



November 16, 2020

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, November 16, 2020 Board Meeting.

The meeting will be held in the Student Union Ballroom on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida. The public may also register to attend virtually at <https://www.tcc.fl.edu/bot-meeting/2020/nov/>

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
444 Appleyard Drive
Tallahassee, FL 32308
Monday, November 16, 2020
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 26, 2020 Meeting
Request Board 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 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.

2. Attorney Invoice – September
Authorize payment of invoice as presented.
3. Human Resources Report
Approve the report as presented.

4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

TCC Foundation

6. TCC Foundation Update
None required. Report provided for information only.
7. TCC Foundation – Classroom Naming
Accept naming as presented.
8. TCC Foundation – Courtyard Naming
Accept naming as presented.

Administrative Services

9. Construction Status Report
Presented as an information item only.
10. Fund Analysis - October
For information only, no Board action required.

PUBLIC COMMENT

WORKSHOP

PRESIDENT’S REPORT

NEXT MEETING DATE

January 11, 2021

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Virtual Meeting details are available at
<https://www.tcc.fl.edu/bot-meeting/2020/Oct/>
October 26, 2020
Business Meeting – 2:30 PM

The October 2020 District Board of Trustees virtual meeting was called to order by Chair Messersmith at approximately 2:30 p.m.

Members Present: Chair Messersmith, Trustees Grant, Lamb, Pople and Moore

Absent: Trustee Callaway **Via phone/Zoom:** Trustee Kilpatrick

Others Present: President Murdaugh, Candice Grause, Lenda Kling, E.E. Eunice, Craig Knox, Nyla Davis, Barbara Wills, Bobby Jones, Stephanie White, Greg Gibson, Bill Spiers, Gerald Jones, Lei Wang, Candice Grause, Sheri Rowland, Calandra Stringer, Madeline Pumariega, Alice Maxwell and Kim Moore

Via Zoom: Bret Ingerman, Bob Ballard, Chip Singletary, Selina Starling, Mike Robeck, Kalynda Holton, Tracy Woodard, Amy Bradbury, Josh Willoughby, Gregory Williams, Anthony Jones, Scott Balog, Lauren Schoenberger, Patricia Manning, Stephanie Solomon, Jacque Parramore and Ayanna Young.

COMMENTS

- i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance, indicating he would like us to keep the Callaway family in our thoughts due to the loss of Jimmie Callaway this weekend. He thanked all the participants in the Aspen interview and said the Be Essential program has been shining a bright light on retraining with financial assistance.
- ii. Board Members – Trustee Pople said VP Moore is definitely on top of things with workforce programs. Trustee Kilpatrick thanked everyone for the opportunity to join the meeting via Zoom.
- iii. President Murdaugh thanked the Trustees for participating in the Aspen interviews, indicating many people (internal and external) participated in the process. He stated information on the passing and upcoming services for Jimmie Callaway was left at each of the Board table seats.

He shared today was the one (1) year anniversary of the Talon Market, introducing VP Rowland who said the Talon's Market was established to meet our students' food insecurity needs. She shared we received funding from various sources (Walmart, Florida Blue, Trustee Callaway, etc.) and it is set up like a food market, introducing student manager Jayla Nickeo.

Ms. Nickeo said they provide both food and resources, indicating she has made many connections during her first year. VP Rowland acknowledged Dean Gerald Jones and his team for their work with this program. Dr. Murdaugh shared when we closed the campus due to the pandemic, they organized a drive through for students to empty the market and the Foundation stepped up with gift cards to buy food.

APPROVAL OF MINUTES

1. September 21, 2020 Meeting
Request Board approve minutes as presented.

MOTION: Trustee Pople **SECOND:** Trustee Lamb
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell shared social media information and introduced video clips for the Alumni Hall of Fame, workforce apprenticeship program, Florida Blue gift to Talon's Market, student work to build awareness for voting rights and the bloodhound tracking seminar.

Director Eunice shared Dr. Murdaugh and the Florida Department of Law Enforcement developed the bloodhound tracking program to address the missing children statute change, introducing Stephanie White, coordinator for the program. Ms. White displayed a video that highlighted areas of the training.

UNFINISHED BUSINESS

None

PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

2. Attorney Invoice – August
Authorize payment of invoice as presented.
3. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Human Resources Report
Approve the report as presented.

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

TCC Foundation

6. TCC Foundation Update
None required. Report provided for information only.

Academic Affairs

7. 2020-2021 Dual Enrollment Articulation Agreements with the Leon County School Board
The Board approves the articulation agreement.

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

Administrative Services

8. Direct Support Organization Audit Reports
Trustee Grant inquired about information on the items with recommendations. VP Wills shared two (2) of the Foundation items were resolved and we will be complying with the last item.
For information only.

9. Renewal of Professional Services Contract – Legal Services
Chair Messersmith said this increases the amount due for the first time in ten (10) years. Dr. Murdaugh expressed his thanks for the quality and timely responses from Craig Knox.
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.

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

10. Fund Analysis – September
For information only, no Board action required.

11. Construction Status Report
Trustee Moore recognized the leadership and staff that worked to keep things continuing during this COVID time.
Presented as an information item only.

PUBLIC COMMENT

None

WORKSHOP

Policy Revision

Dr. Murdaugh stressed the Board approves all policies, based upon our recommendation, and we implement procedures based upon those policies. VP Wills shared we have about two hundred fifty (250) policies in place and bring revisions to the Board as needed due to statute and rule changes, etc. She indicated we need a comprehensive evaluation and are moving to a vendor with a policy search feature, that will monitor the legislative session and provide suggested updates, and provide legal research.

She said we will be looking at every policy and anticipate a workshop presentation to the Board at the August 2021 meeting with an approval item at the September 2021 meeting. Trustee Pople asked if their legal team will work with our legal team, with VP Wills saying all will go to Esq. Knox as well.

Chair Messersmith asked about the underlines and strikethroughs of changes, with VP Wills saying they will be bringing all new policies – although we can show the differences. Trustee Pople asked who audits our policies, with VP Wills saying these are covered under the Financial and Operations audit. Chair Messersmith suggested with the volume that we consider doing them over a series of meetings.

PRESIDENT'S REPORT

President Murdaugh requested the January 2021 meeting date be changed to January 11th in order to accommodate deadline dates for the welding program EDA grant. He said we have enjoyed the fact that we could meet virtually, but that option expires this month.

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

NEXT MEETING DATE

November 16, 2020 Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 3:31 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on November 16, 2020.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President



November 16, 2020

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 – September

Item Description

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

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 September 19, 2016 Board meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$125.00 for the month of September 2020.

Recommended Action

Authorize payment of invoice as presented.



Tallahassee Community College
 Barbara K. Wills, Chief Business Officer, Vice President for
 Administrative Services
 444 Appleyard Drive
 Tallahassee, Florida 32304

Invoice Date: October 13, 2020
 Invoice No. 73382
 Client No. 25480.006

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

Purchase Order No. PO-012617

Statement of Legal Services

		Hours	
09/02/2020	JCC Review Order / union ratification	0.20	
09/10/2020	JCC Review correspondence and Board Policy	0.30	
Current Services		0.50	\$125.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	0.50	\$250.00	\$125.00

Payments

09/29/2020	Payment	ACH rec'd 9/29/20 Invoice 72890	3,095.00
			3,095.00

Total Current Work	\$125.00
Previous Balance Due	\$1,308.80
Balance Due	\$1,433.80

Tallahassee Community College

Invoice Date: October 13, 2020
Invoice No. 73382
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



November 16, 2020

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 Resources Report

Item Description

This item requests Board approval for personnel actions.

Overview and Background

Pursuant to College Policy 04-06 and 04-17, 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 2020-2021 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Kayla O'Neal	Student Services Case Manager	Student Accessibility	October 13, 2020

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Lee Paxton	Mining Field Analyst & Training Specialist	F.P.S.I.	October 2, 2020
Kimberly Sweeting	Career Development Specialist	Compass 100 DOC Lake C.I.	October 6, 2020

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
Teresa McMillon	Accounting Specialist	Controller	November 1, 2020	October 31, 2025

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
LuAnn Huggins	Career Development Specialist	Compass 100 DOC Quincy Annex	September 30, 2020	Resigned
Donna Moss	Career Development Specialist	Compass 100 DOC Jackson C.I.	October 2, 2020	Resigned
Mark Slik	Director, Advising & New Student Orientation	Advising & Retention	October 2, 2020	Resigned
Opal Ringo	Instructional System Designer	DJJ Curriculum & Evaluations	October 9, 2020	Resigned
Brigitte Marshall	Senior Accountant	Controller	October 16, 2020	Retired
Christy Mantzanas	Career Development & Engagement Coordinator	Career Services	October 22, 2020	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Andrea Oliver	History Faculty	BSSE	Core Knowledge	Writing/Developing
Ashley Cooper	Adult Education Specialist	Adult Education Programs	FSU	Driver SAFE Connection
Carolyn Wesley	Custodian	Facilities	Leon County Schools	Food Prep
Harold Lemond Hall	TCC Online Director	Academic Affairs	H L Hall Ent. LLC	Owner
Jeff Liang	Sociology Faculty	Psychology, Sociology & Anthropology	Dr. Jeff Liang LMFT	Self Employed
Junior Somers	Custodian	Facilities	FAMU	Custodian
Kathy Harvey	Early Childhood Education Faculty	BSSE	State College of Florida	Adjunct
Lauren Schoenberger	Director of Integrated Marketing	Communications & Marketing	FSU	Adjunct
Michael Ray	Developmental Math Faculty	Transitional Studies	Gowitus Records LLC	Owner
Ryland Moore	Director, Food Services	FPSI	Maclay School	Basketball Trainer

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Office	Position
<i>None to Report</i>				



November 16, 2020

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 Education – Holocaust Education Task Force FY21

TCC will provide the support of activities related to the Holocaust Education Task Force committee members including travel reimbursement and subgrants to designated sites. The contract amount is for \$94,000 with an indirect cost of 0%.

Florida Department of Education – Adults with Disabilities Grant Program

TCC will provide fiscal support for the 2020-2021 Adults with Disabilities appropriation. This funding will provide support for the Recreational Program for Adults with Disabilities (RAPAD) in Gadsden, Leon and Wakulla counties. RAPAD will be conducted through a partnership with the Florida Outdoor Association. The amount of this award is \$25,000. Indirect costs are not allowed. The funding period is 7/1/20 through 6/30/21.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education - Holocaust Education Task Force FY21

This award is an annual renewal.

Florida Department of Education – Adults with Disabilities Grant Program

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 awards is \$0.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 16, 2020

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 – CARES Act Strengthening Institutions Programs - Amendment 1

This amendment provides additional funding based on formula allocation in the amount of \$4,442.00.

Florida Department of Corrections - Compass 100 – Amendment 1

This amendment increases the award amount by \$255,165.99 for additional staff. The award amount is increased to \$2,605,737.16 with an indirect cost rate of 10%.

Florida Department of Corrections - Vocational Instruction – Amendment 1

This amendment is to increase the award by \$939,658.16 to add a Welding program. The amount of this award is increased to \$1,721,213.15 with an indirect cost rate of 10%.

Florida Department of Education – Pathways to Career Opportunities Amendment 3 and 4

These amendments reduce travel and expenses to provide additional marketing and recruitment services. The amount of this award remains \$118,913.00, for the funding period through 6/30/21.

Florida Department of Juvenile Justice – 2017-2023 – Amendment 6

This amendment reduces the award amount by elimination of position(s) for a salary increase. The reduction amount of this amendment is \$32,736.42 for a total award of \$7,755,936.55 with an indirect cost rate of 14%. The funding period is through 6/30/23.

Florida Department of Transportation – Crash Scene Mapping with Speed Lasers Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$35,000 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida Department of Transportation – Advanced Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$68,250 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida Department of Transportation – Speed Measurement Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$45,000 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida Department of Transportation – Basic Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$75,600 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida Department of Transportation – Traffic Crash Reconstruction Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$65,000 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida Department of Transportation – Speed Measurement Instructor Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$28,350 with an indirect cost rate of 5%. The funding period is from 10/27/2020 through 9/30/2021.

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation

Funds for the Florida- Georgia Louis Stokes Alliance for Minority Program provide scholarships for at-risk youth to attend TCC courses and programs. The amount of this award is \$21,000 with an indirect cost rate of 0%. The funding period is from 10/1/2020 through 9/30/2021.

Florida Department of Education - Rapid Credentialing

This award is to establish a comprehensive community reemployment plan, Be Essential. The funding period is from 5/28/2020 through 9/30/2022. The award amount is for \$374,014.00 with an indirect cost of 0%.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

US Department of Education – CARES Act Strengthening Institutions Programs – Amendment1

The initial award was approved at the August 2020 Board of Trustees meeting.

Florida Department of Corrections - Compass 100 - Amendment 1

The initial award was approved at the August 2020 Board of Trustees meeting.

Florida Department of Corrections - Vocational Instruction - Amendment 1

The initial award was approved at the August 2020 Board of Trustees meeting.

Florida Department of Education – Pathways to Career Opportunities Amendment 3 and 4

Amendments 1 and 2 were approved at the August 2020 Board of Trustees meeting.

Florida Department of Juvenile Justice – 2017-2023 – Amendment 6

Amendment 5 was approved at the October 2020 Board of Trustees meeting.

Florida Department of Transportation – Crash Scene Mapping with Speed Lasers Training

This award is an annual renewal.

Florida Department of Transportation – Advanced Traffic Homicide Investigation Training

This award is an annual renewal.

Florida Department of Transportation – Speed Measurement Training

This award is an annual renewal.

Florida Department of Transportation – Basic Traffic Homicide Investigation Training

This award is an annual renewal.

Florida Department of Transportation – Traffic Crash Reconstruction Training

This award is an annual renewal.

Florida Department of Transportation – Speed Measurement Instructor Training

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 awards is \$119,705.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 16, 2020

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

Choose an item.

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 – 3: Heroes in Public Safety Virtual Conference

December 10: Holiday Hob Nob, 6:00 – 8:00 p.m., Goodwood Carriage House

January 14: President's Circle Event, Hurst Gallery & Courtyard Unveiling

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

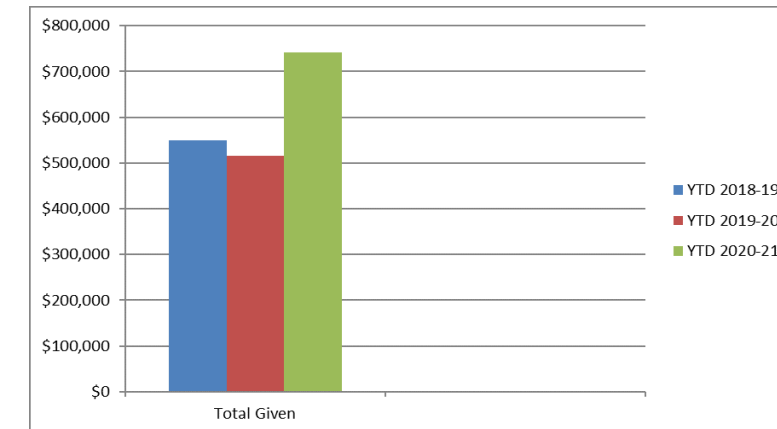
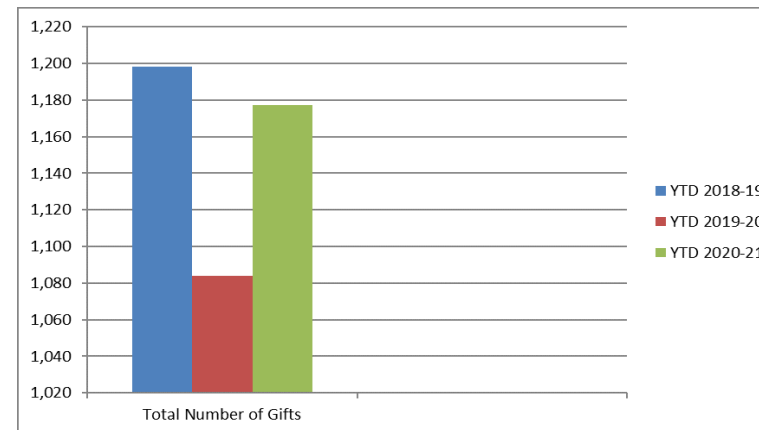
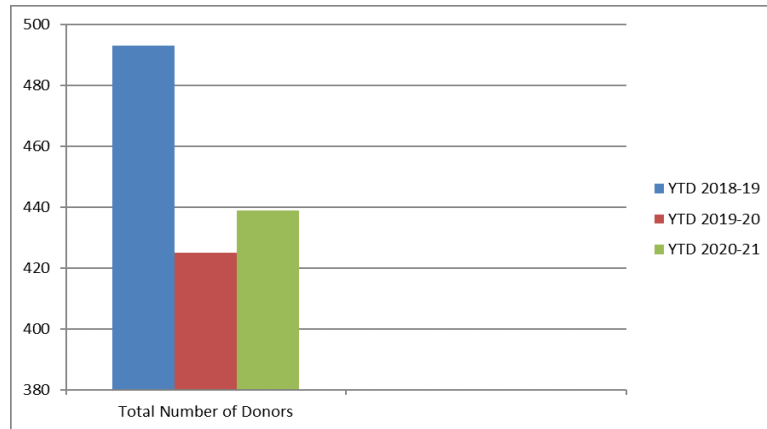
None required. Report provided for information only.

TCC Foundation - Financial Update FY 20/21

July - October 29

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		Total Received	\$549,291	\$516,022
	Scholarship amount	\$158,368	\$252,835	\$438,953
	Program support amount	\$244,118	\$155,671	\$160,492
	Facility support amount	\$82,721	\$49,282	\$75,083
	Unrestricted support amount	\$64,084	\$58,234	\$67,517
	Number of Donors	493	425	439
	Number of Gifts	1,198	1,084	1,177
	Net assets of the TCC Foundation	\$16,825,661	\$17,543,576	\$18,616,185

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		Cash	\$531,355	\$484,022
	Gift in Kind	\$17,936	\$32,000	\$0
	Number of Planned Gifts Confirmed	0	4	1
	Total Raised - Pledges Received	\$45,000	\$50,736	\$88,664
	Grants Received			28 grants total \$5,161,577
	Grants Applied For			19 grants total \$7,334,762
	Pledges Expected by 6/30/2021			\$639,564





November 16, 2020

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

Choose an item.

SUBJECT: TCC Foundation – Classroom Naming

Item Description

The following is a request for the TCC District Board of Trustees to approve naming a space on campus.

Overview and Background

Per TCC policies, naming for any space on TCC's campus must be approved by the District Board of Trustees.

Past Actions by the Board

Naming opportunity must be presented to the TCC District Board of Trustees for a vote of acceptance by the College.

Funding/ Financial Implications

There are no Funding/Financial implications arising from naming of these spaces.

Recommended Action

Accept naming as presented.



MEMORANDUM

TO: Dr. Jim Murdaugh, President, Tallahassee Community College
FROM: Heather Mitchell, Vice President for Resource Development
Executive Director, TCC Foundation
DATE: November 2, 2020
RE: Naming of Classrooms on TCC Main Campus

The Foundation would like to request your approval to name the following classrooms to honor an investments made by donors to support the FIRST CLASS Project – a project that provides funds for classroom renovations.

We have consulted with each donor and suggest the following to the President of Tallahassee Community College and the TCC District Board of Trustees for the naming:

AC 212	Moore, Inc.
AP 149	Student Housing
CT 107	TCC Foundation
HSS 110	The Southern Group: Honoring Stacey Webb
HSS 259	Florida Kiwanis Club
SM 114	The DeWitt Miller Family
SM 119	Kim & Todd Engstrom
SM 128	The Harrell Family
SM 137	Finley Cook



November 16, 2020

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

Choose an item.

SUBJECT: TCC Foundation – Courtyard Naming

Item Description

The following is a request for the TCC District Board of Trustees to approve naming a space on campus.

Overview and Background

Per TCC policies, naming for any space on TCC's campus must be approved by the District Board of Trustees.

Past Actions by the Board

Naming opportunity must be presented to the TCC District Board of Trustees for a vote of acceptance by the College.

Funding/ Financial Implications

There are no Funding/Financial implications arising from naming of these spaces.

Recommended Action

Accept naming as presented.



MEMORANDUM

TO: Dr. Jim Murdaugh, President, Tallahassee Community College
FROM: Heather Mitchell, Vice President for Resource Development
Executive Director, TCC Foundation
DATE: November 2, 2020
RE: Naming of Courtyard on TCC Main Campus

The Foundation would like to request your approval to name the courtyard outside of the Hinson Administration Building the Dr. Jean Hurst Courtyard.

Dr. Hurst was a beloved English professor at TCC for over 23 years. She founded the TCC Theater Program during her tenure at TCC. She was a co-designer of Turner Auditorium, a theatre that provides space for a variety of programs for our campus and for our community. She was also the architect for TCC's Signature Seat Program, providing a patron base for our productions at TCC. Dr. Hurst was also instrumental in assisting TCC in acquiring two outdoor art installations for the TCC Main Campus.

She and artist husband Ralph Hurst established the Ralph and Jean Hurst Collection, which is housed in the TCC Fine and Performing Arts Center. The donation of this collection is important to TCC as we are one of the few colleges in Florida with its own private art collection.

Dr. Hurst has made significant impact on our institution's fine arts programs. It is our privilege to ask for this honor for her contributions to TCC.



November 16, 2020

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 2020

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – SM 128	65%	TBD	Underway
Foundation Classroom Renovation – SM 137	65%	TBD	Underway
Foundation Classroom Renovation – CT 107	50%	TBD	Underway
Foundation Classroom Renovation – HSS 110	65%	TBD	Underway
Foundation Classroom Renovation – HSS 259	65%	TBD	Underway
Replace chair/desks and carpet SMA 140	35%	TBD	Underway
Replace chair/desks s and carpet MLH 151	40%	TBD	Underway
Replace chair/desks and carpet MLH 152	45%	TBD	Underway
AMTC Welding Lab	10%	TBD	Plans review complete. EDA Site Certificate approved. CMAR RFQ award approved at August board approval. Bid package approved by EDA.
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 955 Trip Hazards and Replaced 25 sections of Sidewalk
Hurst Museum Renovations	100%	TBD	Complete
FPAC Dressing Rooms	50%	TBD	Underway
FPAC Roof Replacement	5%	TBD	Mobilizing
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 152,354 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

GADSDEN CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI Elevator	20%	TBD	Proposal reviewed & accepted; Project started, materials on order.

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 128 - Classroom Renovations	\$ 29,002.94
SM 137 - Classroom Renovations	\$ 29,119.77
CT 107 - Classroom Renovations	\$ 11,516.00
HSS 110 - Classroom Renovations	\$ 11,516.00
HSS 259 - Classroom Renovations	\$ 11,516.00



November 16, 2020

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 10/29/2020

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 January is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of October 29, 2020

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 360,011	\$ 2,053,219	\$ 11,772,087	\$ 8,212,875	\$ 24,638,626	48%
State Support	\$ 2,309,615	\$ 2,797,583	\$ 9,238,450	\$ 11,190,331	\$ 33,570,994	28%
Federal Support	\$ 90,078	\$ 40,833	\$ 285,232	\$ 163,333	\$ 490,000	58%
Other Revenue	\$ 133,412	\$ 210,833	\$ 1,402,637	\$ 843,333	\$ 2,530,000	55%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
TOTAL REVENUE	\$ 2,893,117	\$ 5,217,754	\$ 22,698,406	\$ 20,409,873	\$ 62,613,051	36%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget	% of YTD Expenses	
<u>PERSONNEL COSTS</u>						
Administrative	\$ 261,567	\$ 277,903	\$ 1,073,306	\$ 1,111,613	\$ 3,334,838	32%
Instructional	\$ 950,094	\$ 1,058,375	\$ 4,035,935	\$ 4,233,501	\$ 12,700,504	32%
Non-Instructional	\$ 1,261,804	\$ 1,468,171	\$ 5,196,359	\$ 5,872,685	\$ 17,618,054	29%
OPS	\$ 552,861	\$ 431,790	\$ 1,634,427	\$ 1,727,162	\$ 5,181,486	32%
Personnel Benefits	\$ 809,221	\$ 877,347	\$ 3,325,850	\$ 3,509,390	\$ 10,528,169	32%
TOTAL PERSONNEL COSTS	\$ 3,835,548	\$ 4,113,588	\$ 15,265,878	\$ 16,454,350	\$ 49,363,051	31%
<u>CURRENT EXPENSES</u>						
Services	\$ 291,972	\$ 339,089	\$ 1,036,169	\$ 1,356,357	\$ 4,069,070	25%
Material & Supplies	\$ 14,993	\$ 195,744	\$ 789,087	\$ 782,978	\$ 2,348,933	34%
Other Current Charges	\$ 45,344	\$ 548,500	\$ 2,930,938	\$ 2,193,999	\$ 6,581,997	45%
TOTAL CURRENT EXPENSES	\$ 352,309	\$ 1,083,333	\$ 4,756,194	\$ 4,333,333	\$ 13,000,000	37%
CAPITAL OUTLAY	\$ -	\$ 20,833	\$ -	\$ 83,333	\$ 250,000	0%
TOTAL EXPENSES	\$ 4,187,856	\$ 5,217,754	\$ 20,022,072	\$ 20,871,017	\$ 62,613,051	32%

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

Issued in October 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-012969	10/16/2020	Lumen Learning	170,000.00	Supported enrollment in Candela and Online Homework Manager	Exempt per FAC6A14.0734(2)(a) (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.