



November 21, 2022

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 are provided for your use at the Monday, November 21, 2022 Board Meeting.

The meeting will be held at Center for Innovation, 300 West Pensacola Street, Tallahassee, Florida 32301

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jim Murdaugh'.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
300 West Pensacola Street
Center for Innovation
Tallahassee, FL 32308
Monday, November 21, 2022
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. October 2022 Minutes

Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that allow the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The consent agenda intends 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 are needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

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

TCC Foundation

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

Academic Affairs

6. New Baccalaureate Degrees
Approve the proposed new baccalaureate degree programs.
7. Academic Curriculum Changes
Approve the recommendation for the curriculum changes as attached.

Administrative Services

8. Policy Manual Changes
Approve revision of College policies as presented.
9. Fund Analysis - October
Presented as an information item only.
10. Banking Services Agreement
Approve an extension of the current Wells Fargo banking services agreement for a period not to exceed six (6) months.
11. Construction Status Report
Presented as an information item only.
12. RFQ 2022-06 Award Recommendation
Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC Lifetime Sports Complex Interior Renovation project.
13. RFQ 2022-07 Award Recommendation
Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC Softball / Baseball Complex Improvements project.

14. Architect Invoices

Authorize payment of architectural invoices as presented.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

Tuesday, January 17, 2023

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 17, 2022
Business Meeting – 2:30 p.m.**

On October 17, 2022, the District Board of Trustees meeting was called to order by Chair Eugene Lamb at approximately 2:28 p.m.

Members Present: Chair Lamb, Vice Chair Jonathan Kilpatrick, Trustees Frank Messersmith, Karen Moore and Charlie Ward.

Absent: Trustee Monte Stevens

Via phone/Zoom: None

Others Present: President Jim Murdaugh, Candice Grause, Celia Cassels, Craig Knox, Rob Hall, Mike Robeck, Wes Hardin, Bob Ballard, Gerald Jones, Calandra Stringer, Nyla Davis, Barbara, Wills, Bobby Jones, Trevoris McDaniel, Robert Blackledge, Beka Blair, Amy Bradbury, Sheri Rowland, Heather Mitchell, Joey Walter, Lei Wang, Suzi Baugh, Amanda Warren, Jennifer Carr, Jonathan Brantley, Kristi Johnson, Sonja Smith, Olajibike Mustapha, Deidra Green, Albert Wynn, Kalynda Holton, Anthony Jones, Bill Spiers, Chuck Moore, Kim Moore, Bertie Culbreath, and Dustin Frost.

CALL TO ORDER

Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance.

COMMENTS

- i. Board Chair Lamb asked if Trustees had any comments.
- ii. Board Members --Trustee Messersmith congratulated the President for his award of the National Association of Community College Entrepreneurship, President of the Year. Trustee Messersmith attended the Hall of Fame dinner, where six people were inducted into the Hall of Fame and two Soaring Eagles awards were announced. Trustee Kilpatrick mentioned he recognized that people kept referring to Tallahassee Community College in conversations, really good to be able to be associated with TCC with best practices. Trustee Moore would like to continue the congratulations to the President on his award. Trustee Moore was able to attend the presentation in Boston and was honored to be there to see our President recognized. She attended 2 sessions with presenters from TCC, Dr. Angela Long, Al Wynn, Dr. Kim Moore, Dr. Renee Gordan, and Jessica Griffin. Trustee Charlie Ward congratulated the President on his award. He thanked VP Heather Mitchell and the staff for the work with the Hall of Fame dinner and inductions. He recognized and appreciated all the work of the Social Media team for all the announcements, and posting of events concerning TCC. Trustee Ward is also proud to be associated with TCC. Was glad that students going to FSU or FAMU, had an opportunity to come through TCC.
- iii. President Jim Murdaugh congratulated VP Mitchell and her team on a good job with the Hall of Fame dinner. Family and friends of the inductees were proud to be there. The NACCE award was a humbling experience, and it was a team effort. He had the opportunity to see Dr. Moore and Jessica Griffin in their workshop and Dr. Angela Long and Dr. Renee Gordon in their workshop. President Murdaugh was proud to be able to watch these folks at their best. With Al Wynn's pitch and bringing home \$50,000 to support the Oyster Aquaculture Program and Kim and Jessica bringing home \$40,000 to support their work as well. Trustee Moore diverted her vacation and flew to Boston to see the recognition. A special shout-out to Dr. Gerald Jones who organized a zoom—this year he is the Chair of the Council of Student Affairs among all of the colleges. Dr. Jones is doing a series called View from the Rooftop, interviewing Presidents.

APPROVAL OF MINUTES

1. September 15, 2022 Meeting
Approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

VP Candice Grause announced print and online stories about an expansion of the 2nd Chance Program with the Florida Department of Corrections, an amazing start to the Theater season, “She Killed Monsters” by theater TCC, a shout-out to our Hurricane Ian response team, TCC serving as a staging site and has been sending regular shipments of supplies, the launch of E-Sports this past month.

President Murdaugh gave a shout-out to Dr. Anthony Jones for his leadership in having TCC continue the Science Festival and keep it going into its 11th year.

UNFINISHED BUSINESS

None.

PRESENTATIONS

- i. President Murdaugh introduced Dr. Calandra Stringer, to announce a new articulation agreement with Domi Station. Dr. Stringer introduced Robert Blacklidge – from Domi Education. Dr. Stringer thanked Dr. Joey Walters for working on the agreement. Anyone can go to Domi Education and complete the business innovation program and the students will receive 12 credit hours from TCC. Six months of weekly virtual sessions with real experts coming in live to answer questions. Students will be learning how to work as an entrepreneur.
- ii. President Murdaugh introduced Dr. Rowland, and she spoke about October being Student Accessibility Month. Dr. Rowland introduced Dr. Jennifer Carr and student Jonathan Brantley. Dr. Carr recognized Sonja Smith and their team. Student Accessibility Services has helped many students with disabilities concerning accessibility and reducing barriers. Jonathan spoke about how the SAS helped him after a brain injury getting started in college. And being able to remain in school with their help. He mentioned all the support and the different options available with SAS.

NEW BUSINESS

Approval of Consent Agenda

2. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Human Resource Report
Approve the report as presented.
Motion to Approve Consent Agenda.
MOTION: Trustee Messersmith **SECOND:** Trustee Ward
Motion passed unanimously.

TCC Foundation

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

Academic Affairs

6. Academic Calendars 2023-2024 and 2024-2025
Approve the report of the proposed 2023-2024 and 2024-2025 academic calendars.
MOTION: Trustee Moore **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

Administrative Services

7. Construction Status Report
Presented as an information item only.
8. Fund Analysis – September 2022

Presented as an information item only.

9. Renewal of Professional Services Contract – Legal Services

Approve the renewal of the professional services contract with Andrews, Crabtree, Knox, and Longfellow, LLC for one (1) year.

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

Motion passed unanimously.

10. Changes to Salary Schedule

Approve the update to the 2022-2023 Salary Schedule as presented.

MOTION: Trustee Moore **SECOND:** Trustee Ward

Motion passed unanimously.

11. Architect Invoices

Authorize payment of architectural invoices as presented.

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

Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

None

PRESIDENT'S REPORT

President Murdaugh asked VP Mitchell to make an announcement. VP Mitchell announced that the Chef that will be coming to the Cork and Cleaver Dinner will be made public tomorrow. The tickets are selling very quickly.

NEXT MEETING DATE

November 21, 2022 Location: **Center for Innovation**

ADJOURNMENT

Chair Lamb called for adjournment at 3:15 pm

Minutes approved at the regular meeting of the District Board of Trustees on November 21, 2022.

Eugene Lamb Jr.
Chair

Jim Murdaugh, Ph.D.
President



November 21, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2022-2023 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Ella-Mae Daniel	Director of Special Projects and Innovation	Workforce Development	October 6, 2022

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Kayla Dover	Student Services Case Manager	Student Support Services	September 19, 2022
Sheree Hope	Career and Academic Advisor	Advising and Student Retention	October 3, 2022
Amy Pike	Payroll Manager, Human Resources	Human Resources	October 3, 2022
Tammy Snoddy	Advanced and Specialized Instructional Coordinator	FPSI Certificate Programs	October 10, 2022
Flora Allen	Staff Assistant (Workforce)	WD Office Management	October 10, 2022
Robert Landen	Facilities Manager	Physical Plant, Facilities, Planning and Construction	October 10, 2022
Kristi Johnson	Coordinator, Counseling Center	Student Access Services	October 17, 2022
Heather Mitchell	Training Manager, Human Resources	Human Resources	October 17, 2022
Teneil Threatts	Career and Academic Advisor	Advising	October 17, 2022
Gwendolyn Gascoigne	Financial Services Office Manager	Financial Services	October 17, 2022
Gary Gray	Engineering Technician (Locksmith)	Construction Services	October 17, 2022
Judd Butler	Adult Education Specialist	Adult Education Programs	October 20, 2022

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Dwight Williams	Career and Technical Education Advisor	Workforce Development	September 23, 2022
Russell Upchurch	Career Development Specialist Coordinator	Compass 100 DOC	September 22, 2022
Jewell Threatts	Career Navigator, Project Anchor	DJJ - Project Anchor	October 12, 2022
Joseph Gerstenfeld	Project Director	DJJ - Project Anchor	October 10, 2022
Felicia McBurrows Trumpler	Career Navigator, Project Anchor	Career Navigator, Project Anchor	October 17, 2022
Bethany Brown	Pathways to Career Opportunities Program Specialist	DOC - Vocational Training	October 17, 2022

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
Rex Abert	Math Faculty	Science and Math	November 1, 2022	October 31, 2027

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Chris Lau	Information Specialist	Admissions & Records/College Registrar	September 23, 2022	Resigned
Losias Israel	Student Support Specialist	Admissions & Records/College Registrar	September 23, 2022	Resigned
Amy Gaughf	Career and Academic Advisor	Advising and Retention	September 20, 2022	Resigned
Valeriya Petushkova	Business Analyst	Workday Operations	September 30, 2022	Resigned
Octavia Ash	Program Logistics Coordinator	DOC - Vocational Training	October 4, 2022	Resigned
Chelsea Pompey	Call Center Representative	Call Center	October 6, 2022	Resigned
Travis Curby	Career Development Specialist	Compass 100 DOC - Polk C.I.	October 7, 2022	Resigned
Lesley Pettit	Special Education Assistant	DOC - Suwanee C.I.	October 13, 2022	Resigned
Matthew Carter	Learning Consultant	DJJ - Academies	October 13, 2022	Resigned
Tina Hollie	Nursing Clinical Faculty	Healthcare Professions/Nursing	October 13, 2022	Resigned
Robert Williamson	Supervisor Landscape Services	Facilities	October 21, 2022	Resigned
Wanda Udell	Career Development Specialist	Compass 100 DOC - Columbia C.I.	October 21, 2022	Resigned
William Garmon	HVAC/Technical Educator Instructor	DOC - Vocational Training	October 25, 2022	Dismissed
Christopher Hamilton	Program Manager, Florida Civics & Debate Initiative	DOE - FL Education Foundation	October 26, 2022	Resigned
Bradley Lewis	Landscape	Facilities	October 27, 2022	Resigned
William Showers	Maintenance Technician II	FPSI Facilities	October 28, 2022	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Albert Wynn	Associate Director	W.E.I.	S.T.E.M. Solutions Consulting	CEO
Alexis Howard	Project Specialist	W.E.I.	SE Drone Technologies	Drone Pilot
Veronica Forehand	Office Manager	Behaviorial and Social Science	Tallahassee Memorial Hospital	Patient Resource Supervisor

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
Alessandro Pirredda	HVAC Program Specialist	Workforce Development	September 19, 2022	Staff Assistant
Susan Granger	Environmental Services Technician	Facilities	October 3, 2022	OPS Custodial

Geryl Zolvik	Admissions Navigator	Admissions & Records/College Registrar	October 3, 2022	Student Support Specialist
Atari Timmons-Ross	Wakulla Center Manager	Workforce Development	October 3, 2022	Staff Assistant
Mia Ledford	Eagle Connections Career Support Specialist	Advising and Retention	October 3, 2022	TCC2 Career and Academic Advisor
Joy Steele	Office Manager	Admissions & Records/College Registrar	October 17, 2022	Admissions Navigator
Brian Michalowski	Testing and Retention Coordinator	Testing Center	October 17, 2022	Testing Specialist
Emily Mick	Director for Career and Academic Advising	Advising and Retention	October 17, 2022	Advising Team Lead



November 21, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education – Support for Implementation of K – 12 Scholarships Program - Amendment 2

This amendment extends the award date to 12/31/2022. The award amount remains the same.

Florida Department of Transportation – Florida Teen Traffic Safety Program and Amendment 1

This award provides coordinating activities for the alcohol prevention activities at college and high school levels. Amendment 1 changed Program Specialist position to OPS position. The amount of this award is \$665,000, with an indirect cost rate of 8%. The funding period is from 10/1/22 through 9/30/23.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

This award provides training for prosecutors and law enforcement officers in the legal, scientific and tactical aspects of DUI prosecution. The amount of this award is \$465,000, with an indirect cost rate of 8%. The funding period is from 10/1/22 through 9/30/23.

Florida Department of Transportation – Traffic Safety Support

This award provides a Traffic Safety support staff positions to be housed at the Florida Department of Transportation State Safety Office to facilitate fiscal documentation management, invoice processing and data analysis support. The amount of this award is

\$210,000, with an indirect cost rate of 8%. The funding period is from 10/1/22 through 9/30/23.

Florida Department of Education - Comprehensive Literacy State Development Grant Manager

This award supports a dedicated Comprehensive Literacy State Development (CLSD) Grant Manager, housed in the Just Read, Florida! Office, who will be responsible for managing the CLSD Grant to successfully achieve their goals. The award is for \$103,200.76 including an indirect cost rate of 5%. The funding period is from 9/1/22 through 8/1/23.

Florida Department of Education - Division of Public Schools K-12 Augment Positions - TCC

This award will support six professional staff augment positions to serve the Division of Public Schools K-12 with Florida Department of Education for programs funded through the Elementary and Secondary Schools Emergency Relief (ESSER) Fund or the Governors Emergency Education Relief (GEER) Fund. The professional staff augment positions include five (5) Program Specialist IV positions and one (1) Project Manager position. The amount of this award is \$794,890.00, including an indirect cost rate of 8%. The funding period is 10/1/22 through 9/30/23.

Florida Department of Corrections - Alternative Career and Technical (ACTE) Teacher Certification Program (TCP)

This award will assist in the development of a Standard Operating Procedure (SOP) Guide of the creation of an Alternative Career and Technical (ACTE) Teacher Certification Program (TCP) on behalf of the Florida Department of Corrections(FDCO) that meets 1012.39(c) of the Florida Statutes . The award amount is \$105,875 with an indirect cost rate of 10%. The funding period is from 9/23/22 through 6/30/23.

Florida Department of Corrections - Alternative Career and Technical (ACTE) Teacher Certification Program (TCP)

This award will assist in the development of a Standard Operating Procedure (SOP) Guide of the creation of an Alternative Career and Technical (ACTE) Teacher Certification Program (TCP) on behalf of the Florida Department of Corrections(FDCO) that meets 1012.39(c) of the Florida Statutes . The award amount is \$262,460 with an indirect cost rate of 10%. The funding period is from 9/23/22 through 6/30/23.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Education – Support for Implementation of K – 12 Scholarships Program

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

Florida Department of Transportation – Florida Teen Traffic Safety Program

This award is an annual renewal.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program
This award is an annual renewal.

Florida Department of Transportation – Traffic Safety Support
This award is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new awards is \$187,914.32.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 21, 2022

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 – Fiscal Agent

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This award provides the oversight of contractual services to purchase paid media spots through cable television networks during professional televised sporting events to encourage sobriety and responsible driving. The amount of this award is \$216,000, with an indirect cost rate of 8%. The funding period is from 10/01/22 through 9/30/23.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This award provides the oversight of contractual services to purchase paid media spots during sporting events of major colleges and universities to encourage sobriety and responsible driving. The amount of this award is \$460,000, with an indirect cost rate of 8%. The funding period is from 10/01/22 through 9/30/23.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This award provides the oversight of contractual services to acquire paid media spots during professional sporting events to encourage sobriety and responsible driving. In addition, evaluation services are required to analyze the activated elements within each professional sporting venue. The amount of this award is \$1,851,852.00 with an indirect cost rate of 8%. The funding period is from 10/01/22 through 9/30/23.

Florida Department of Transportation – Traffic Records Coordinating Committee Support

This award provides a part-time technical advisor to provide support to the TRCC Executive Board and its committees, as well as provide contractual services for the completion of the

survey for the 2022-23 Annual report. The amount of this award is \$67,000 with an indirect cost rate of 8%. The funding period is from 10/1/22 through 9/30/23.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This is an annual renewal.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This is an annual renewal.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This is an annual renewal.

Florida Department of Transportation – Traffic Records Coordinating Committee Support

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$203,185.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 21, 2022

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:

- December 1 – Holiday Hob Nob, 6:00 – 8:00 p.m., Hotel Duval
- January 19 – President’s Circle Reception, 5:30 – 7:00 p.m., Truck Driving Facility

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.

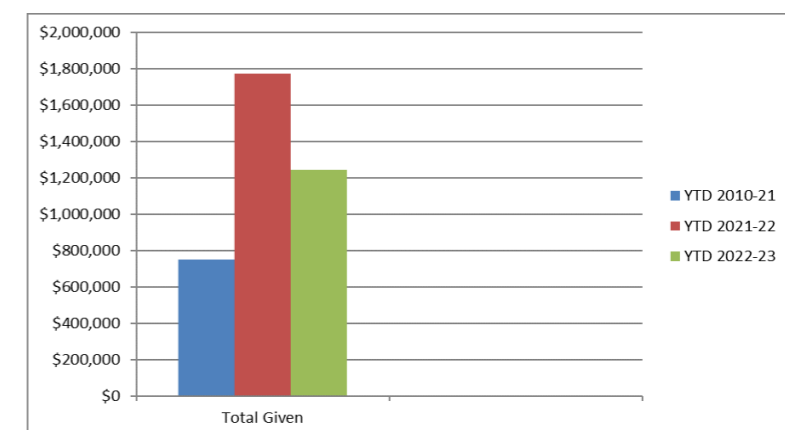
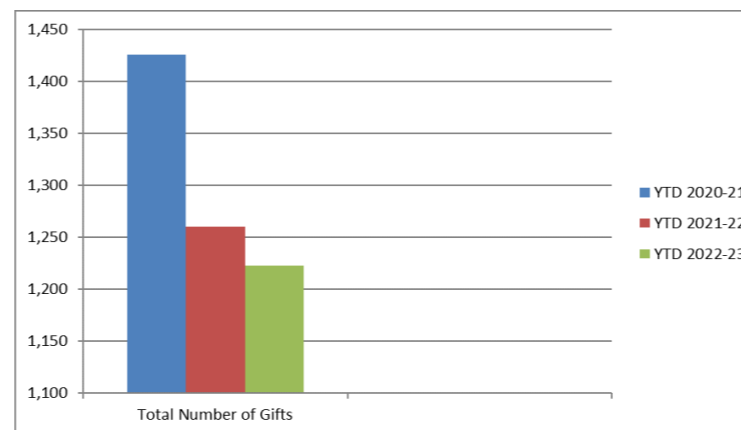
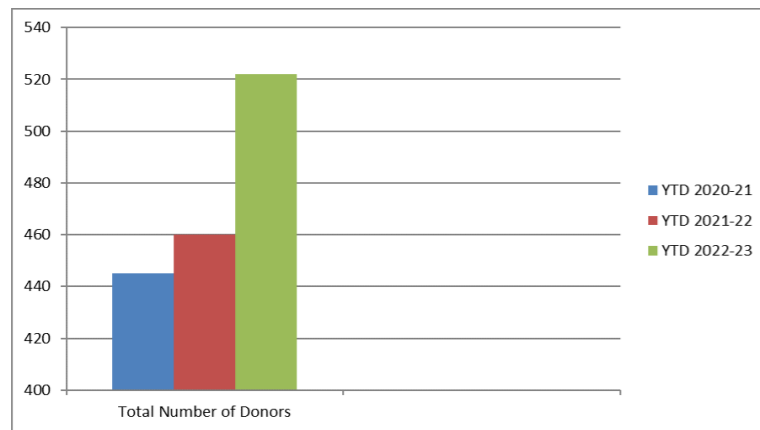
TCC Foundation - Financial Update FY 22/23

July 20 - October

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received	\$749,094	\$1,775,870
	Scholarship amount	\$440,105	\$334,844	\$413,545
	Program support amount	\$160,915	\$349,765	\$493,642
	Facility support amount	\$76,178	\$31,680	\$122,523
	Unrestricted support amount	\$71,896	\$59,581	\$215,638
	Number of Donors	445	460	522
	Number of Gifts	1,426	1,260	1,223
	Blueprint Donation		1,000,000	
	Net assets of the TCC Foundation	\$18,287,737	\$23,509,316	\$18,485,674

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received for Alumni	\$42,386	\$64,777
	Number of Donors	101	104	94
	Number of Gifts	365	368	281

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Cash	\$749,094	\$1,775,047
	Gift in Kind	\$0	\$823	\$0
	Number of Planned Gifts Confirmed	3	4	3
	Total Raised - Pledges Received	\$165,114	\$137,208	\$666,090
	Grants Received			17 grants total \$6,839,802
	Grants Applied For			15 grants total \$5,339,309
	Pledges Expected by 6/30/2023			\$368,882





November 21, 2022

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: New Baccalaureate Degrees

Item Description

This item requests approval to proceed with all steps necessary to begin offering the Bachelor of Applied Sciences (BAS) in Business Administration, Bachelor of Science (BS) in Elementary Education, and Bachelor of Science (BS) in Exceptional Education beginning Fall 2023.

Overview and Background

TCC is committed to meeting the needs of the community with regard to preparing qualified graduates ready for the workforce based on local needs. Recently, Flagler College determined that it would stop offering bachelor's degrees in Business Administration, Elementary Education, and Exceptional Education. This departure leaves a gap in fulfilling the educational and workforce needs of our students and the community, respectively.

TCC is ready to fill this gap. Executive leadership from TCC has had meetings with both Florida State University and Florida A&M University officials to discuss any concerns about the college offering the new baccalaureate degrees. Both institutions have provided letters of support and acknowledgment of no conflict with any programs offered at their respective institution. The following data provides employment projections based on research by Florida's Department of Economic Opportunity.

Program	Average Salary	Total Job Openings in Leon, Gadsden, and Wakulla
Business Administration	\$79,000	1,066
Elementary Education	\$47,000	710
Exceptional Education	\$47,000	550

Additionally, upon approval by this Board, proposals will be submitted to the State Board of Education and SACSCOC for approval to begin offering courses for the three new degree programs in Fall 2023.

Funding/ Financial Implications

There are no funding/financial implications with the proposed new programs.

Past Actions by the Board

The Board has approved new programs and courses in the past.

Recommended Action

Approve the proposed new baccalaureate degree programs.

NEW PROGRAMS

Business Administration, B.A.S. (120 credit hours)

This program is to provide an option for students to earn a Bachelor's degree in Business Administration. Flagler College closed its Business program in December 2021. This program will also provide an option for students who are unable to enroll in limited-access business programs due to universities' limited capacity.

Program Courses:

ACG3024	Financial Statement Analysis for Managers (3)
BUL3310	Legal Environment of Business (3)
ECO3223	Money and Banking (3)
FIN3400	Principles of Financial Management (3)
GEB3213	Advanced Communications in Business (3)
GEB4356	International Business (3)
ISM3011	Introduction to Management Information Systems (3)
MAN3025	Principles of Management (3)
MAN3240	Applied Organization Behavior (3)
MAN4301	Human Resource Management (3)
MAN4952	Senior Capstone Project (3)
QMB3250	Quantitative Methods for Business Decisions (3)

Elementary Education, B.S. (120 credit hours)

This program is to provide an option for students to earn a Bachelor's degree in Elementary Education with endorsements for Reading and ESOL. There is an increasing need for teachers in Leon, Gadsden, and Wakulla. This program will work to decrease the shortage as well as serve the needs of non-traditional students.

Program Courses:

EDF4430	Classroom Assessment (3)
EDF4603	Critical Issues in Classroom Management, Ethics, Law and Safety (3)
EDF4943	Student Internship (9)
EDG4323	Professional Teaching Practices (3)
EEX4070	Teaching Exceptional Students (3)
ESE4945	Internship Seminar (3)
LAE3414	Children's Literature (3)
LAE4314	Teaching Language Arts (3)
MAE4326	How Children Learn Mathematics (3)
MAE4803	Mathematics Content for Elementary Grades (3)
RED3309	Early and Emergent Reading K-2 (3)
RED4511	Intermediate Literacy, Reading and Thinking (3)
RED4519	Diagnosis, Intervention in Reading (3)
RED4844	Reading Practicum (3)
SCE3310	Teaching Science in the Elementary School (3)

SSE3312	Teaching Social Studies (3)
TSL3080	ESOL Strategies I (3)
TSL4081	ESOL Issues and Strategies II (3)

Exceptional Student Education, B.S. (120 credit hours)

This program is to provide an option for students to earn a Bachelor's degree in Elementary Education with endorsements for Reading and ESOL. There is an increasing need for teachers in Leon, Gadsden, and Wakulla. This program will work to decrease the shortage as well as serve the needs of non-traditional students.

Program Courses:

EDF4430	Classroom Assessment (3)
EDF4603	Critical Issues in Classroom Management, Ethics, Law and Safety (3)
EDF4943	Student Internship (9)
EDG4323	Professional Teaching Practices (3)
EEX4221	Assessment of Exceptional Education Students (3)
EEX4265	Curriculum and Instruction for Students with Disabilities 6-12 (3)
EEX4601	Behavior Management (3)
ESE4945	Internship Seminar (3)
LAE4314	Teaching Language Arts (3)
MAE4326	How Children Learn Mathematics (3)
RED3012	Principles of Reading (3)
RED4511	Intermediate Literacy, Reading and Thinking (3)
RED4519	Diagnosis, Intervention in Reading (3)
RED4844	Reading Practicum (3)
SCE3310	Teaching Science in the Elementary School (3)
SSE3312	Teaching Social Studies (3)
TSL3080	ESOL Strategies I (3)
TSL4081	ESOL Issues and Strategies II (3)

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
ACG 3024	Financial Statement Analysis for Managers	Course is part of the Business Administration, B.A.S.	\$0
BUL 3310	Legal Environment of Business	Course is part of the Business Administration, B.A.S.	\$0
ECO 3223	Money and Banking	Course is part of the Business Administration, B.A.S.	\$0

FIN 3400	Principles of Financial Management	Course is part of the Business Administration, B.A.S.	\$0
GEB 3213	Advanced Communications in Business	Course is part of the Business Administration, B.A.S.	\$0
GEB 4356	International Business	Course is part of the Business Administration, B.A.S.	\$0
ISM 3011	Introduction to Management Information Systems	Course is part of the Business Administration, B.A.S.	\$0
MAN 3025	Principles of Management	Course is part of the Business Administration, B.A.S.	\$0
MAN 3240	Applied Organizational Behavior	Course is part of the Business Administration, B.A.S.	\$0
MAN 4301	Human Resource Management	Course is part of the Business Administration, B.A.S.	\$0
MAN 4952	Senior Capstone Project	Course is part of the Business Administration, B.A.S.	\$0
QMB 3250	Quantitative Methods for Business Decisions	Course is part of the Business Administration, B.A.S.	\$0
TSL 3080	ESOL Issues and Strategies I	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
EDG 4323	Professional Teaching Practices	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
EDF 4430	Classroom Assessment	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
LAE 4314	Teaching Language Arts	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
RED 3309	Early and Emergent Reading K-2	Course is part of the Elementary Education, B.S.	\$0
SCE 3310	Teaching Science in the Elementary School	Course is part of the Elementary Education, B.S. and Exceptional	\$0

		Student Education, B.S.	
RED 4519	Diagnosis, Intervention in Reading	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
SSE 3312	Teaching Social Studies	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
MAE 4803	Mathematics Content for Elementary Grades	Course is part of the Elementary Education, B.S.	\$0
EDF 4603	Critical Issues in Classroom Management, Ethics, Law and Safety	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
LAE 3414	Children's Literature	Course is part of the Elementary Education, B.S.	\$0
RED 4511	Intermediate Literacy, Reading and Thinking	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
EEX 4070	Teaching Exceptional Students	Course is part of the Elementary Education, B.S.	\$0
TSL 4081	ESOL Issues and Strategies II	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
MAE 4326	How Children Learn Mathematics	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
RED 4844	Reading Practicum	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
EDF 4943	Student Internship	Course is part of the Elementary Education, B.S. and Exceptional Student Education, B.S.	\$0
ESE 4945	Internship Seminar	Course is part of the Elementary Education,	\$0

		B.S. and Exceptional Student Education, B.S.	
EEX 4265	Curriculum and Instruction for Students with Disabilities 6-12	Course is part of the Exceptional Student Education, B.S.	\$0
RED 3012	Principles of Reading	Course is part of the Exceptional Student Education, B.S.	\$0
EEX 4601	Behavior Management	Course is part of the Exceptional Student Education, B.S.	\$0
EEX 4221	Assessment of Exceptional Education Students	Course is part of the Exceptional Student Education, B.S.	\$0
EMS 0110	Emergency Medical Technician	Course is part of the new Firefighter/Emergency Medical Technician – combined program	\$98.96



November 21, 2022

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: Academic Curriculum Changes

Item Description

This item presents new program and course proposals along with changes to standards for academic progress .

Overview and Background

The Curriculum and Innovation Committee members review and make recommendations for Board approval for new and revised curricula. New programs and courses, revision of current programs and courses, and removing courses and programs no longer being offered are proposed. Changes to Satisfactory Academic Progress (SAP) which allows students to maintain eligibility for financial aid and Standards of Academic Progress (SOAP) which measures the persistence of students are proposed.

The new Firefighter/EMT combined program is being proposed to help increase access and affordability. By combining two separate programs, the total clock hours will increase and allow the new program to become eligible for financial aid. Also, the proposed deletion of the Central Sterile Processing and Endoscopy Technician certificate programs are based on low enrollment and low job demand. Additionally, the proposed changes to how the College measures the academic progress of students aims to provide a more seamless progression of students as they matriculate through TCC.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved the program revisions, new courses, and course changes each year.

Recommended Action

Approve the recommendation for the curriculum changes as attached.

NEW PROGRAM

Firefighter/Emergency Medical Technician – Combined (792 clock hours)

This combined will allow students to utilize their financial aid in order to complete the firefighter academy and the EMT program. Firefighters are required to complete the EMT program in order to be employed. Currently, the programs are separate programs with firefighter being a clock hour program and EMT being a credit program. The combined program will be exclusively clock hour.

Program Courses:

FFP0030	Firefighter I (191 clock hours)
FFP0031	Firefighter II (301 clock hours)
EMS0110	Emergency Medical Technician (300 clock hours)

PROGRAM DELETIONS

Based on review of curriculum content and assessment, the following program deletions are recommended.

Central Sterile Processing Technologist Certificate (30 credit hours)
Endoscopy Technician Certificate (24 credit hours)

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
FRE1120	Elementary French I	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.
FRE1121	Elementary French II	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.
GER1120	Elementary German I	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.
GER1121	Elementary German II	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.
SPN1120	Elementary Spanish I	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.
SPN1121	Elementary Spanish II	Contact hour	5 contact hours	4 contact hours	The additional lab component is

					now asynchronous.
SPN2220	Intermediate Spanish	Contact hour	5 contact hours	4 contact hours	The additional lab component is now asynchronous.

COURSE DELETIONS

Course ID	Course Name	Rationale for Course Deletion
RTE2931	Radiographic Image Analysis	Replaced with RTE2762 Sectional Anatomy
STS1925C	Endoscopy Basics Theory and Lab	Deletion of Endoscopy Technician Program
STS1926C	Endoscopy Technician Theory and Lab	Deletion of Endoscopy Technician Program
DAA1100	Contemporary Dance	Due to low enrollment
DAA1200	Ballet I	Due to low enrollment
DAA1300	Social Dance	Due to low enrollment
MVS1116	Beginning Guitar	Due to low enrollment
SPC1062	Business and Professional Speaking	Due to low enrollment.
MSL1001	Basic Officership	MSL course has not been offered in several years. Course was part of a partnership between TCC and the ROTC Program at FSU which has since ended.
MSL1002	Basic Officership	MSL course has not been offered in several years. Course was part of a partnership between TCC and the ROTC Program at FSU which has since ended.
MSL2101	Leadership Teamwork	MSL course has not been offered in several years. Course was part of a partnership between TCC and the ROTC Program at FSU which has since ended.
MSL2102	Leadership Teamwork	MSL course has not been offered in several years. Course was part of a partnership between TCC and the ROTC Program at FSU which has since ended.

TCC Academic Standing Policies Changes: Proposal

The proposal will request multiple changes:

1. Eliminate Types of GPAs **except for** a) Term Grade Point Average and b) Cumulative Grade Point Average (CGPA).
2. Only require a 2.00 Cumulative Grade Point Average (CGPA) or better in 150% of the completion time to graduate; not both TCC Cum and CGPA at 2.00 or better.

3. Re-imagine Standards of Academic Progress (SOAP) and Satisfactory Academic Progress (SAP) by renaming the negative labels of the standings and removing the complicated credit hours attempted associated with each label.

GPA Proposal

Current Types of GPAs	Proposed Types of GPAs
TCC Term GPA	Term GPA
TCC Cumulative GPA	Overall Cumulative GPA (includes transfer work)
Overall Cumulative GPA (includes transfer work)	
Cumulative Transfer GPA (only transfer work)	

Graduation GPA Proposal

Current Graduation GPAs	Proposed Graduation GPAs
TCC Cumulative GPA of 2.0 and Cumulative GPA of 2.0	Cumulative GPA of 2.0 or better in 150% of the completion time to graduate

Standards of Academic Progress (SOAP) Proposal

Current Standards of Academic Progress (SOAP)	Proposed Standards of Academic Progress (SOAP)
Labels for failure to meet academic progress: Warning, Probation, Suspension, Probation after Suspension/Dismissal	Labels for failure to meet academic progress: Academic Alert, Academic Notice, Suspension, Conditional Academic Notice, Dismissal
1-14 credit hours and 1.5 GPA or higher	1-14 credit hours and 1.75 GPA or higher
15-29 credit hours and 1.8 GPA or higher	15 or more credit hours and 2.0 GPA or higher
30 or more credit hours and 2.0 GPA or higher	

Satisfactory Academic Progress (SAP) Proposal

Current Satisfactory Academic Progress (SAP)	Proposed Satisfactory Academic Progress (SAP)
1-14 credit hours and 1.5 GPA or higher	1-14 credit hours and 1.75 GPA or higher
15-29 credit hours and 1.8 GPA or higher	15 or more credit hours and 2.0 GPA or higher
30 or more credit hours and 2.0 GPA or higher	



November 21, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 4000 – Program, 6000 – Finances, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual: revisions of policies within chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 4000 – Program, 6000 – Finances, and 8000 – Operations.

Highlights of these changes include:

0121 – Accreditation - Revised for statutory change regarding accrediting body.
0161 – Agendas and Meetings of The District Board of Trustees - Revised for statutory change regarding public records exemption for applicants for the position of College President.
1440 – Political Activities - Revised for statutory change to further limit the expenditure or acceptance of public funds for communication.
2131 – Instructional Personnel Contracts - New policy outlining instructional personnel contract language not currently in the Collective Bargaining Agreement.
2460 – Suspension, Dismissal, or Non-Renewal of Contracts of Instructional Staff - Revised language to mirror Collective Bargaining Agreement.
4240 – Textbook Selection, Transparency, and Affordability - New policy outlining statutory requirements regarding textbooks and instructional materials.
6152 – Student Activity Fees and Service Fees - Revised to include statutory requirement for fee exemptions and waivers.

6152.01 – Foster Care and Homeless Students Liaison - New policy outlining statutory requirement for a foster care and homeless student liaison.
6325 – Procurement – Federal Grants/Funds - Revised to incorporate the federal Davis-Bacon and Related Acts' requirement regarding certain contracts in excess of \$2,000.00.
8230 – Substantive Changes Requiring Notice to Accreditor -Revised for statutory change regarding accrediting body.
8310 – Public Records - New policy outlining exemptions and access to public records.

The policies may be reviewed at:
<https://www.tcc.fl.edu/about/college/district-board-of-trustees/college-procedures/policy-revisions/>

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to chapters 0000, 1000, 2000, 4000, 6000, and 8000 of the College’s Policy Manual in March 2022.

Recommended Action

Approve revision of College policies as presented.



November 21, 2022

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 - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/31/2022.

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 October 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 October 31, 2022

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 3,001,319	\$ 2,070,228	\$ 14,390,367	\$ 8,280,911	\$ 24,842,734	58%
State Support	2,554,739	3,080,652	10,378,090	12,322,610	36,967,829	28%
Federal Support	111,522	41,667	529,990	166,667	500,000	106%
Other Revenue	368,564	47,917	724,073	191,667	575,000	126%
Non-Revenue Sources	-	83,333	-	333,333	1,000,000	0%
TOTAL REVENUE	6,036,144	5,323,797	26,022,520	21,295,188	63,885,563	41%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	288,420	317,146	1,204,962	1,268,585	3,805,756	32%
Instructional	1,033,593	1,133,698	4,390,592	4,534,794	13,604,381	32%
Non-Instructional	1,224,019	1,342,102	4,861,659	5,368,408	16,105,224	30%
OPS	621,864	508,165	1,598,163	2,032,660	6,097,979	26%
Personnel Benefits	873,598	897,685	3,513,616	3,590,741	10,772,223	33%
TOTAL PERSONNEL COSTS	4,041,494	4,198,797	15,568,992	16,795,188	50,385,563	31%
<u>CURRENT EXPENSES</u>						
Services	309,776	364,752	1,428,221	1,459,009	4,377,027	33%
Material & Supplies	115,768	236,344	1,094,444	945,378	2,836,133	39%
Other Current Charges	236,878	503,070	2,363,606	2,012,280	6,036,840	39%
TOTAL CURRENT EXPENSES	662,422	1,104,167	4,886,271	4,416,667	13,250,000	37%
CAPITAL OUTLAY	209,095	20,833	209,095	83,333	250,000	84%
TOTAL EXPENSES	\$ 4,913,011	\$ 5,323,797	\$ 20,664,358	\$ 21,295,188	\$ 63,885,563	32%

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

Issued in October 2022

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-016374	10/3/2022	W.W. Grainger	150,000.00	For equipment, materials, and supplies purchases for the Pre-Apprenticeship Programs at the five correctional facilities (Liberty, Jefferson, Gadsden Re Entry, Quincy Annex, and Taylor Correctional).	State contract# 31160000-20-NASPO-ACS.



November 21, 2022

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: Banking Services Agreement

Item Description

This item requests approval by the District Board of Trustees for an extension of the Wells Fargo banking services agreement with the College.

Overview and Background

At the June 21, 2022 meeting, the Board approved an extension of the current banking services agreement with Wells Fargo to afford the College time to conduct a solicitation for the providers with the most competitive pricing and quality services.

The College initiated an Invitation to Negotiate (ITN 2022-08) on September 13, 2022 with a proposal due date of October 13, 2022. Although the College received numerous requests for information with multiple providers expressing interest in the solicitation, only one proposal was received by the posted deadline.

Given the lack of proposals, we feel the College would be better served by closing ITN 2022-08 without a selection and conduct a new solicitation to identify current best banking services practices. To ensure sufficient time to research current banking services and trends, the College would like to extend the current Wells Fargo agreement for a period not to exceed six (6) months, until June 30, 2023 to complete our negotiations.

Funding/ Financial Implications

No additional expense.

Past Actions by the Board

The Board approved a five-year renewal of the Wells Fargo agreement in December 2017.

Recommended Action

Approve an extension of the current Wells Fargo banking services agreement for a period not to exceed six (6) months.



November 21, 2022

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 *NOVEMBER 2022*

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
TCC COVID Air Quality Upgrades to HVAC	90%	February 2023	Scope includes multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvements
AP 160 Classroom Renovation	60%	TBD	Converting to a Dental Sim Lab. Waiting on Simulator manufacturer requirements and specifications
CH 141,144,145 Foreign Language Labs Conversion to new Classroom	5%	TBD	In Design
Student Union Bldg#35 1 st Floor/Food Court Renovation	70%	December 2022	Under Construction
Administration Bldg#27 Lobby	75%	TBD	Ceiling Grid, Lighting, Video Wall and Water Wall Installed; Awaiting further design
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
Elevator Upgrades at SMA Bldg#2	90%	October 2022	State Inspection scheduled
Elevator Upgrades at SU Bldg#35	10%	TBD	Materials on backorder
Elevator Upgrades at DH Bldg#06	0%	TBD	Awaiting updated quotes
Elevator Upgrades at AC Bldg#08	0%	TBD	Awaiting updated quotes
Athletics – LS Interior Renovation and Softball/Baseball Complex Improvements	10%	TBD	RFQ Awards to Southern Standard Construction for CM Services Pending November BOT Approval
Baseball Fieldhouse Window Replacement	20%	TBD	Drawings received; contractor mobilizing
Flagpole Memorial Garden	20%	November 2022	Contract awarded; Installing irrigation
CUP – Control Room and ADA Restrooms	5%	TBD	Waiting on Design Drawings
State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	5%	TBD	Field measurements complete

State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	5%	12/31/2023	Buildings SMA#2 underway and SU#35 materials on order, TPP 11N PO in progress
State DM - 15KV Electrical Underground Infrastructure	5%	TBD	DD's delivered
State DM - Roof Restoration Mailroom (MR) Bldg#57	5%	TBD	Materials ordered
Carpet/LVT Replacements	I/P	In Progress	AC Bldg#8 Floors 1-3 - In Progress AP Bldg#3 1 st Floor – On Hold Cashiers Office – Scheduling Install CT Bldg#41 Hallways – Scheduling Install SS Bldg#17 Three Offices – In Progress
Ceramic/Vinyl Floors Soft scrub in AC Bldg#8	100%	November 2022	Soft scrub to all three floors of the AC building#08
Northside Driveway Extension	5%	TBD	Survey and Storm Water Runoff being reviewed
Parking Lot Truck Driving School Asphalt	100%	November 2022	Complete
Truck Driving Testing Course Asphalt	100%	November 2022	Complete

SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 373,000 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,683,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 18,650 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
Dining Facility Bldg#8 (IAQ)	95%	November 2022	Indoor air quality; Parts on order
FPSI Master Plan	15%	April 2023	In progress
State DM - Elevator Door Lock Monitoring Systems Bldg#3	5%	April 2023	PO Issued
State DM - Replace 2 Chillers and Install VFD's on Chill Water Pumps at Bldg#4	5%	TBD	Quote underway

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 nd Floor Renovation	95%	December 2022	Furniture on order; Punchlist underway
State DM - CFI Exterior Envelope (Walls & Windows)	5%	TBD	RFQ for CM Advertised; DD's in Progress
State DM - CFI Exterior Staircases	5%	TBD	RFQ for CM Advertised; DD's in Progress
CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles.

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	90%	December 2022	KB Port Simulators being Installed
Ghazvini Patio Solar Panel System	10%	April 2023	PO and NTP Issued; Contracts being Executed; Mobilizing 11/7/2022
DAS System	5%	April 2023	PO Issued
Install Walkway to TMH Lower Parking Area	0%	TBD	Obtaining quotes

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
WEI Master Plan	15%	April 2023	In progress
Infrastructure	10%	TBD	In progress
Irrigation Well	10%	TBD	Contract Issued

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 118 - Classroom Renovations	\$ 42,419.96
CH 233 - Classroom Renovations	\$ 19,166.32
CH 234 - Classroom Renovations	\$ 19,151.32
SM 114 - Classroom Renovations	\$ 21,774.29
SM 211 - Classroom Renovations	\$ 27,774.36
SM 129 – Classroom Renovations	\$ 42,569.77



November 21, 2022

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 2022-06 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to Southern Standard Construction LLC, for Construction Manager at Risk services for the TCC Lifetime Sports Complex Interior Renovation project.

Overview and Background

This specific RFQ requests Construction Manager at Risk (CMAR) Services for the TCC Lifetime Sports Complex Interior Renovation project, located in the Lifetime Sports Building #15 on TCC's Main Campus Site 1.

This RFQ 2022-06 TCC Lifetime Sports Complex Interior Renovation was released to the public on September 6, 2022 via the TCC Purchasing Website and the State of Florida Vendor Bid System. The College received complete and acceptable submittals from the below seven vendors on October 11, 2022, as a result of this Request for Qualifications (RFQ).

Allstate Construction, Inc.
Cook Brothers, Inc.
CSI Contracting, Inc.
RAM Construction & Development, LLC
Rippee Construction, Inc.
Shaffield Building Specialties, Inc.
Southern Standard Construction LLC

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 vendors who met the minimum criteria for an in-person presentation and Q&A session. The Committee heard presentations

from all seven contractors carefully considering such factor as:

- Higher Education Experience
- Athletic Fields and Facilities Experience
- Experience with Blueprint Planning
- 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 Southern Standard Construction LLC, is recommended for the award.

Funding/ Financial Implications

This construction contract will be funded in part by the TCC Foundation and a Blueprint Intergovernmental Agency Grant.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC Lifetime Sports Complex Interior Renovation project.



November 21, 2022

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 2022-07 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to Southern Standard Construction LLC, for Construction Manager at Risk services for the TCC Softball / Baseball Complex Improvements project.

Overview and Background

This specific RFQ requests Construction Manager at Risk (CMAR) Services for the TCC Softball / Baseball Complex Improvements project, located at 3920 N. Century Park Circle in Tallahassee, Florida on TCC's Main Campus Site 1.

This RFQ 2022-07 TCC Softball / Baseball Complex Improvements, was released to the public on September 6, 2022 via the TCC Purchasing Website and the State of Florida Vendor Bid System. The College received complete and acceptable submittals from the below seven vendors on October 11, 2022, as a result of this Request for Qualifications (RFQ).

Allstate Construction, Inc.
Cook Brothers, Inc.
CSI Contracting, Inc.
RAM Construction & Development, LLC
Rippee Construction, Inc.
Shaffield Building Specialties, Inc.
Southern Standard Construction LLC

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 vendors who met the minimum criteria for an in-person presentation and Q&A session. The Committee heard presentations

from all seven contractors carefully considering such factor as:

- Higher Education Experience
- Athletic Fields and Facilities Experience
- Experience with Blueprint Planning
- 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 Southern Standard Construction LLC, is recommended for the award.

Funding/ Financial Implications

This construction contract will be funded in part by the TCC Foundation and a Blueprint Intergovernmental Agency Grant.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC Softball / Baseball Complex Improvements project.



November 21, 2022

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of October 2022.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$1,100.00
Fitzgerald Collaborative Group, LLC - \$19,056.36

Past Actions by the Board

The Board last authorized architect invoices at the October 17, 2022 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.



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

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

Invoice number 21114_0922
Date 09/30/2022
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	1.94	812.50	812.50	0.00
Task 4 - Planning Elements	86,328.00	6.72	5,800.00	5,800.00	0.00
Task 5 - Decision Themes	16,985.00	6.18	1,050.00	1,050.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	10.79	2,225.00	3,325.00	1,100.00
Task 7 - Conclusion	1,815.00	0.00	0.00	0.00	0.00
Total	238,798.00	5.37	11,712.50	12,812.50	1,100.00

Invoice total **1,100.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0922	09/30/2022	1,100.00	1,100.00				
	Total	1,100.00	1,100.00	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 Gail at 850.337.6443 or gennis@dagarchitects.com.



Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_0922
 Date 09/30/2022

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings - FCG	7,500.00	100.00	7,500.00	7,500.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	18,150.40	18,150.40	0.00
Design Development - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Design Development - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
90% Construction Documents - FCG	20,638.00	100.00	20,638.00	20,638.00	0.00
90% Construction Documents - H2 Eng	12,300.00	100.00	12,300.00	12,300.00	0.00
90% Construction Documents-Kever McKee	1,084.00	100.00	1,084.00	1,084.00	0.00
Permit Docs - FCG	13,253.50	100.00	13,253.50	13,253.50	0.00
Permit Docs - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Permit Docs - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
Agency Permitting - FCG	8,234.50	100.00	8,234.50	8,234.50	0.00
Bidding - FCG	11,125.20	100.00	11,125.20	11,125.20	0.00
Bidding - H2 Engineering	2,050.00	100.00	2,050.00	2,050.00	0.00
Construction Administration - FCG	18,081.80	70.00	10,849.08	12,657.26	1,808.18
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	100.00	600.00	600.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	181,190.00	89.58	160,507.28	162,315.46	1,808.18
Additional Services					
Conversion of the Outdoor Storage Room 248-FCG	15,440.00	0.00	0.00	0.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_0922
Date 09/30/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	80.14	160,507.28	162,315.46	1,808.18

Invoice total 1,808.18

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0722	07/31/2022	1,808.18			1,808.18		
210208_0922	09/30/2022	1,808.18	1,808.18				
	Total	3,616.36	1,808.18	0.00	1,808.18	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-groupllc.com.



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_1022
 Date 10/31/2022

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings - FCG	7,500.00	100.00	7,500.00	7,500.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	18,150.40	18,150.40	0.00
Design Development - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Design Development - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
90% Construction Documents - FCG	20,638.00	100.00	20,638.00	20,638.00	0.00
90% Construction Documents - H2 Eng	12,300.00	100.00	12,300.00	12,300.00	0.00
90% Construction Documents-Kever McKee	1,084.00	100.00	1,084.00	1,084.00	0.00
Permit Docs - FCG	13,253.50	100.00	13,253.50	13,253.50	0.00
Permit Docs - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Permit Docs - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
Agency Permitting - FCG	8,234.50	100.00	8,234.50	8,234.50	0.00
Bidding - FCG	11,125.20	100.00	11,125.20	11,125.20	0.00
Bidding - H2 Engineering	2,050.00	100.00	2,050.00	2,050.00	0.00
Construction Administration - FCG	18,081.80	80.00	12,657.26	14,465.44	1,808.18
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	100.00	600.00	600.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	181,190.00	90.58	162,315.46	164,123.64	1,808.18

Additional Services

Conversion of the Outdoor Storage Room 248-FCG	15,440.00	100.00	0.00	15,440.00	15,440.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_1022
Date 10/31/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	72.35	0.00	15,440.00	15,440.00
Total	202,530.00	88.66	162,315.46	179,563.64	17,248.18

Invoice total 17,248.18

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0722	07/31/2022	1,808.18				1,808.18	
210208_0922	09/30/2022	1,808.18		1,808.18			
210208_1022	10/31/2022	17,248.18	17,248.18				
	Total	20,864.54	17,248.18	1,808.18	0.00	1,808.18	0.00

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