



October 18, 2021

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, October 18, 2021 Board Meeting.

The meeting will be held in the Hinson Administration Bldg., Room 202 at 444 Appleyard Drive, Tallahassee FL

Should you have any questions, please contact me.

Sincerely,

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, October 18, 2021
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. September 20, 2021 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. Human Resource Report
Approve the report as presented.
3. Attorney Invoice – Bryant Miller Olive (August 2021)
Authorize payment of invoices 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.
6. Architect Invoices
Authorize payment of architectural invoices as presented.

TCC Foundation

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

Academic Affairs

8. Academic Curriculum Changes
That the Board approve the recommendation for the program proposed and course additions, as attached.

Administrative Services

9. Fund Analysis - September
For information only, no Board action required.
10. Construction Status Report
Presented as an information item only.
11. Renewal of Professional Services Contract – Legal Services
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.
12. Carry Forward Spending Plan
Approval of the FY 2021-22 Carry Forward Spending Plan.
13. RFQ 2022-01 Award Recommendation
Approve the recommended construction manager at risk, Childers Construction Company, for the TCC Center for Innovation 2nd Floor Renovations project.
14. Master Plan Services
Approve the attached proposal with DAG Architects for Master Plan Services – WEI.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

November 15, 2021

Location: **Center for Innovation**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
September 20, 2021
Business Meeting – 2:30 PM**

The September 2021 District Board of Trustees meeting was called to order by Chair Grant at approximately 2:30 p.m.

Members Present: Chair Grant, Trustees Kilpatrick, Lamb, Messersmith, Moore, Stevens and Ward

Absent: None **Via phone/Zoom:** None

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Craig Knox, Johnnie Cook. S. Lamont Cook, Bob Ballard, Bill Spiers, Melinda Rodgers, Amanda Clements, Kim Moore, Lei Wang, Nyla Davis, Sheri Rowland, Bobby Jones, John Thrasher, Joey Walter, Gerald Jones, Barbara Wills, Calandra Stringer, Anthony Jones, Frank Mix, Susan Carey, Chuck Urban, Gregory Williams and Nick Vick.

COMMENTS

i. Board Chair Grant asked everyone to stand for a moment of silence and the pledge of allegiance. He recognized former FSU President John Thrasher and read a proclamation into the record. President Thrasher said he was honored, appreciated the recognition and loved the community college system.

Chair Grant welcomed our newest Trustee, Monte Stevens. Trustee Stevens thanked everyone, indicating he is a product of the community college system. Chair Grant thanked the President, Trustee Karen Moore and the entire team for the work done to be recognized as a Purple Heart College.

ii. Board Members – None

iii. President Murdaugh – None

APPROVAL OF MINUTES

1. August 26, 2021 Meeting
Request Board approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

VP Moran presented news clips for the FPSI Bloodhound Scent program, first Purple Heart Capitol College, grant funds for students and WellTrack and Eagle Safe student mobile apps. He shared they have launched a new Instagram blog for students and indicated social media increased during the tropical storm.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Mitchell recognized:

- Shirl Hendley – \$10,000 scholarship for students in need and color
- Lamont & Johnnie Cook - \$25,000 scholarship for students in Building & Construction Management AS program
- Chuck Urban & Dr. Jim Carey - \$40,000 scholarship for students in the dental programs

Chair Grant recognized National Manufacturing Month and read a proclamation into the record. VP Moore shared they are doubling the size of their welding center and other manufacturing programs. Trustee Moore acknowledged Kim B. Williams for the investment he has made in TCC.

NEW BUSINESS

Approval of Consent Agenda

2. Human Resources Report
Approve the report as presented.
3. Attorney Invoice – Bryant Miller Olive (July 2021)
Authorize payment of invoices as presented.
4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Architect Invoices
Authorize payment of architectural invoice as presented.

Motion was made to approve the consent agenda.

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

TCC Foundation

6. TCC Foundation Update
VP Mitchell said she would be happy to answer any questions.
None required. Report provided for information only.

Academic Affairs

7. 2021 FCS Textbook Affordability Report
Provost Stringer shared the State Board of Education is addressing the need for textbooks forty-five (45) days in advance, which can be difficult when we add last minute classes to meet student demand. She said part of affordability includes the use of open educational resources, instead of an expensive textbook.

Approval of the 2021 report for submission to the Florida College System Chancellor.

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

Administrative Services

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

9. Construction Status Report
Trustee Messersmith inquired and VP Wills responded we are improving the student union to make it more functional for students, including food service options. Dr. Gerald Jones shared they have involved students in what they want to see and do, including recent art therapy in the form of a mural.

Presented as an information item only.

PUBLIC COMMENT

None

WORKSHOP

Fall 2021 Update

VP Rowland provided an overview of fall enrollment data, showing how it built upon the CARE (Connections, Academics, Resources and Engagement) model they developed in 2019. She said we grew headcount, credit hours and the percentage of students that are full-time, new, out of district, out of state and minority. She disclosed this is the first time since Fall 2012 that we have seen a growth in headcount.

She shared we expanded our registration and enrollment support. She provided information on the Talon's Market, which assists our students with food insecurity. She indicated we are offering a reduced cost bus pass for students and the new apps for student safety. She said we are also offering digital diplomas for students and we held both parent and student convocations this fall. She stated survey results show the majority of new students indicated they were off to a good start.

VP Wills said our success during the pandemic was a result of our previous focus on the student. She provided an overview of the stimulus dollars and how they are being used, including technology for students. Trustee Stevens inquired about the number of laptops, with VP Wills saying the Foundation

distributed one hundred (100), we distributed five hundred (500) laptops and hotspots last fall and approximately three hundred (300) over the summer, with another five hundred (500) on order. She shared we worked with the bookstore, who got them cheaper and set them up for immediate use at TCC

She indicated we have used many of the funds to provide additional instructors, academic success coaches, technology and furniture in the classroom, personal protective equipment and cleaning products. She shared we have assisted many students with emergency financial aid, including housing costs and eliminating student debt. She disclosed there will also be a number of grants available to students again this year.

VP Wills stated across campus we are improving air quality and updating a lot of the technology for faculty and staff. She said in addition to the Student Union update, we are also expanding the Ghazvini Center for Healthcare Education Simulation Center.

Trustee Lamb inquired about the faculty shortage, with VP Wills saying we still have a shortage for nursing and science and math. Trustee Stevens asked if there was a deadline for the use of stimulus funds, with VP Wills sharing it is April 2022

President Murdaugh shared the enrollment numbers are down for some of our sister colleges, indicating he believes our increase is a direct result of the work we put into enrollment. Trustee Moore shared the results we are having is remarkable and nationally we are recognized for students who are graduating without debt. Trustee Ward said the work here is commendable and the results reflect that.

PRESIDENT'S REPORT

President Murdaugh recognized the upcoming birthdays for Trustees Messersmith and Ward.

NEXT MEETING DATE

October 18, 2021

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:19 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on October 18, 2021.

W. Eric Grant
Chair

Jim Murdaugh, Ph.D.
President



October 18, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item requests Board approval for personnel actions.

Overview and Background

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 2021-2022 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date	
Amanda Clements	Director of Strategic Communications	Communications and Marketing	September 1, 2021	

Original Appointments - Classified Staff

Name	Position	Department	Effective Date	
Dale Sullivan	Office Manager	Human Resources	September 1, 2021	
James Dotson	Landscaper	Facilities	September 2, 2021	
Carla Bell	Custodial Worker	Facilities	September 13, 2021	
Jacob Inman	Assistant Production Coordinator	Theatre	September 13, 2021	
Michael Murphy	Custodial Shift Supervisor	Facilities	September 13, 2021	
Chelsie Needham	Professional Counselor	Mental Health Counseling	September 20, 2021	

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date	
Sarah Skidmore	Special Education Assistant	Sponsored Programs DOC	September 1, 2021	
Steven Humphries	Program Coordinator for Adult Education	Adult Education	September 13, 2021	
Eric Buff	Training Specialist II	Sponsored Programs DJJ	September 20, 2021	

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
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Margaret Martin	Nonprofit Resource Center Coordinator	Nonprofit Resource Center	August 27, 2021	Resigned
Mikquaille Jones	Program Logistics Coordinator	Sponsored Programs DOC Voc Training	August 27, 2021	Dismissed
Bryan McLawhorn	English Faculty	Communications	August 31, 2021	Retired
Clarence Harrison	Information Technology Support Specialist I	Information Techonology	August 31, 2021	Resigned
Joseph Simmons	Program Specialist II	DOE McKay Scholarship	August 31, 2021	Contract not renewed
Kembriel Robinson	Program Specialist I	DOE McKay Scholarship	August 31, 2021	Contract not renewed
Nyama Williams	College Success Coach	Student Affairs	August 31, 2021	Resigned
Victor Keaton	Library Technical Assistant I	Library Services	August 31, 2021	Retired
Julius Williams	Career Development Specialist	Sponsored Programs DOC Wakulla CI	September 3, 2021	Resigned
James James	HVAC Technical Educator Instructor	Sponsored Program DOC Voc Training	September 4, 2021	Deceased
Myeisha Gibson	Digital Media Technician	TCC Online Distance Learning	September 10, 2021	Resigned
Tesia Staten	Scholarship Coordinator	Financial Aid	September 10, 2021	Resigned
Mary Metz	Special Education Assistant	Sponsored Programs DOC New River CI	September 15, 2021	Resigned
Brittanie Demps	Teacher Aide	Sponsored Programs DOC	September 17, 2021	Resigned
Matthew Huddleston	Head Coach Women's Basketball	Athletics	September 21, 2021	Resigned
William Bell	Campus Police Sergeant	Campus Police	September 21, 2021	Resigned
Lauren Schoenberger	Director of Integrated Marketing	Communications and Marketing	September 23, 2021	Resigned
Rob Chaney	Director of Athletics	Athletics	September 30, 2021	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Rachel Hickey Austin	Biologocial Science Faculty	Science and Math	Fairfield Inn & Suites	Front Desk Associate
Wilbert Butler, Jr.	Biologocial Science Faculty	Science and Math	STEM Gym	Co-Owner/Director
Amanda Clements	Director, Strategic Communications	Communications and Marketing	Self	Freelance Marketer
Jacqueline B. Edwards	Staff Assistant	Science and Math	Twin Oaks Forensic	Competency Trainer
Jacqueline B. Edwards	Staff Assistant	Science and Math	Point Pick Up	Independent Contractor

Jacqueline B. Edwards	Staff Assistant	Science and Math	FSU College of Medicine	Project
Marjorie Huettel	Earth and Science Faculty	Science and Math	Environchron	Consultant
Helen Maxwell	Staff Assistant	Transitional Studies	Apalachee Center	MHA
Michael Ray	Developmental Math Faculty	Transitional Studies	Gowitus Records, LLC	Owner
Margaret Thompson	Director of Institutional Research	Office of Institutional Effectiveness	Pensacola State College	Consulting
Joey Walter	Dean, Business, Industry and Technology	BIT/Academic Affairs	Wenatchee Valley College	Online Teaching
Susanne Wood	Heath Education Faculty	Wellness/SM	Self	Consultant
Jennifer Zimmerman	Nutrition Faculty	Health Ed. & Nutrition/SM	Self	Nutrition Counselor
Rodges Collins	Public Safety Officer	Campus Police	Best Security	Manager

Seeking to Hold Political Office Requests (All Employees)

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

Reclassifications (All Employees)

Name	Position	Department	Effective Date	Prior Position
Angela Muchovej	Biological Science Faculty (temporary)	Science and Math	September 1, 2021	Adjunct
Chastity Ingram	Program Specialist II	DOE- Charter Schools	September 1, 2021	Program Specialist I
Noah Schmidt	Math Faculty (temporary)	Science and Math	September 1, 2021	Learning Commons Specialist
Kirsten Dickey	Admissions Navigator	Recruiting and Admissions	September 6, 2021	Call Center Representative
Joseph Godfrey	HVAC/ Building Automation Specialist	Facility HVAC Maintenance	September 13, 2021	Maintenance Technician II
Joseph Cohen	Interim Head Coach	Athletics	September 22, 2021	Professional Service Contract



October 18, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Attorney Invoice – Bryant Miller Olive (August 2021)

Item Description

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to 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 \$500.00 for August 2021.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: September 7, 2021
 Invoice No. 75921
 Client No. 25480.006

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

Purchase Order No. PO-014014

Statement of Legal Services

			Hours
08/11/2021	JCC	Telephone conference with client (C. Grause) / UFF	0.20
08/11/2021	DMH	Review email	0.10
08/12/2021	DMH	Review and reply to emails	0.10
08/25/2021	JCC	Review correspondence and telephone conference with C. Grause / full-time temporary faculty	0.30
08/25/2021	JCC	Analyze issues / bargaining unit placement	0.50
08/31/2021	JCC	Analyze bargaining issues	0.80
Current Services			2.00
			\$500.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	1.80	\$250.00	\$450.00
Denise M. Heekin	0.20	\$250.00	\$50.00

Payments

08/31/2021	Payment	ACH rec'd 8/31/21 Invoices 75238, 75396	1,925.00
			1,925.00

Total Current Work	\$500.00
Previous Balance Due	\$1,125.00
Balance Due	\$1,625.00

Tallahassee Community College

Invoice Date: September 07, 2021
Invoice No. 75921
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



October 18, 2021

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 – Adults with Disabilities Grant Program FY 21/22

TCC will provide fiscal support for the 2021-2022 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 7/1/21 through 6/30/22.

Florida Department of State, Division of Cultural Affairs – Word of South Festival

TCC will provide fiscal support for Litfest. Funding supports the execution of the 2-day 2022 Word of South Festival. The amount of this award is \$60,159. Indirect costs are not allowed. The funding period is from 7/1/21 through 06/30/22.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Both programs are annual renewals.

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.



October 18, 2021

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 A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation - Amendment 1

This amendment extends the award date to 9/30/2022 and increases the award by \$21,000. New award amount is \$42,000 with an indirect cost rate of 0%.

Florida Department of Education – AEFL State Leadership TCC- Adult Education Outreach & Recruitment FY21/22

This award is part 1 of 3 that will support staff positions for CTE Outreach and Recruitment providing graphic design, management and guidance of the CTE brand. The award is for \$42,788, including an indirect rate of 5%. The funding period is from 8/3/21 through 6/30/22.

Florida Department of Education - Perkins State Leadership – General TCC-CTE Outreach and Recruitment FY21/22.

This award is part 2 of 3 that will support staff positions for CTE Outreach and Recruitment providing graphic design, management and guidance of the CTE brand. The award is for \$405,038, including an indirect rate of 5%. The funding period is from 8/3/21 through 6/30/22.

Florida Department of Education – Perkins V - State Leadership - TCC CTE Outreach and Recruitment FY21/22

This award is part 3 of 3 that will support staff positions for CTE Outreach and Recruitment providing graphic design, management and guidance of the CTE brand. The award is for \$42,525, including an indirect rate of 5%. The funding period is from 8/3/21 through 6/30/22.

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

To provide contracted staff responsible for the implementation of the K -12 Scholarship Program for Students with Disabilities at the FDOE. The amount of this award is \$292,500 with an indirect cost rate of 5%. The funding period is from 9/1/21 through 8/31/22.

Florida Department of Juvenile Justice - Contracted Research Position FY 21/22

This award is to provide a position to provide research services to the Florida Department of Juvenile Justice FY 21/22. New award amount is \$82,076.93 with an indirect rate of 14%. The funding period is from 10/1/2021 through 6/30/2022.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida A&M University - Florida-Georgia Louis Stokes Alliance for Minority Participation
Initial award was approved at the November 2020 Board of Trustees meeting.

Florida Department of Education – AEFL State Leadership TCC- Adult Education Outreach & Recruitment

This award is an annual renewal.

Florida Department of Education - Perkins State Leadership – General TCC-CTE Outreach and Recruitment

This award is an annual renewal.

Florida Department of Education – Perkins V - State Leadership - TCC CTE Outreach and Recruitment

This award is an annual renewal.

Florida Department of Education – Support for Implementation of K – 12 Scholarships 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 new awards is \$54,657.73

Recommended Action

Authorize funding for the awards and contracts as presented.



October 18, 2021

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 September 2021.

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 - \$36,825.00
BKJ, Inc. Architecture - \$51,825.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
Fitzgerald Collaborative Group, LLC - \$33,281.60

Past Actions by the Board

The Board last authorized architect invoices at the September 20, 2021 meeting.

Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u> 1 </u> of <u> 1 </u> Pages
	Federal I.D. No: 59-3616761
FROM: Architects: Lewis + Whitlock, P.A. 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-014450
	Project Name: Lifetime Sports Study
	DATE: 9/21/2021

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Planning Study	\$13,870.00	100%	\$0.00	\$0.00	\$13,870.00
GRAND TOTALS	\$13,870.00		\$0.00	\$0.00	\$13,870.00
Invoice Total					\$13,870.00
* Amount payable directly to:			()		
* Amount payable directly to:			()		*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-014450
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

Comments:
Main Campus Site Improvements Building #15 – Architect Study Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	13,870.00	0.00	13,870.00

Purchasing & General Services Director

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

Purchase Order

Purchase Order Number	PO-014450
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Provide an architectural study for improvements to building#15. Services include: -Investigate and document existing conditions where applicable. -Programming meeting with key stakeholders. -Develop and present design alternatives. Presentation materials will include 2-dimensional and 3-dimensional graphics. -Ballpark cost projection for improvement / phasing options. -Project deliverables will include a bound report (4 – copies 11x17 format) with all design options and project graphics, as well as an electronic copy (pdf format). Specifics per attached proposal dated February 16, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				13,870.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304 FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Page <u> 1 </u> of <u> 1 </u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-014449 Project Name: Softball / Baseball Facility Improvements Study DATE: 9/21/2021
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THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Phase 1 - Facility Assessment	\$4,795.00	100%	\$0.00	\$0.00	\$4,795.00
Phase 2 - Master Planning	\$15,160.00	100%	\$0.00	\$0.00	\$15,160.00
Cost Projection Models	\$3,000.00	100%	\$0.00	\$0.00	\$3,000.00
GRAND TOTALS	\$22,955.00		\$0.00	\$0.00	\$22,955.00

Invoice Total	\$22,955.00
* Amount payable directly to: ()	
* Amount payable directly to: ()	*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-014449
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

Comments:
Main Campus Site Improvements Building #20, 23 & 34 – Architect Study Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	22,955.00	0.00	22,955.00

Purchasing & General Services Director

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

Purchase Order

Purchase Order Number	PO-014449
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Provide an architectural planning study for improvements to building numbers 20, 23 and 34. Services include: -Investigate and document existing conditions where applicable. -Programming meeting with key stakeholders. -Develop and present design alternatives. Presentation materials will include 2-dimensional and 3-dimensional graphics. -ALW will coordinate with the Owner's Civil Engineer related to parking/site improvement planning. -Ballpark cost projection for improvement / phasing options. -Exterior rendering (2 views) of the Complex -Project deliverables will include a bound report (4 – copies 11x17 format) with all design options and project graphics, as well as an electronic copy (pdf format). Specifics per attached proposal dated February 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				22,955.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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

INVOICE NO. 4



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

FROM: BKJ Inc. Architecture
 1621 Physicians Drive
 Tallahassee, Florida 32308

Project Name:
 Student Union (SU- bldg #35)
 Lobby/1st Floor Renovations
 Date: 9/23/21

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ -	\$ 38,020.00
Phase 6- 100% Construction Documents	\$ 44,260.00	0%	\$ -	\$ -	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	0%	\$ -	\$ -	\$ -
Phase 8- Construction Administration	\$ 32,460.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 250.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES					
Energy Forms (required)	\$ 800.00	0%	\$ -	\$ -	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ -	\$ 3,300.00
Commissioning- Lighting (required)	\$ 3,000.00	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ -	\$ 10,505.00
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	0%	\$ -	\$ -	\$ -
GRAND TOTALS	\$ 242,735.00		\$ 112,300.00	\$ 60,475.00	\$ 51,825.00
Total due Architect/Engineer					\$51,825.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)

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



Change Order

Purchase Order Number	PO-014007 - 2
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
"Change Order#2 - Increasing PO by \$8,930.00 for Additional Services #3. New PO total is \$242,735.00 Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect & Engineering Professional Service Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Change Order#1 - Increasing PO by \$30,835.00 for Additional Services #1 & #2. New PO total is \$233,805.00.

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	242,735.00	0.00	242,735.00

Purchasing & General Services Director

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

Change Order

Purchase Order Number	PO-014007 - 2
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		For the full architectural/ engineering (A/E) services from advanced schematic design through construction administration services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes developing the previously approved preliminary schematic design through advanced schematic design, design development, construction documents, permit submittal and construction administration services. Specifics per attached proposal dated June 29, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				242,735.00

Messages

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VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

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TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_0821
 Date 08/31/2021

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Measured Drawings - FCG	7,500.00	75.00	0.00	5,625.00	5,625.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	33.00	0.00	5,727.68	5,727.68
Schematic Design - H2 Engineering	5,700.00	0.00	0.00	0.00	0.00
Design Development - FCG	18,150.40	0.00	0.00	0.00	0.00
Design Development - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
90% Construction Documents - FCG	20,638.00	0.00	0.00	0.00	0.00
90% Construction Documents - H2 Eng	12,300.00	0.00	0.00	0.00	0.00
Permit Docs - FCG	13,253.50	0.00	0.00	0.00	0.00
Permit Docs - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Permit Docs - Kever McKee	3,250.00	0.00	0.00	0.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	0.00	0.00	0.00	0.00
Bidding - H2 Engineering	2,050.00	0.00	0.00	0.00	0.00
Construction Administration - FCG	18,081.80	0.00	0.00	0.00	0.00
Construction Administration - H2 Eng	17,550.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Total	180,690.00	10.99	8,500.00	19,852.68	11,352.68

Invoice total 11,352.68

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0721	07/30/2021	8,500.00		8,500.00			
210208_0821	08/31/2021	11,352.68	11,352.68				
	Total	19,852.68	11,352.68	8,500.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_0821

Date 08/31/2021

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. 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_0921
 Date 09/28/2021

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	75.00	5,625.00	5,625.00	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	5,727.68	17,356.60	11,628.92
Schematic Design - H2 Engineering	4,100.00	100.00	0.00	4,100.00	4,100.00
Schematic Design - Kever/McKee Eng	500.00	100.00	0.00	500.00	500.00
Design Development - FCG	18,150.40	0.00	0.00	0.00	0.00
Design Development - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
90% Construction Documents - FCG	20,638.00	0.00	0.00	0.00	0.00
90% Construction Documents - H2 Eng	12,300.00	0.00	0.00	0.00	0.00
Permit Docs - FCG	13,253.50	0.00	0.00	0.00	0.00
Permit Docs - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Permit Docs - Kever McKee	2,750.00	0.00	0.00	0.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	0.00	0.00	0.00	0.00
Bidding - H2 Engineering	2,050.00	0.00	0.00	0.00	0.00
Construction Administration - FCG	18,081.80	0.00	0.00	0.00	0.00
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	0.00	0.00	0.00	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	0.00	5,700.00	5,700.00
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	180,690.00	23.12	19,852.68	41,781.60	21,928.92
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
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,030.00	20.68	19,852.68	41,781.60	21,928.92



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_0921

Date 09/28/2021

Invoice total 21,928.92

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0721	07/30/2021	8,500.00			8,500.00		
210208_0821	08/31/2021	11,352.68	11,352.68				
210208_0921	09/28/2021	21,928.92	21,928.92				
	Total	41,781.60	33,281.60	0.00	8,500.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-grouppllc.com.



October 18, 2021

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:

- October 21: Scholarship Donor/Recipient ZOOM
- November 3: Donuts with Donors, Ghazvini, 8:00 – 9:00 a.m.
- November 4: Classroom Unveiling, Main Campus, 5:30 – 7:00 p.m.
- November 8 – 12: Holocaust Education Week
- November 9: President's Circle, FPAC, 5:30 – 7:00 p.m.

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.

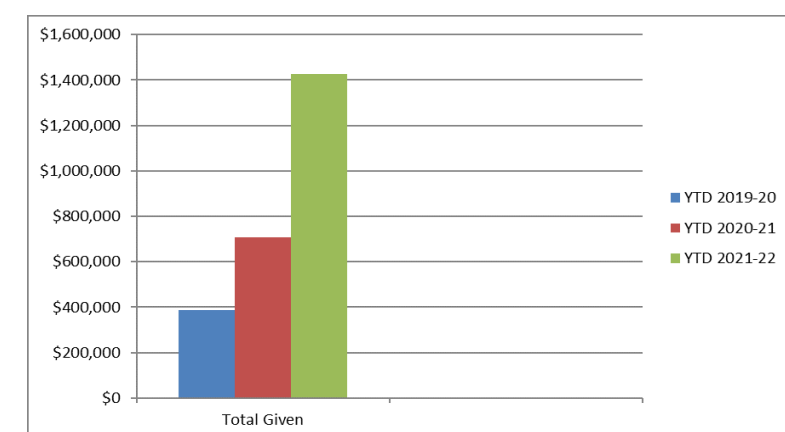
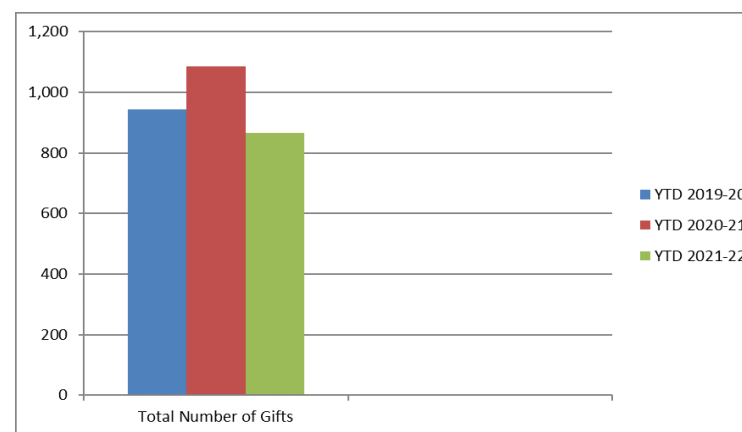
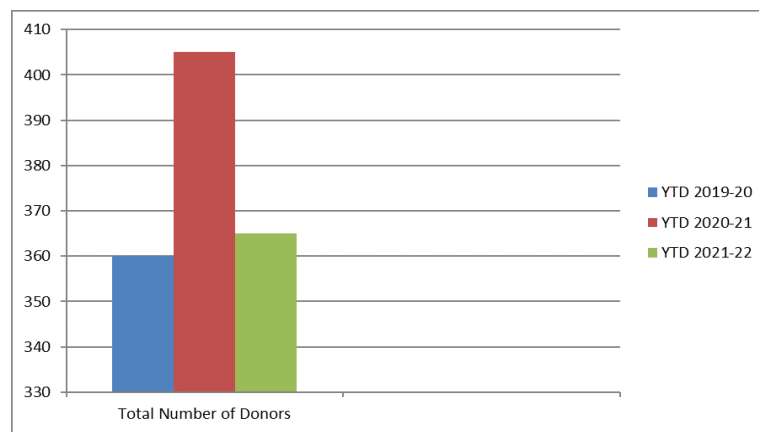
TCC Foundation - Financial Update FY 21/22

July - September

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		Total Received	\$388,414	\$706,072
	Scholarship amount	\$222,645	\$436,469	\$329,533
	Program support amount	\$87,636	\$149,575	\$39,889
	Facility support amount	\$37,366	\$66,666	\$16,535
	Unrestricted support amount	\$40,767	\$53,362	\$40,863
	Athletics Campaign/Blue Print Funds			\$1,000,000
	Number of Donors	360	405	365
	Number of Gifts	943	1,085	865
	Net assets of the TCC Foundation	\$17,673,248	\$19,194,768	\$22,814,494

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		Total Received for Alumni	\$36,312	\$34,028
	Number of Donors	92	104	96
	Number of Gifts	276	323	279

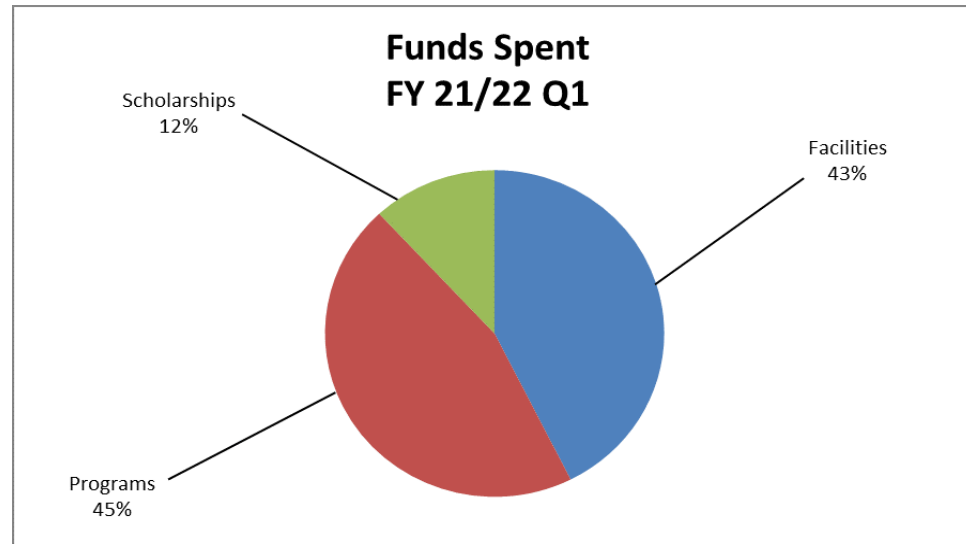
TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		Cash	\$378,414	\$706,072
	Gift in Kind	\$10,000	\$0	\$823
	Number of Planned Gifts Confirmed	4	3	1
	Total Raised - Pledges Received	\$117,861	\$159,029	\$134,798
	Grants Received			17 grants total \$5,697,122
	Grants Applied For			10 grants total \$4,099,612
	Pledges Expected by 6/30/2022			\$370,095



TCC Foundation - Funds Spent FY 21/22

Funds Spent FY 2021-2021 First Quarter

Fund Category	Amount Spent
Facilities	\$146,237.00
Programs	\$156,167.00
Scholarships	\$40,902.00
Total	\$343,306





October 18, 2021

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 proposal and courses.

Overview and Background

The Curriculum and Innovation Committee members review and make recommendations for Board approval for new and revised curriculum.

The College is proposing a new Building Automation Systems A.S. degree to meet the need for professionals to develop skills necessary to manage an emergence of more fully automated building systems. There is a projected growth locally of 8.8% and 5.9% across the state over the next 5-10 years, respectively. The average hourly wage is \$33.19/hour and will help to provide higher wage-earning jobs within the community. TCC is also proposing a \$75.00 lab fee for each new course in the program to purchase lab equipment and lab supplies for each student.

Discussions with Siemens has led to a collaborative approach to offer this program. Siemens has committed to promoting the program to its own employees as a way to increase their skills and earning potential. Additionally, Siemens will help identify qualified employees to serve as faculty in the program.

Funding/ Financial Implications

None

Past Actions by the Board

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

Recommended Action

That the Board approve the recommendation for the program proposed and course additions, as attached.

NEW PROGRAM

Building Automation Systems, A.S. (CIP # 1615030304) (60 credit hours)

The College is proposing a new Building Automation Systems A.S. degree to meet the need for professionals to develop skills necessary to manage the emergence of more fully automated building systems. There is a projected growth locally of 8.8% and 5.9% across the state over the next 5-10 years, respectively. The average hourly wage is \$33.19/hour and will help to provide higher wage-earning jobs within the community.

General Education Courses:

- ENC1101 College Composition (3)
- Humanities State Core (3)
- Mathematics State Core (3)
- PHY1020 Energy and Its Environmental Effects (3)
- Social Sciences State Core Group 1 (3)

Program Courses:

- BCN2563 Building Systems and Management (3)
- ETM1600C Automation and Controls Fundamentals (3)
- ETM1601C HVAC Systems and Devices (3)
- ETM1602C Automated Electrical Systems and Devices (3)
- ETM1603C Automations and Controls Design thru Commissioning (3)
- ETM1604C Energy Management Concepts (3)
- ETM2605C Automations and Controls Integration (3)
- ETM2606C Programming Building Automation Systems (3)
- ETM2607C Troubleshooting Automation and Control Systems (3)
- ETM2608C Automated Building Operations (3)
- ETM2609C Capstone in Energy Management and Controls Tech (3)
- ETM2942 Internship in Energy Management and Controls Tech (3)
- BCN2704 Construction, Contracts, Codes, Laws and Safety (3)
- EEN1111C Engineering Graphics (3)
- ETI1110 Quality Assurance (3)

NEW COURSES AND LAB FEES

Course ID	Course Name	New Lab Fee	Rationale for New Course and Lab Fee
BCN2563	Building Systems and Management	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies

ETM1600C	Automation and Controls Fundamentals	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM1601C	HVAC Systems and Devices	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM1602C	Automated Electrical Systems and Devices	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM1603C	Automation & Controls Design thru Commissioning	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM1604C	Energy Management Concepts	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2605C	Automation and Controls Integration	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2606C	Programming Building Automation Systems	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2607C	Troubleshooting Automation and Control Systems	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2608C	Automated Building Operations	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2609C	Capstone in Energy Management and Controls Tech	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies
ETM2942	Internship in Energy Management and Controls Tech	\$75.00	New course is part of the Building Automation Systems, A.S. New Lab fee is for material and supplies



October 18, 2021

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 - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/30/2021.

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 September 29, 2021

REVENUE	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 597,938	\$ 1,933,506	\$ 11,341,045	\$ 5,800,519	\$ 23,202,077	49%
State Support	2,525,664	2,981,647	7,550,842	8,944,940	35,779,760	21%
Federal Support	748,962	83,333	1,071,635	250,000	1,000,000	107%
Other Revenue	129,217	105,680	418,642	317,041	1,268,163	33%
Non-Revenue Sources	-	83,333	-	250,000	1,000,000	0%
TOTAL REVENUE	4,001,780	5,187,500	20,382,164	15,562,500	62,250,000	33%
EXPENSES	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	274,547	274,414	883,406	823,242	3,292,968	27%
Instructional	975,324	1,203,263	3,249,394	3,609,790	14,439,160	23%
Non-Instructional	1,246,300	1,213,858	3,677,063	3,641,575	14,566,301	25%
OPS	490,787	507,279	1,120,741	1,521,838	6,087,354	18%
Personnel Benefits	821,045	884,518	2,500,356	2,653,554	10,614,217	24%
TOTAL PERSONNEL COSTS	3,808,004	4,083,333	11,430,960	12,250,000	49,000,000	23%
<u>CURRENT EXPENSES</u>						
Services	277,208	344,235	859,170	1,032,706	4,130,822	21%
Material & Supplies	202,200	197,230	374,524	591,689	2,366,755	16%
Other Current Charges	334,112	541,869	1,998,664	1,625,606	6,502,423	31%
TOTAL CURRENT EXPENSES	813,519	1,083,333	3,232,358	3,250,000	13,000,000	25%
CAPITAL OUTLAY	51,661	20,833	51,661	62,500	250,000	21%
TOTAL EXPENSES	\$ 4,673,184	\$ 5,187,500	\$ 14,714,979	\$ 15,562,500	\$ 62,250,000	24%

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

Issued in September 2021

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-014436	9/14/2021	DAG Architects	206,080.00	Provide architectural and civil engineering services to perform the following infrastructure extension work on the Wakulla Environmental Institute Campus (WEI, Site 6).	**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**
PO-014439	9/15/2021	TeamDynamix Solutions LLC	102,010.00	Year 3 of 3 year Site License Renewal	FAC6A14.0734(2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-014447	9/16/2021	Dell Marketing L.P.	271,638.00	Dell Latitude 5420 Laptops	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014462	9/22/2021	Architects: Lewis & Whitlock, PA	245,478.00	Provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex.	**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**



October 18, 2021

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 OCTOBER 2021

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – AC 212	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – AC 219	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – AC 220	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – AP 149	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – SM 119	85%	TBD	Awaiting A/V
Facilities Room Renovation – TPP 211	85%	TBD	Awaiting A/V
AMTC Welding Lab	95%	TBD	In Progress
FPAC Roof Replacement	99%	TBD	Punch List Underway
Baseball Fieldhouse Roof Restoration	95%	TBD	10 Year Roof Restoration
Student Union 1 st Floor/Food Court Renovation	15%	TBD	55% Plan Review with CMAR RFQ advertised
Administration Lobby	10%	TBD	Waterwall on order
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,600 Trip Hazards and Replaced 38 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 185,500 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 9,075 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
None to report			

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 nd Floor Renovation	10%	TBD	100% Drawings with CMAR Awarded

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	15%	TBD	55% Plan Review with CMAR RFQ advertised

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
AC 212 - Classroom Renovations	\$ 46,257.91
AC 219 - Classroom Renovations	\$ 42,278.95
AC 220 - Classroom Renovations	\$ 46,797.68
AP 149 - Classroom Renovations	\$ 33,542.68
SM 118 - Classroom Renovations	\$ 24,087.31
SM 119 - Classroom Renovations	\$ 34,021.12



October 18, 2021

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: Renewal of Professional Services Contract – Legal Services

Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2021 through October 31, 2022.

Overview and Background

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College, with options for annual renewals for up to five (5) years.

This approval would be the second annual renewal.

Funding/ Financial Implications

The annual cost for these professional services of \$210,000 were included in the College's annual operating budget.

Past Actions by the Board

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College for five (5) years.

Recommended Action

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

PROFESSIONAL SERVICES AGREEMENT
FOR
ATTORNEY SERVICES

THIS AGREEMENT for Professional Services entered this 1st day of November, 2021, by and between The DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE COMMUNITY COLLEGE, 444 Appleyard Drive, Tallahassee, Florida, 32304, hereinafter referred to as the “BOARD” and Andrews, Crabtree, Knox & Longfellow, LLP, hereinafter referred to as the “FIRM.” This Agreement shall bind the parties upon its execution by their representatives upon the date of the last signature.

WHEREAS the FIRM is needed to represent the BOARD, to render legal services for the BOARD and to serve as the legal advisor to the BOARD, the President and others in accordance with this Agreement.

WHEREAS, the FIRM has the expertise necessary to perform the duties and responsibilities outlined in the Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - ENGAGEMENT OF THE FIRM

The BOARD agrees to engage the FIRM and the FIRM agrees to perform the services set forth below. The FIRM understands and agrees that all services contracted for are to be performed solely by the FIRM and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE II - SCOPE OF SERVICES

The FIRM agrees under the supervision of the BOARD or its designees to perform certain professional services more particularly described as follows:

- A. Represent the BOARD in legal matters pertaining to the Tallahassee Community College, hereinafter called the COLLEGE, with respect to preparation and execution of contracts, purchase orders, administrative and personnel matters, real estate transactions, litigation and other legal matters of COLLEGE employees relating to their employment by the COLLEGE. The FIRM shall attend and provide counsel to the BOARD at Board meetings and other conferences called by the BOARD. The FIRM shall be available at all times for consultation with the BOARD, its Chairman and the President and delegated members of the Administrative Staff authorized by the BOARD to confer with the FIRM concerning legal affairs of the COLLEGE. The scope of this agreement excludes legal services provided through assignment by the Florida College System Risk Management Consortium or matters related to governmental relations external to the COLLEGE.
- B. Review and analyze BOARD legal files, data, documents, and other materials concerning the above matters and advise on recommended legal course.
- C. Prepare and file pleadings, or motions, or briefs which may be required and represent the BOARD in any related litigation.
- D. Initiate and conduct discovery, including depositions, on behalf of the BOARD and represent the BOARD in discovery initiated by opposing parties.
- E. Represent the BOARD at trial or on appeal.
- F. Attend and participate in meetings, conference calls, field trips, or the like and report on the status of legal matters.

- G. Acquire specialty legal services when necessary with concurrence of College president. Review specialty attorney service contracts, engagement letters, or retainer agreements. Review specialty attorney service invoices and advise College president as to reasonableness and necessity for specialized legal services.

ARTICLE III - COMPENSATION FEES

- A. The BOARD shall be billed in accordance with Exhibit A, the agreed-upon billing rates for partners, of counsel, associates, and paralegals of the FIRM.
- B. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials, and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.
- C. Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.
- D. Premium rates will not be paid for overtime work.

ARTICLE IV - COMPENSATION COSTS

- A. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior written authorization by the COLLEGE Contract Administrator and shall be reimbursed based upon documented charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
- B. Non-routine office overhead expenses such as long-distance telephone calls, long distance facsimile transmissions, long distance courier services, bulk mailing, bulk third-party copying, blueprints, x-rays, photographs, and computer-assisted legal

resource services must be justified to the BOARD and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$1,000 per month, written approval from the BOARD's Contract Administrator must be obtained by the FIRM, prior to the expenditure of funds. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.

- C. The FIRM shall only bill the BOARD for the proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is also applicable to other clients.
- D. Exceptional non-routine office overhead expenses must be expressly defined in the Agreement or in an Amended Agreement and approved by the Board before being incurred.
- E. The FIRM shall notify the BOARD contract administrator when costs reach \$5,000.00 per month. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

ARTICLE V - FORMAT FOR INVOICES

Each statement for fees and costs shall be submitted after the services have been rendered, in a format that includes, at a minimum, the following information:

- A. Case name and number, if applicable, or other legal matter reference.
- B. Invoice number for the particular bill.
- C. FIRM taxpayer identification number.
- D. Inclusive dates of the month covered by the invoice.
- E. Itemization of the date; hours billed (if hourly); a concise, meaningful description

of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the FIRM performed work; their hourly rate (if hourly) as specified in Exhibit A, and any billing rate that is for some reason different from the one furnished in Exhibit A. If billing is based on other than an hourly rate, the basis for the billing must be explained in this section.

- F. A listing of all invoiced costs to be reimbursed pursuant to Article IV - COMPENSATION COSTS section. Invoiced costs must be accompanied by copies of actual receipts.
- G. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- H. A certification statement, signed by the FIRM's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD."
- I. Any other information as may be requested by the BOARD's Contract Administrator.

ARTICLE VI - ADMINISTRATION OF AGREEMENT

- A. The BOARD Contract Administrator is the College Vice President for Administrative Services / Chief Business Officer.
- B. The FIRM Contract Administrator is J. Craig Knox.
- C. All written approvals referenced in this Agreement must be obtained from the parties' Contract Administrators or their designees.

- D. This contract shall be governed by and construed under the laws of the State of Florida and, where applicable, the provisions of Chapter 2-37, Florida Administrative Code.
- E. All notices must be given to the parties' Contract Administrator.

ARTICLE VII - STATUS REPORTING

- A. The FIRM shall provide the President with a monthly status report of current administrative actions and litigation involving TCC;
- B. The FIRM will provide immediate notice by e-mail or facsimile transmission and telephone regarding significant legal developments that will likely result in media inquiries.

ARTICLE VIII - OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the FIRM shall use existing College Agreements, when available and cost effective, to acquire services (e.g., computer assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

ARTICLE IX - PUBLIC RECORDS

All documents prepared pursuant to this Agreement that constitute attorney work product, as defined in Section 119.07(1)(1), Fla. Stat., shall be marked with a notice stating that the information contained in that document is exempt from disclosure for a period of time in accordance with the Public Records Law.

ARTICLE X - SPECIAL CONDITIONS

- A. The FIRM will make affirmative efforts to achieve cost effectiveness by consolidating court hearing, limiting travel, streamlining case processing, using

printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.

- B. Multiple staffing at meetings, hearings, depositions, trials, etc., by the FIRM will not be compensated unless prior written approval from the BOARD's Contract Administrator has been obtained.
- C. The FIRM agrees that all documents shall be promptly returned at the termination of the FIRM's involvement in the case or matter at hand.
- D. All documents intended to be provided to third parties or college employees filed with a court or agency must be sent to the BOARD's Contract Administrator with enough lead time to allow for meaningful review, unless waived by the BOARD's Contract Administrator. Copies of final or as-filed documents should also be sent to the BOARD's Contract Administrator.
- E. All discovery, including depositions, document production, etc., shall be coordinated by the BOARD's Contract Administrator and the FIRM's Contract Administrator to avoid needless duplication of efforts.
- F. All documents prepared pursuant to this Agreement are subject to Florida's Public Records Law. Refusal of the FIRM to allow public access to such records as required by such law shall constitute grounds for unilateral cancellation of this Agreement. Documents prepared for litigation or in anticipation of litigation, including administrative actions, shall not be subject to public access until the action is concluded.

ARTICLE XI - TERM OF CONTRACT

- A. The initial contract shall begin upon execution and shall be effective through

October 31, 2021. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.

- B. If this Agreement is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the FIRM under this Agreement shall be made available to and for the exclusive use of the BOARD.

ARTICLE XII - AMENDMENTS

Either party may, from time to time, request changes under this Agreement. Such changes which are mutually agreed upon shall be incorporated in written amendments to this Agreement.

ARTICLE XIII - ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire Agreement of the parties and is not intended to create any third party beneficiaries. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations or Agreements on this subject.

ARTICLE XIV - INDEPENDENT FIRM

The FIRM is an independent contractor consistent with the Rules of Professional Conduct, and is not an employee or agent of the BOARD. Nothing in this agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the BOARD and the FIRM, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE XV - LIABILITY

The BOARD shall not assume any liability for the acts, omissions, or negligence of the FIRM, its agents, servants, and employees.

The firm shall maintain, during the period of this Agreement, a professional liability insurance policy for the professional services to be rendered.

ARTICLE XVI - NON-DISCRIMINATION

The FIRM shall comply with all federal, state, and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, disability, or national origin in the performance of work.

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates of their signatures.

**THE DISTRICT BOARD OF TRUSTEES
TALLAHASSEE COMMUNITY COLLEGE**

ATTEST:

By:

Eric Grant
Board Chair

Date: _____

FIRM

ATTEST:

By: _____

J. Craig Knox

Date: _____

EXHIBIT A - FEE SCHEDULE

Billing Schedule:

An annual flat fee is to be paid in equal monthly installments. The firm proposes to do the College community's legal work for the fee of \$210,000 per year, plus reasonable expenses.

The above listed schedule of rates is guaranteed through the duration of this Agreement. Adjustment by the parties shall be documented in writing by amendment to the Agreement.



October 18, 2021

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: Carry Forward Spending Plan

Item Description

This item presents the College's spending plan for state operating funds carried forward from the prior fiscal year.

Overview and Background

Pursuant to Florida Statutes, 1013.841, the College shall submit for Board approval a proposed spending plan for any state operating funds carried forward from the prior fiscal year, which are in excess of the College's 5% minimum operating budget. Upon approval, the spending plan must also be submitted to the State Board of Education for their review.

Funding/ Financial Implications

The funds identified as carry forward will be utilized as necessary, without negative implications on the College's operating budget.

Past Actions by the Board

This is the first spending plan presented to the Board.

Recommended Action

Approval of the FY 2021-22 Carry Forward Spending Plan.

Tallahassee Community College

Certified Fund Balance

Fiscal Year 2020-21

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ -
Fund Balance - College	31000	\$ 8,300,778.87
Total Unallocated Fund Balances		\$ 8,300,778.87
Funds Available		\$ 73,512,684.53
College's Reserve Requirement %		5%
Reserve Requirement		\$ 3,675,634.23
Amount Requiring Spending Plan		\$ 4,625,145

Tallahassee Community College
 2021-22 Florida College System Carryforward Spending Plan
 Pursuant to 1013.841, Florida Statutes
 July 1, 2021

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY21	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
Example	(c) Completion of remodeling project, up to \$10M	Remodeling Student Services B-19 Ph 1	4,625,145	5	2	2023-2024	Currently funded with local and CIF funds.
1.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Upgrade of Central Utility Plant	1,500,000	6	3	2023-24	2017 Legislature funded \$1 million of \$10 million project
2.	(g) Commitment to contingency reserve related to state declared emergency	Natural Disaster Contingency	1,878,463	1	3	2023-24	Based on deductible of 3% of Total Effected Values over a 3-year period.
3.	(e) Nonrecurring expenditures for operations	ADA Compliance Project	480,000	1	2	2022-23	Necessary project in order to comply with requirements from the Spring 2021 ADA Review.
4.	(e) Nonrecurring expenditures for operations	Master Plan Updates	425,000	1	2	2022-23	Money was reserved for this purpose and is now being expended.
5.	(e) Nonrecurring expenditures for operations	Pat Thomas Boulevard	335,000	1	5	2025-26	The College is responsible for a public roadway and reserves funds in Fund 7, for repairs and also in preparation for imminent bridge repairs and reconstruction.
6.	(e) Nonrecurring expenditures for operations	Emergency Repairs	6,682	1	1	2021-22	In the last year, emergency repairs included damaged chill water line, lightening damage, asbestos abatement and required labor.
		Total as of July 1, 2021: *	\$ 4,625,145				



October 18, 2021

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 2022-01 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to Childers Construction Company, for Construction Manager at Risk services for the TCC Center for Innovation 2nd Floor Renovations project.

Overview and Background

TCC recently discontinued the annual Pre-Qualification process of Construction Managers which now requires that a separate solicitation be conducted for construction manager at risk services for each new project that arises. This specific RFQ requests Construction Manager at Risk (CMAR) Services for the TCC Center for Innovation (CFI) 2nd Floor Renovations project, located in Kleman Plaza on TCC's Site 4 Campus.

This RFQ 2022-01 was released to the public on July 8, 2021 via the TCC Purchasing Website and the State of Florida Vendor Bid System. The College received complete and acceptable submittals from the below ten vendors on August 5, 2021 as a result of this Request for Qualifications (RFQ).

Allstate Construction, Inc.
Childers Construction Company
Cook Brothers, Inc.
CSI Contracting, Inc.
RAM Construction & Development, LLC
Riley Palmer Construction Company, Inc.
Rippee Construction, Inc.
Southern Standard Construction LLC
Sperry & Associates Incorporated
Whitesell-Green, Inc.

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 the following top four vendors for an in-person presentation and Q&A session.

Allstate Construction, Inc.
Childers Construction Company
Cook Brothers, Inc.
Rippe Construction, Inc.

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

Funding/ Financial Implications

This construction contract will be funded by the Higher Education Emergency Relief Fund – Institutional / HEERF I (CARES ACT), Federal Award Id Number: P425F200332.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, Childers Construction Company, for the TCC Center for Innovation 2nd Floor Renovations project.



October 18, 2021

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: Master Plan Services

Item Description

This item requests Board of Trustee approval of the proposal from DAG Architects for Master Plan Services for the Wakulla Environmental Institute (WEI).

Overview and Background

The college is embarking on a Campus Master Plan that will include all campus sites. This proposal is for the WEI site. The Master Plan will serve as a planning framework for the future including any expansion or development of the campuses (sites). The data from the Campus Master Plan will be utilized to assist in the completion of the Educational Plant Survey and the development of the Project Priority List. The final Master Plan will be presented to the Board for approval.

The last Campus Master Plan update was conducted in 2015 with the Educational Plant Survey conducted in 2016. Updates to both are required with the next Educational Plant Survey due June 2022. A formal and complete Educational Plant Survey is required to be conducted every five years, but may be performed as often as necessary. It is recommended that the plant survey be updated to include any facilities that will be affected by changes in the capital outlay full time equivalent enrollment or instructional programs.

Authorization for the survey is specified in Article IX and Article XII of the Florida Constitution; Chapters 1001, 1011 and 1013, Florida Statutes; and State Requirements for Educational Facilities (SREF). Each survey must be reviewed and approved by the District Board of Trustees. An electronic copy must be sent to the Department of Education for review and validation for compliance with statutes and rules.

Funding/ Financial Implications

The District Board of Trustees approves the funding for all architectural contracts from Capital Improvement Fees and TCC Repair/Maintenance funds.

Past Actions by the Board

The last Educational Plant Survey was approved by the Board in August 2016.

Recommended Action

Approve the attached proposal with DAG Architects for Master Plan Services – WEI.



Destin
Tallahassee
Pensacola
Panama City

August 19, 2021

Mr. Don Herr
Facilities Director
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

RE: Wakulla Environmental Institute Master Plan

Dear Don:

Under the terms of our Continuing Contract DAG Architects proposes to perform Architectural Master Planning Services for Tallahassee Community Colleges (TCC) Wakulla Environmental Institute (WEI) Campus for the sum of **Three Hundred Sixty-Two Thousand Thirty-Three Dollars (\$362,033.00)**.

Introduction

This Scope of Work document outlines the anticipated tasks and efforts for DAG Architects and its team of consultants (DAG) to undertake and develop a physical facilities master planning update for TCC's WEI Campus.

Assumptions & Understandings

The following are the working assumptions and understandings of scope, assignments, and relationships for this effort.

DAG will lead the planning effort, directed by and coordinating with TCC and WEI staff. Don Herr will be the primary College contact for the project. We will retain the services of Kimley Horn Engineering to assist with the Master Planning effort. DAG anticipates meeting with college leadership including the President and his cabinet, selected faculty, staff, and students to gain an effective understanding of the campus, its goals, objectives, constraints, and vision for the physical planning of the campus. We anticipate that a small core team of campus representatives of approximately 4-6 people will be our primary client contact group, with selective meetings with a broader group at key points in the process. We do not anticipate meeting with every campus department- academic or administrative- but to have select members from the campus to represent the Institute in our interactions.

It is assumed that the College has developed their CIP Report for space, assignments and other data and information as required for the State's CIP requirements including the required Plant Survey. DAG will use and depend on the accuracy of that data in its planning. DAG will review and offer suggestions and ideas as may become appropriate in its review of the CIP information. This report is of major benefit and insight as to space needs and conditions. The College will also

provide space designations as to joint use, leasing of space, and other information to determine what space is for college use and what is allocated to non-College uses.

The College will provide all base documents, drawings, surveys, and information available to DAG for DAG's use in this project, and DAG will rely upon the completeness and accuracy of that data and information. Should any additional information be needed, DAG will identify and recommend such and the College will obtain that or, should the College not desire to collect and obtain missing information, it will make recommendation as to how best to use what information is available and that DAG will be permitted to make reasonable assumptions and extrapolate information and assumptions in its planning going forward, based on the best information available.

This scope of work focuses on the physical facilities planning anticipated to plan for the College's facilities needs for approximately the next 25 years. This scope does not include civil or MEP engineering planning but is limited to facilities, parking, and landscape planning. However, should infrastructure/ utilities be identified by the College as a need, we will identify such need and indicate major attributes of its scope.

We expect the following activities will be required to develop a comprehensive Master Plan for the Campus:

1. Research and Data Gathering

- Gather available existing information, documents, data on the Institutes campus
- Review information gained from the College
- Determine if additional information is needed, and request from college
- Information needed will include space, facility, infrastructure, site, boundary, topo, landscape, parking, and other physical campus associated information

2. Space Analysis

- Review current CIP for portions affecting the WEI campus.
- Walk campus to review existing space usage, utilization, adequacy
- Document major facilities uses, classifications
- Review campus landscape and parking conditions, plans

3. Needs & Priorities

- Conduct workshop with campus leadership to determine priorities
- Determine capital funding sources and resource amounts, and allowable uses
- Determine list of major capital needs: facility, infrastructure, landscaping, etc.

4. Planning Options

- Develop preliminary campus planning options for space, affinity precincts, new facilities, priorities

- Conduct planning options workshop with college leadership to determine preferred option(s)
- Refine options
- Present preferred direction

5. Campus Plans

- Develop preferred campus planning options for campus
- Present preliminary facilities master plan update for review and comment
- Refine facilities master plan update

6. Report

- Develop a draft facilities master plan update for review by college
- Revise draft as needed
- Prepare Final Facilities Master Plan Update
- Present Final Facilities Master Plan Update

Exhibit A is attached which gives a more detailed list of the elements we anticipate will be included in the Master Plan. Please note that almost all elements listed will require graphic presentations or renderings to fully explain and complement the information presented.

If you have any questions or need clarification about anything included in this proposal, please do not hesitate to call me on my Cell Phone at 850-217-1769.

Best regards,

A handwritten signature in blue ink, appearing to read "Jack Baker", with a long horizontal flourish extending to the right.

Jack Deyatte Baker, AIA, FCP
President

EXHIBIT A

Anticipated Elements to be included in the Report

- Overview & Supporting Graphics
 - Preface and Mission Statement
 - Presidents Message
 - Organizational Structure of the Report
- Executive Summary and Supporting Graphics
 - Key Planning Principles
 - Highest and Best Use Analysis
- Program for Growth and Supporting Graphics
 - Classroom & Administrative Zone
 - Conference Center
 - Practical Training Area
 - Conservation Area
 - Transient Hospitality Training Center
 - Sustainable Construction Static Displays
 - Master Plan Comparison to Existing Campus
 - Private/Public Enterprises
- Master Plan Framework Elements & Supporting Graphics
 - Element 1 Existing Site
 - Element 2 Wetlands & Stormwater
 - Element 3 Vehicular Circulation & Parking
 - Element 4 Open Space & Pedestrian Circulation
 - Element 5 Utility Corridor System
 - Element 6 Current Zoning and PUD Amendment
- Master Plan Overview and Supporting Graphics
 - Master Plan Concept
 - Enlarged Master Plan Graphic – North Campus
 - Enlarged Master Plan Graphic – South Campus
 - Perspective Aerial Rendering of Entire Campus
 - Master Plan Graphic with Facilities List
 - Master Plan Character and Sense of Place
 - Master Plan Conceptual Renderings of Campus Elements
- Existing Campus Conditions and Supporting Graphics
 - History
 - Chronology
 - Regional Service Area
 - Campus Location Map
 - Existing Campus Plan and Facilities List
 - Existing Campus Site Analysis
 - Development Area Graphic

- Property Holdings and Property Appraisers Boundary Survey
 - Vehicular and Pedestrian Circulation
 - Existing Facilities Data
 - Topographic Map of Campus
 - Slope Analysis Diagram
- Infrastructure System and Supporting Graphics
 - Watershed and Stormwater Drainage
 - Existing Stormwater Basins
 - Stormwater Basin 1
 - Stormwater Basin 2
 - Stormwater Basin 3
 - Stormwater Basin 4
 - Stormwater Basin 5
 - Stormwater Basin 6
- Existing Campus Infrastructure
 - Sanitary Sewer
 - Electrical & Technology Distribution System
 - Potable Water
- Facilities Inventory
 - Administration Building
 - Solar Array
 - Farm
 - Outbuildings
- Planning Element A-1.0 and Supporting Graphics
 - Compliance Status Report
 - Five Year Educational Plant Survey (EPS)
 - Capital Improvement Plan (CIP)
 - Project Priority List (PPL)
 - Compliance
 - ✓ Educational Plant Survey
 - ✓ Capital Improvement Plan
 - ✓ Site Approval per CIP
 - ✓ Project Priority List
 - ✓ Timeline for EPS, CIP, and PPL
 - ✓ Latest CIP Summary Graphic Highlighted for WEI Campus
 - Educational Plant Survey Recommendations
 - ✓ Site Acquisition
 - ✓ Site Improvement
 - ✓ Remodeling
 - ✓ Renovation
 - ✓ New Construction

- ✓ Enlarged CIP Graphic for Renovation, Remodeling and New Construction
- Planning Element A-2.0 and Supporting Graphics
 - Wetlands Impact on Development
 - Upland, Wetlands and Buffers Mitigation
 - Karst Impact on Development
- Planning Element A-3.0 and Supporting Graphics
 - Wakulla County Land Use and Zoning
 - Amendment to Wakulla County PUD for Campus
 - Wakulla County PUD Amendment Process
 - Campus Land Use and Zoning
- Planning Element B-1.0 and Supporting Graphics
 - Overview
 - Sustainable Design Initiative
 - LEED and Other Sustainable Design Models Summary
 - LEED Campus Certification
 - Florida Sustainable Design Initiative and Aspects
- Planning Element B-2.0 and Supporting Graphics
 - Campus Design Guidelines
 - ✓ Introduction
 - ✓ Architectural Form and Vocabulary
 - ✓ Materials
 - ✓ Color
 - ✓ Scale
 - ✓ Form
 - ✓ Space
 - ✓ Proportion
 - ✓ Hierarchy
 - ✓ Landscape
 - ✓ Environmental Systems
 - Campus Context
 - ✓ Existing Campus Description
 - ✓ Existing Campus Architecture
 - ✓ Existing Campus Landscape
 - ✓ Existing Campus Analysis
 - ✓ Campus Planning Goals
 - Site Element Guidelines and Policies
 - ✓ Spatial Composition and Order
 - ✓ Massing
 - ✓ Hierarchy
 - ✓ Open Space
 - ✓ Landscape Design

- ✓ Hardscape
 - ✓ Lighting
 - ✓ Eco-Tourism
 - ✓ Storm Water
 - ✓ Wayfinding and Signage
- Campus Architectural Goals and Means and Supporting Graphics
- Campus Architecture Design Guidelines and Supporting Graphics
 - Objective A
 - ✓ Location Hierarchy
 - ✓ Architectural Hierarchy
 - ✓ Contextual Response
 - ✓ Views
 - Objective B
 - ✓ Environmental Systems Design
 - ✓ Orientation and Sun Shading
 - ✓ Daylight
 - ✓ Interior Lighting
 - ✓ Exterior Lighting
 - Objective C
 - ✓ Policy C1: Roofs
 - ✓ Policy C2: Architectural Elements
 - ✓ Policy C3: Materials and Palettes
 - ✓ Policy C4: Glass Walls and Windows
 - ✓ Policy C5: Exterior Glazing Bars and Window Frames
 - ✓ Policy C6: Metal Architectural Components
 - ✓ Policy C7: Miscellaneous Architectural Components
 - ✓ Policy C8: Sunshade Awning Palette
 - ✓ Policy C9: Rooftop Equipment and Penthouses
 - ✓ Policy C10: Materials Palette
 - ✓ Policy C11: Interior Finishes and Palette
 - Objective D
 - ✓ Policy D1: Visual Unity
 - ✓ Policy D2: Service Areas
 - ✓ Policy D3: Building Landscape
 - Campus Architectural Design Guidelines and Implementation
 - ✓ Design Review Committee
 - ✓ Design Review Committee Structure
 - ✓ Design Review Consultants Submittals
 - Concept Phase
 - Schematic Phase
 - Design Development Documents
- Land and Development Density and Supporting Graphics

- Overview and Zones
- Existing Classroom and Administration Zone Development Density
- Future Full Time Equivalent (FTE) Campus Projections
- Student FTE Projections
- Post-Secondary Advanced Vocational (PSAV) FTE
- Continuing Workforce Education (CWE) FTE
- Employee Headcount Projections
- Projected Space Needs (GSF)
- Projected Space Needs compared to DOE GSF/Student
- FTE Recommendations
- Master Plan and Supporting Graphics
 - Classroom and Administrative Zone
 - Conference Center
 - Practical Training Area
 - Conservation Area
 - Transient Hospitality Training Center
 - Sustainable Construction Displays
 - Projected Facilities Inventory
 - Campus Site Sections Through Building Areas
- Conclusion and Supporting Graphics
 - Master Plan Conclusion

END