQ was posted via the TCC Purchasing Website and the State of Florida Vendor Bid System. The College received complete and acceptable submittals from four vendors on July 21, 2023:

Allstate Construction, Inc.
Cook Brothers, Inc.
Rippee Construction, Inc.
Scorpio

Based on the evaluation criteria outlined in the RFQ, the submittals were evaluated by a committee in two parts. Part one consisted of an initial review of submittals and scoring based on the evaluation criteria as outlined in the RFQ and the responses submitted. Part two of the evaluation process included an invitation to all four vendors for an online presentation and Q&A session.

The Committee heard presentations from all contractors carefully considering such factor as:

- Experience and Performance of Individuals
- Experience, Performance and Capacity of Company
- Overall Presentation and Fit for Project

Based upon the qualifications submitted and the results of the two-part evaluation process, Allstate Construction, Inc. is recommended for the award.

Funding/ Financial Implications

This construction contract will be funded by Federal and Local funds.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, Allstate Construction, Inc., for the TCC Dental Hygiene Simulation Lab project.