

March 17, 2025

Memorandum from President Murdaugh

The District Board of Trustees of
Tallahassee State 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, March 17, 2025 Board Meeting.

The meeting will be held at the Center for Innovation, 350 South Duval St., Tallahassee, FL., 32301, at 2:30 p.m.

Should you have any questions, please contact me.

Sincerely,



Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
Center for Innovation
350 South Duval St.
Tallahassee, FL 32301
Monday, March 17, 2025
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. 2025 February Board Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

[2.](#) Attorney Invoices – Bryant Miller Olive (February 2025)
Authorize payment of invoices as presented.

[3.](#) Human Resource Report
Approve the report as presented.

TSC Foundation

[4.](#) TSC Foundation Update
Presented as an information item only.

Academic Affairs

[5.](#) Academic Curriculum Changes
Approve the proposed academic curriculum changes.

Administrative Services

[6.](#) Fund Analysis - February
Presented as an information item only.

- [7.](#) Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
- [8.](#) Architect Invoices
Authorize payment of architectural invoices as presented.
- [9.](#) Construction Status Report
Presented as an information item only.
- [10.](#) Annual SREF Fire, Sanitation and Casualty Inspection
Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.
- [11.](#) Certificate of Final Inspection – TSC Ball Park (Building No.’s 20, 23 & 34 Complex) Improvements Project
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Ball Park (Building No.’s 20, 23 & 34 Complex) Improvements Project.
- [12.](#) Guaranteed Maximum Price – TSC Library/Learning Commons MakerSpaces Project
Approve the attached Construction Manager Contract and Guaranteed Maximum Price from Southern Standard Construction, for the TSC Library/Learning Commons MakerSpaces Project.

BOARD OF TRUSTEES

- [13.](#) Strategic Plan
Approve the Strategic Plan for 2025-2030.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

April 21, 2025

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee State College
Center For Innovation
350 South Duval Street
Tallahassee, FL 32301
Tuesday, February 18, 2025
Business Meeting – 2:30 PM

CALL TO ORDER

On Tuesday, February 18, Chair Karen Moore called the Tallahassee College District Board of Trustees meeting to order at 2:30 p.m.

Chair Moore asked everyone to stand for a moment of silence in memory of Dot Binger, the third employee hired by the College, who recently passed at one hundred years old, and the Pledge of Allegiance.

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

Absent: Trustee Monte Stevens

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Bertie Culbreath, Trevoris McDaniel, Amanda Clements, Jordan Sheppard, Janet Hartman, Wayne Almy, Tamara Swatts, Dustin Frost, Frank Mix, Riley Landy, Nyla Davis, Emily MacMichael, Anthony Jones, Brooke Hallock, Jeff Barbacci, Brannon Snead, Karen Frost, Dan Bailey, Josh Woodruff, Jessica Griffin, Alison Fleischmann, Jennifer Peavy, Calandra Stringer Lei Wang, Shelly Bell, Jason Fowler, Heather Mitchell and Barbara Wills.

COMMENTS

- i. Chair's Remarks: Chair Moore noted that the trustees participated in a strategic planning session prior to this meeting. She shared that she attended the African American History Calendar President's Luncheon. This board meeting combines the January meeting which was postponed due to weather with the February meeting. Additionally, she provided an update about the Florida College System Legislative Fly-In and noted that TSC was the only one among the twenty-eight colleges that had all of its trustees attend.

- ii. Trustee Remarks:
 - a. Trustee Brown mentioned that she attended the African American History Calendar President's Luncheon and enjoyed learning how the initiative started.
 - b. Trustee Ward complemented the team on recent work and said that the work does not go unnoticed.
 - c. Vice Chair Lamb attended the Summer and Fall Commencement Ceremony in December, where he recognized several of the graduates who had attended high school in his area. He mentioned that he attended the African American History Calendar President's Luncheon and thanked the staff for their excellent work on the event.
 - d. Trustee Messersmith provided a brief update from the Florida Public Safety Institute Housing Board meeting and mentioned that he is a part of the Heroes in the Public Safety planning committee. He commended Trustee Kilpatrick's recent work in Ghana.
 - e. Trustee Kilpatrick praised the Summer and Fall Commencement Ceremony as an incredible event and highlighted the Florida College System Legislative Fly-In.

- iii. President's Remarks: President Murdaugh expressed his appreciation to the Trustees for attending the Legislative Fly-In, emphasizing the importance of demonstrating their commitment to the Florida College System. He highlighted the African American History Calendar as a point of pride for the institution. He announced that TSC has been awarded a \$491,826 grant to establish a teacher apprenticeship program, aimed at strengthening the teacher pipeline in the region and further enhancing the College's strong partnerships, particularly in Leon County. He invited Vice President Candice Grause to introduce the new Director of Marketing, Amber O'Connell.

APPROVAL OF MINUTES

- 1. November 2024 Minutes

Approve minutes as presented.

MOTION: Vice Chair Lamb
Motion passed unanimously.

SECOND: Trustee Messersmith

INFORMATION AND NEWS ITEMS

VP Candice Grause will email the Information and News Items.

UNFINISHED BUSINESS

PRESENTATIONS

VP Heather Mitchell presented nine donors.

- Micah Roden, Vice President of Human Resources for HCA Florida Capital Hospital, presented a check for \$500,000 from HCA Florida Healthcare to support healthcare programming.
- Giovanni Castro, Public Policy Manager for Amazon, presented a \$30,000 check as the presenting sponsor of the 2025 Cleaver and Cork.
- Brooke Hallock, Chief Brand Officer at Capital City Bank, presented a \$20,000 check as a sponsor of the 2025 Cleaver and Cork.
- Brandon Sneed, General Manager of Peter Boulware Toyota, presented a check for \$20,000 as the presenting sponsor of the Cleaver and Cork Food and Wine Festival.
- Karen Frost, Senior Vice President of Clinical Operations for Capital Health Plan, presented a \$10,000 check in support of Cleaver and Cork .
- Micah Roden, Vice President of Human Resources for HCA Florida Capital Hospital, presented a check for \$10,000 in support of Cleaver and Cork.
- Monica Ross, Chief Human Resources Officer for Tallahassee Memorial Healthcare, presented a \$10,000 check in support of Cleaver and Cork.
- Richard and Karen Moore of The Moore Agency, presented a check for \$10,000 in support of Cleaver and Cork.
- Jeff Barbacci, Partner at Thomas Howell Ferguson, presented a \$10,000 check for the establishment of an accounting and technology scholarship.

NEW BUSINESS

Approval of Consent Agenda

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

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the

consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

2. Attorney Invoices – Bryant Miller Olive (December 2024)
Authorize payment of invoices as presented.
3. Attorney Invoices – Bryant Miller Olive (January 2025)
Authorize payment of invoices as presented.
4. Human Resource Report for January
Approve the report as presented.
5. Human Resource Report for February
Approve the report as presented.

Motion to Approve Consent Agenda

MOTION: Trustee Kilpatrick
Motion passed unanimously.

SECOND: Trustee Ward

TSC Foundation

6. TSC Foundation Update for January
Presented as an information item only.
7. TSC Foundation Update for February
Presented as an information item only.
8. TSC Foundation – Naming
Accept naming as presented.
MOTION: Vice Chair Lamb
Motion passed unanimously.

SECOND: Trustee Messersmith

Academic Affairs

9. New Baccalaureate Degrees
Approve the proposed new baccalaureate degree programs.
MOTION: Trustee Brown **SECOND:** Trustee Messersmith
Motion passed unanimously.

10. Academic Curriculum Changes
Approve the proposed academic curriculum changes.
MOTION: Vice Chair Lamb **SECOND:** Trustee Ward
Motion passed unanimously.

Administrative Services

11. Fund Analysis - December 2024
Presented as an information item only.
12. Fund Analysis - January 2025
Presented as an information item only.
13. Architect Invoices for November & December 2024

Authorize payment of architectural invoices as presented.
MOTION: Trustee Kilpatrick **SECOND:** Vice Chair Lamb
Motion passed unanimously.
14. Architect Invoices for January 2025

Authorize payment of architectural invoices as presented.
MOTION: Trustee Brown **SECOND:** Trustee Kilpatrick
Motion passed unanimously.
15. Architect Renewal – Year 3 of 3

Approve renewal recommendation for final year three of three for architectural contracts.
MOTION: Trustee Messersmith **SECOND:** Trustee Kilpatrick
Motion passed unanimously.
16. Certificate of Final Inspection – TSC CUP Automation Controls Room Renovation and Restroom Addition

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, RAM Construction & Development, LLC for the TSC CUP Automation Controls Room Renovation and Restroom Addition Project.
MOTION: Vice Chair Lamb **SECOND:** Trustee Kilpatrick
Motion passed unanimously.
17. Construction Status Report for January

Presented as an information item only.

18. Construction Status Report for February
Presented as an information item only.
19. City of Tallahassee and TSC Electrical Utility Easement
Approve the attached City of Tallahassee and TSC Electrical Utility Easement for the TSC 15KV Electrical Switchgear Replacement Project.
MOTION: Vice Chair Lamb **SECOND:** Trustee Messersmith
Motion passed unanimously.
20. Sponsored Programs – Provider (January 2025)
Authorize funding for the awards and contracts as presented.
MOTION: Trustee Messersmith **SECOND:** Vice Chair Lamb
Motion passed unanimously.
21. Sponsored Programs – Provider (February 2025)
Authorize funding for the awards and contracts as presented.
MOTION: Trustee Ward **SECOND:** Trustee Messersmith
Motion passed unanimously.
22. Changes to Salary Schedule
Approve updates to the 2024 – 2025 Salary Schedule as presented.
MOTION: Vice Chair Lamb **SECOND:** Trustee Messersmith
Motion passed unanimously.
23. Guaranteed Maximum Price – TSC Academic Computing Center (AC/TCA) Building#08 - 2nd and 3rd Floor Renovations Project
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, LLC., for the TSC Academic Computing Center (AC/TCA) Building#08 - 2nd and 3rd Floor Renovations Project.
MOTION: Trustee Messersmith **SECOND:** Trustee Ward

Chair Moore recused herself from voting and provided a signed Form 8A Memorandum of Voting Conflict for State Officers.

Motion passed unanimously.

PUBLIC COMMENT

No public comment.

PRESIDENT'S REPORT

- President Murdaugh will attend the DREAM Conference, starting on February 19, where SGA President Destinee Britto will be recognized as a DREAM Scholar, one of eight students chosen nationwide.
- The annual Women's History Month program and reception will be held on March 5 in the Student Union Ballroom. All trustees are invited to attend.
- The College will be closed for Spring Break from March 10 through 14.

NEXT MEETING DATE

March 17, 2025

Location: **Center for Innovation**

ADJOURNMENT

Chair Moore called for adjournment at 3:25 p.m.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President

March 17, 2025

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 Invoices – Bryant Miller Olive (February 2025)

Item Description

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to collective bargaining process and related to Faculty labor relations.

Overview and Background

The College engaged Bryant Miller Olive, P.A. for representation during the collective bargaining process.

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$475.00 for February 2025.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: March 3, 2025
 Invoice No. 85398
 Client No. 25480.002

For professional services rendered and expenses incurred
 regarding Tallahassee State College / L&E / General

Statement of Legal Services

			Hours		
02/07/2025	DMH	Review and reply to email	0.10		
02/19/2025	DMH	Review grievance, email and respond	0.20		
Current Services			0.30	\$75.00	
Recapitulation					
	<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	Denise M. Heekin		0.30	\$250.00	\$75.00
Payments					
02/24/2025	Payment	ACH rec'd 2/24/25 Invoices 85071, 85244		675.00	
				675.00	
Total Current Work				\$75.00	
Previous Balance Due				\$0.00	
Balance Due				\$75.00	

Tallahassee State College

Invoice Date: March 03, 2025
Invoice No. 85398
Client No. 25480.002

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



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

Invoice Date: March 3, 2025
 Invoice No. 85399
 Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

			Hours
02/06/2025	DMH	Draft email to client and review reply / Baglione	0.10
02/11/2025	DMH	Review and reply to email / UFF	0.10
02/12/2025	DMH	Prepare for and attend Teams meeting	0.40
02/12/2025	DMH	Review and reply to email	0.10
02/12/2025	DMH	Draft email to UFF	0.10
02/12/2025	DMH	Review policy	0.20
02/19/2025	DMH	Review email and reply/bargaining	0.10
02/21/2025	DMH	Review and reply to email	0.10
02/24/2025	DMH	Review and reply to emails from UFF	0.10
02/24/2025	DMH	Draft email and review reply to/from College	0.10
02/25/2025	DMH	Review and reply to emails	0.10
Current Services			1.50
			\$375.00

Recapitulation

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

Payments

12/09/2024	Payment	ACH rec'd 12/9/24 Invoice 84632	50.00
			50.00

Tallahassee State College

Invoice Date: March 03, 2025
Invoice No. 85399
Client No. 25480.006

Total Current Work	\$375.00
Previous Balance Due	\$25.00
Balance Due	\$400.00

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

March 17, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2024-2025 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Charles Powell	Maintenance Technician I	FPSI - Maintenance	February 3, 2025
Gina Jackson	Sponsored Programs Coordinator	Financial Services	February 10, 2025
Mary Cate Gordon	Career and Academic Advisor	Student Success and Retention	February 20, 2025

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Ronda Cason	Career Development Specialist	DOC 100 Hour - Cross City CI	February 3, 2025
Chingfen Goodwin	Career Development Specialist	DOC 100 Hour - Gulf C.I	February 7, 2025
Ashley Cutler	Learning Consultant	DJJ - Academies	February 14, 2025
DeJa Jeffery	Logistics Coordinator	DJJ - Professional Development & Succession	February 17, 2025

Seeking to Hold Political Office Requests (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
Oscar Gonzalez	Campus Police Sergeant	Campus Police	March 1, 2025	February 28, 2033

Name	Position	Department	Effective Date	Separation Type
Frank Baglione	History Faculty	History and Social Science	January 31, 2025	Retired
Carrie Reed	Administrative Assistant	Communications and Marketing	February 5, 2025	Dismissed
Adrian Barber	Regional Coordinator - Northwest Florida	DJJ Statewide Regional	February 6, 2025	Dismissed
Christine Taff	Regional Coordinator - Northeast Florida	DJJ - Delinquency Prevention	February 11, 2025	Resigned
Tiana Crawford	Career Development Specialist	DOC 100 Hour - Sago Palm CI	February 14, 2025	Resigned
Emily Fiore	Manager, Career Services and Specialized Student Support	Student Affairs	February 21, 2025	Resigned

Outside Employment Requests (All Employees)

Name	TSC Position	Department	Employer	Position
<i>None to Report</i>				

Seeking to Hold Political Office Requests (All Employees)

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

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Angelina Kuleshova	Director of Institutional Research and Planning	Institutional Research	February 1, 2025	Student Success Analyst
Ty Stone	Assistant Production Coordinator	Fine and Performing Arts	February 3, 2025	Professional Service Contract
Griselda Jimenez	Custodial Services Specialist	FPSI - Custodial Services	February 10, 2025	Custodial Services Specialist-OPS
Marissa Chandler	Office Manager	Career Services	February 10, 2025	Staff Assistant

March 17, 2025

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: TSC Foundation Update

Item Description

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

Overview and Background

Attached is a report of funds raised by the TSC 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:

- April 9, 2025 – TSC Day at the Capitol: Workforce Showcase in the Courtyard, 4:00 – 6:00 p.m.
- April 10, 2025 – TSC President’s Circle, TSC Main Campus, HSS 108, 5:30 – 7:00 p.m.
- April 11, 2025 – TSC Retiree Luncheon, TSC Fine Arts Gallery, 12:00 – 1:30 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

Presented as an information item only.

TCC Foundation - Financial Update FY 24-25

April 1, 2024 - February 28, 2025

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received	\$2,399,047.51	\$1,556,494.59	\$2,576,530.52
	Facility Support	\$152,730.79	\$135,015.00	\$115,428.32
	Program Support	\$1,024,337.20	\$574,366.10	\$1,396,299.03
	Scholarship Support	\$893,485.00	\$662,172.60	\$807,264.18
	Unrestricted Support	\$328,494.52	\$184,940.89	\$257,538.99
	Net Assets	\$20,276,320.28	\$24,355,063.81	\$26,714,393.27

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Number of Donors	1016	992	748
	Number of Gifts	3577	3396	3616

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received for Alumni	\$174,550	\$177,440	\$113,280
	Number of Donors	126	116	104
	Number of Gifts	681	664	704

		YTD 22/23	YTD 23/24	YTD 24/25
\$	Cash	\$2,399,047.51	\$1,542,589.69	\$2,576,530.52
	Gifts in Kind	\$0.00	\$13,905.00	\$0.00
	Total Raised - Pledges Received	\$827,815.03	\$606,239.27	\$214,249.16
	Planned Gifts Confirmed	2	3	1
	Planned Gift Amount	\$50,000.00	\$0.00	\$1,000,000.00
	Grants Applied For			64
	Grants Received			\$13,467,584
	Pledges Expected by March 31, 2025			\$61,721.67

The Foundation's Fiscal Year is April - March

March 17, 2025

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 programs, program changes, and new courses.

Overview and Background

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curricula.

The College is proposing the Diagnostic Medical Sonography A.S. Degree. This program will provide students with a degree and industry certification to work as skilled clinicians who perform ultrasound studies. According to Florida's Department of Commerce, the program is projected to grow by 2.8% with a median hourly wage of \$36.

Additionally, the College is proposing an A.S. Degree in Emergency Administration and Management. This program will allow students to work as Emergency Management Directors and First Line Supervisors of Firefighting and Prevention. Students are projected to earn a median hourly wage of \$41 according to Florida's Department of Commerce.

The College is also recommending changes to several of the A.S. degree programs to add artificial intelligence courses to enhance student employability. Experience with emerging technology is an increasing demand in the job market. The addition of artificial intelligence courses will prepare students for jobs of the future as recommended by our local advisory boards.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved curricula revisions annually.

Recommended Action

Approve the proposed academic curriculum changes.

NEW PROGRAMS

Diagnostic Medical Sonography, A.S. (77 credit hours)

This program has a regional growth rate of 2.8% in Leon, Gadsden, and Wakulla as reported by the Florida Commerce. The median hourly wage is \$36 and the Tallahassee Chamber of Commerce is requesting this program to fill open vacancies for sonographers.

Program courses:

- ENC1101 College Composition (3)
- Humanities State Core (3)
- Math State Core (3)
- BSC2085 Anatomy and Physiology I (3)
- Social Science State Core Group 2 (3)
- PHY1020 Fundamentals of Physics (3)
- SON 1000L Introduction to Sonography 1 (1)
- SON 1001L Introduction to Sonography 2 (1)
- SON 1005L Basic Sonography (2)
- SON 1006L Professional Aspects of Sonograph (1)
- SON 1100L Principles of Protocols of Imaging (2)
- SON 1111C Abdominal Sonography 1 (2)
- SON 1112C Abdominal Sonography 2 (2)
- SON 1113L Sonography Cross Sectional Anatomy (2)
- SON 1115L Duplex Abdominal Sonography (1)
- SON 1121C Obstetrics/Gynecology Sonography 1 (2)
- SON 1122C Obstetrics/Gynecology Sonography 2 (2)
- SON 1141C Small Parts Sonography (2)
- SON 1145L Pediatric Sonography (1)
- SON 1804 Sonography Clinic 1 (2)
- SON 1814 Sonography Clinic 2 (2)
- SON 1824 Sonography Clinic 3 (3)
- SON 2139L Cardiovascular Principles (1)
- SON 2151C Neurosonography (2)
- SON 2400C Echocardiography 1 (2)
- SON 2401C Echocardiography 2 (2)
- SON 2614C Acoustical Physics and Instrumentation 1 (2)
- SON 2618C Acoustical Physics and Instrumentation 2 (2)
- SON 2619C Doppler Principles and Instrumentation (2)
- SON 2834 Sonography Clinic 4 (2)
- SON 2844 Sonography Clinic 5 (3)
- SON 2854 Sonography Clinic 6 (3)
- SON 2930L Seminar in Sonography (1)
- SON 2935L Diagnostic Ultrasound Imaging: Advanced Techniques and Case Analysis (1)
- BSC2085L Anatomy and Physiology I Lab (1)
- BSC2086 Anatomy and Physiology II (3)
- BSC2086L Anatomy and Physiology II Lab (1)
- HSC2531 Medical Terminology (3)

Emergency Administration and Management, A.S. (60 credit hours)

This program has a regional growth rate of 2.8% in Leon, Gadsden, and Wakulla as reported by the Florida Commerce. The median hourly wage is \$41. This program is being requested by the College's Florida Public Safety Institution in collaboration with the state and local emergency management agencies.

Program courses:

ENC1101 College Composition (3)
Humanities State Core (3)
Math State Core (3)
Natural Science State Core (3)
Social Science State Core Group 2 (3)
PHI2600 Ethics (3)
FFP1505 Fire Prevention (3)
FFP1109 Fire Department Occupational Safety and Health (3)
FFP2881 Emergency Management Leadership and Administration (3)
DSC1004 Introduction to the NRF and NIMS (3)
CCJ2358 Capstone: Criminal Justice Report Writing (3)
FFP2120 Building Construction for the Fire Service (3)
FFP2840 Disaster Recovery Operations (3)
DSC1002 Domestic and International Terrorism (3)
DSC1631 Terrorism Response Planning (3)
FFP1830 Introduction to Hazards (3)
FFP2800 Emergency Management Public Education Programs (3)
FFP2801 Fundamentals of Emergency Management (3)
DSC1552 Critical Infrastructure Protection (3)
FFP2841 Contingency Planning for Business and Industry (3)

PROGRAM CHANGES

Accounting Technology, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

ISM2200 Applied Business Analytics (3)

Add program course:

GEB1432 Applied Artificial Intelligence in Business (3)

Business Management, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

MNA1161 Introduction to Customer Service (3)

Add program course:

GEB1432 Applied Artificial Intelligence in Business (3)

Add to elective courses:

MNA1161 Introduction to Customer Service (3)

Supply Chain Management, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

MAR2011 Principles of Marketing (3)

Add program course:

GEB1432 Applied Artificial Intelligence in Business (3)

Computer Information Technology, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Add program course:

Add to the any college-credit course as options:

PHI2680 Artificial Intelligence and Ethics (3)

CAI1001C Artificial Intelligence (AI) Thinking (3)

Computer Programming and Web Development, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

CET2620 The Internet of Things (3)

COP2360 Introduction of C# Programming (3)

Add program course:

PHI2680 Artificial Intelligence and Ethics (3)

CAI1001C Artificial Intelligence (AI) Thinking (3)

Cyber Security, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

CET2620 The Internet of Things (3)
CCJ1600 Deviant Behavior (3)

Add program course:

PHI2680 Artificial Intelligence and Ethics (3)
CAI1001C Artificial Intelligence (AI) Thinking (3)

Network Systems Technology, A.S. (60 credit hours)

This program change will allow students to be prepared for emerging technology as recommended by the advisory board.

Delete program course:

CET2620 The Internet of Things (3)

Add program course:

CAI1001C Artificial Intelligence (AI) Thinking (3)

Add to elective courses:

PHI2680 Artificial Intelligence and Ethics (3)

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
SON1000L	Introduction to Sonography 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1001L	Introduction to Sonography 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1005L	Basic Sonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1006L	Professional Aspects of Sonograph	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1100L	Principles of Protocols of Imaging	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1111C	Abdominal Sonography 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1112C	Abdominal Sonography 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD

SON1113L	Sonography Cross Sectional Anatomy	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1115L	Duplex Abdominal Sonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1121C	Obstetrics/Gynecology Sonography 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1122C	Obstetrics/Gynecology Sonography 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1141C	Small Parts Sonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1145L	Pediatric Sonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1804	Sonography Clinic 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1814	Sonography Clinic 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON1824	Sonography Clinic 3	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2139L	Cardiovascular Principles	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2151C	Neurosonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2400C	Echocardiography 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2401C	Echocardiography 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2614C	Acoustical Physics and Instrumentation 1	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2618C	Acoustical Physics and Instrumentation 2	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2619C	Doppler Principles and Instrumentation	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2834	Sonography Clinic 4	Part of the new Diagnostic Medical Sonography, A.S.	TBD

SON2844	Sonography Clinic 5	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2854	Sonography Clinic 6	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2930L	Seminar in Sonography	Part of the new Diagnostic Medical Sonography, A.S.	TBD
SON2935L	Diagnostic Ultrasound Imaging: Advanced Techniques and Case Analysis	Part of the new Diagnostic Medical Sonography, A.S.	TBD
FFP1505	Fire Prevention	Part of the new Emergency Administration and Management, A.S.	\$0
FFP1109	Fire Department Occupational Safety and Health	Part of the new Emergency Administration and Management, A.S.	\$0
FFP2881	Emergency Management Leadership and Administration	Part of the new Emergency Administration and Management, A.S.	\$0
DSC1004	Introduction to the NRF and NIMS	Part of the new Emergency Administration and Management, A.S.	\$0
CCJ2358	Capstone: Criminal Justice Report Writing	Part of the new Emergency Administration and Management, A.S.	\$0
FFP2120	Building Construction for the Fire Service	Part of the new Emergency Administration and Management, A.S.	\$0
FFP2840	Disaster Recovery Operations	Part of the new Emergency Administration and Management, A.S.	\$0
DSC1002	Domestic and International Terrorism	Part of the new Emergency Administration and Management, A.S.	\$0
DSC1631	Terrorism Response Planning	Part of the new Emergency Administration and Management, A.S.	\$0
FFP1830	Introduction to Hazards	Part of the new Emergency Administration and Management, A.S.	\$0

FFP2800	Emergency Management Public Education Programs	Part of the new Emergency Administration and Management, A.S.	\$0
FFP2801	Fundamentals of Emergency Management	Part of the new Emergency Administration and Management, A.S.	\$0
DSC1552	Critical Infrastructure Protection	Part of the new Emergency Administration and Management, A.S.	\$0
FFP2841	Contingency Planning for Business and Industry	Part of the new Emergency Administration and Management, A.S.	\$0

March 17, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - February

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 2/28/2025.

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 February 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

Presented as an information item only.

**Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of February 28, 2025**

REVENUE	February Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 372,499	\$ 2,654,057	\$ 24,005,322	21,232,452	\$ 31,848,678	75%
State Support	2,929,725	3,589,169	24,566,252	28,713,349	43,070,023	57%
Federal Support	25,354	62,500	304,157	500,000	750,000	41%
Other Revenue	129,992	145,833	1,802,798	1,166,667	1,750,000	103%
TOTAL REVENUE	3,457,570	6,451,558	50,678,529	51,612,467	77,418,701	65%
EXPENSES	February Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	311,019	320,833	2,503,828	2,566,667	3,850,000	65%
Instructional	1,151,862	1,291,667	10,093,006	10,333,333	15,500,000	65%
Non-Instructional	1,574,110	1,541,667	12,266,596	12,333,333	18,500,000	66%
OPS	709,473	625,000	5,372,489	5,000,000	7,500,000	72%
Personnel Benefits	1,380,944	1,089,058	9,922,580	8,712,467	13,068,701	76%
TOTAL PERSONNEL COSTS	5,127,407	4,868,225	40,158,499	38,945,801	58,418,701	69%
<u>CURRENT EXPENSES</u>						
Services	357,950	370,213	3,461,452	2,961,701	4,442,551	78%
Material & Supplies	104,660	285,224	2,373,245	2,281,790	3,422,685	69%
Other Current Charges	167,429	761,230	5,557,524	6,089,843	9,134,764	61%
TOTAL CURRENT EXPENSES	630,039	1,416,667	11,392,221	11,333,333	17,000,000	67%
CAPITAL OUTLAY	-	166,667	17,389	1,333,333	2,000,000	1%
TOTAL EXPENSES	\$ 5,757,446	\$ 6,451,558	\$ 51,568,109	\$ 51,612,467	\$ 77,418,701	67%

**Purchase Orders from \$100,000 to \$324,999 +
Issued in February 2025**

Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022546	2/11/2025	Strada Topco, LLC	110,000.00	Support desk and services for Workday Financials and Human Capital Management (HCM) systems.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-022557	2/12/2025	Garland/DBS, Inc.	120,550.00	Roof repairs for parking garage (building #37).	OMNIA MICPA contract #PW1925

March 17, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 10

This amendment reallocated funds from various contracted services lines to another within technical assistance. The award amount remains the same.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Administration - Amendment 8

This amendment reallocated funds from salary to software. The award amount remains the same.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids - TCC - Staff Augment Positions FY 24/25 - Amendment 2

This amendment reallocated funds from salary to software and computer equipment. The award amount remains the same.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act Perkins V - Postsecondary Career and Technical Education Programs FY 24/25 and Amendment 1

This award is to provide direct student support services and job placement for disadvantage/special needs students. This project helps to develop academic, career and technical skills of students who elect to enroll in career and technical education programs. The funding period is 7/24/24 through 6/30/25. The award amount is \$455,242 with an

indirect cost rate of 5%. The amendment increased the budget by \$88,247 with an indirect cost rate of 5%. New award amount is \$543,489.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund FY 24/25

This award will provide scholarships, equipment, and supplies for nursing students. The award amount is \$236,000 with 0% indirect cost. The award period is 7/1/24 through 6/30/25.

II. Commitments, Expenditures, Contracts for Service

7 Red Hills Consulting II LLC - Florida Department of Corrections 24/25

This contract will assist Florida Department of Corrections (FDOC) to develop Continuing Education Courses for Certified Teachers (CECCT), manage CETAC and CEET Courses, Platform Management, CECCT Webpage Development/Deployment and the Creation/Deployment of CECCT Introductory Course and provide four training on how to use the deploy the Mentoring Program and the PAS System and four additional training. The contract amount is \$268,692 for the period of 10/30/24 through 6/30/25.

Past Actions by the Board

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant

Amendment 9 was listed on the November 2023 BOT agenda.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Administration

Amendment 7 was listed on the September 2023 BOT agenda.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids - TCC - Staff Augment Positions FY 24/25

Amendment 1 was listed on the August 2024 BOT agenda

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act Perkins V - Postsecondary Career and Technical Education Programs FY 24/25

This is the initial award.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund FY 24/25

This is initial award.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$22,054.

Recommended Action

Authorize funding for the awards and contracts as presented.

March 17, 2025

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 February 2025.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$41,431.25
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$4,279.42

Past Actions by the Board

The Board last authorized architect invoices at the February 18, 2025 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.

INVOICE NO. 4
 PROJECT INVOICE NO. 6



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-019124

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

Project Name:
AC Building #8 Third Floor Improvements

Date: 2/10/25

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					
Design Development	\$20,965.00	100%	\$20,965.00	\$20,965.00	\$0.00
Construction Documents	\$26,400.00	100%	\$26,400.00	\$26,400.00	\$0.00
Permit/Bid	\$3,150.00	100%	\$3,150.00	\$3,150.00	\$0.00
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICE					
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00
Add Serv. #1	\$1,700.00	100%	\$1,700.00	\$0.00	\$1,700.00
Reimbursable Expenses	\$250.00	100%	\$250.00	\$250.00	\$0.00
GRAND TOTALS	\$65,655.00		\$55,305.00	\$53,605.00	\$1,700.00
Total due Architect/Engineer					\$1,700.00

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:

Bonnie Davenport
 (Signature of Principal)

 Bonnie Davenport AIA, President
 (Typed Name and Title)

Tallahassee State 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-019124 - 1
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting** CHANGE ORDER NO. 1 - Increasing PO by \$1,700 for add services 1 per attached proposal. NEW PO TOTAL: \$65,655.00

Bill To:
Tallahassee State 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	65,655.00	0.00	65,655.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				65,655.00

Messages
Tallahassee State 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: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.
Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College: https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/
Please send all Invoices to Accounts Payable - *AcctPay@tsc.fl.edu*

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee State 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-019124 - 1
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 1



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-022268

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

Project Name:
Tallahassee State College | AC Building 1st Floor
Improvements
Date: 2/10/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
100% Construction Documents	\$10,381.25	100%	\$10,381.25	\$0.00	\$10,381.25
Permitting/Bid	\$1,413.75	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$3,490.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$990.00	100%	\$990.00	\$0.00	\$990.00
Other Project Cost	\$100.00	0%	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$16,375.00		\$11,371.25	\$0.00	\$11,371.25
Total due Architect/Engineer					\$11,371.25

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:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0543 TCA (AC) Bldg#08 - 1st Floor Renovations/Upgrades - A/E Fees Contact: Don.Herr@tsc.fl.edu Invoice: Jenny.Shuler@tsc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

Bill To:
Tallahassee State 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	16,375.00	0.00	16,375.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 1st floor of the TCA (AC) building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated December 11, 2024.				16,375.00

Messages

Tallahassee State 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: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Please send all Invoices to Accounts Payable - *AcctPay@tsc.fl.edu*

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 3
 PROJECT INVOICE NO.: 5



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-020982

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

Project Name:
 AC Building #8 Second Floor
 Renovations/Upgrades - Full AE
 Date: 2/10/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Phase 3- Design Development	\$20,130.00	100%	\$20,130.00	\$20,130.00	\$0.00
Phase 4- 100% Construction Documents	\$25,300.00	100%	\$25,300.00	\$25,300.00	\$0.00
Phase 5- Permitting/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00
Phase 6- Construction Administration	\$11,710.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$2,840.00	100%	\$2,840.00	\$0.00	\$2,840.00
Reimbursable Expenses	\$500.00	90%	\$449.17	\$449.17	\$0.00
Add Service 1- Pre Test & Balance	\$5,840.00	100%	\$5,840.00	\$0.00	\$5,840.00
GRAND TOTALS	\$69,470.00		\$54,559.17	\$45,879.17	\$8,680.00
Total due Architect/Engineer					\$8,680.00

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:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (Typed Name and Title)

Tallahassee State 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-020982 - 1
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0498 AC Bldg#08 - 2nd Floor Renovations/Upgrades - A/E Fees Contact: Don.Herr@tsc.fl.edu Invoice: Jenny.Shuler@tsc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting** CHANGE ORDER NO. 1 - Adding new Line#2 in the amount of \$5,840.00 for Additional Services Number 01. NEW PO TOTAL: \$69,470.00

Bill To:
Tallahassee State 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	69,470.00	0.00	69,470.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 2nd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated July 18, 2024.				63,630.00

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee State 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-020982 - 1
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
2		Additional Services Number: 01 to Provide Pre Test and Balance report for the 2nd and 3rd floor of the AC Building on the TSC campus. See the attached proposal from H2 Engineering for clarification of the scope of work. Specifics per attached proposal dated 10/25/2024.				5,840.00

Messages
<p>Tallahassee State College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities</p> <p>Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.</p> <p>Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College: https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu" To ensure timely payments, TSC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TSC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 4
 Project Invoice No. 5



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
 Library Improvements - Makerspace

Date: 2/10/25

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 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	0%	\$0.00	\$0.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$0.00	\$19,680.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	0%	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$294,825.00		\$243,550.00	\$223,870.00	\$19,680.00
Total due Architect/Engineer					\$19,680.00

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:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (Typed Name and Title)

Tallahassee State 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-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0496 Library Improvements - Maker Spaces - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**
CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request. NEW PO TOTAL: \$294,825.00
CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request. NEW PO TOTAL: \$275,145.00

Bill To:
Tallahassee State 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	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages
 Tallahassee State 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

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee State 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-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"
To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.



Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0125
Date 01/31/2025

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Basic Services, Additional Required Services, and Basic Design-Build Service.

Invoice total 4,279.42

Aging Summary

Table with 8 columns: Invoice Number, Invoice Date, Outstanding, Current, Over 30, Over 60, Over 90, Over 120. Shows aging summary for invoice 230202_0125.



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0125

Date 01/31/2025

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

March 17, 2025

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 TSC 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 – MARCH 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0530	Workforce Development Bldg#38 Roof	15%	April 2025	Materials ordered
PJ-0534	SMA 140 - Classroom Renovations	5%	August 2025	TBD
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,660 Trip Hazards Replaced 77 sections of Sidewalk Repaired 156' of new curb
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0341	Athletics – Softball / Baseball Complex Improvements	100%	February 2025	OEF 209 Certificate of Final Inspection Pending March BOT Approval
PJ-0428	Library Bldg#30 - AHU 1 Replacement	95%	March 2025	Siemens controls
PJ-0428	Replace Smardt Chiller	75%	April 2025	Chiller install expected 2/28/2025
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	20%	May 2025	In progress
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
PJ-0414	Parking Garage Bldg#37 Repairs	20%	June 2025	PO issued
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0544	AC/TCA Bldg#08 – 2 nd and 3 rd Floor Renovations/Improvements	15%	Summer 2025	Contracts executed
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	20%	August 2025	Bid opening 2/27/2025
PJ-0436	Solar Powered Covered Walkways	60%	April 2025	Construction in progress
PJ-0378	C-Cure Locks / NIST 800-171	85%	June 2025	In progress
N/A	Learning Commons Micro Food Mart	90%	March 2025	In progress
PJ-0545	DH Lobby and Clinic Improvements	10%	May 2025	In progress
PJ-0547	WD 141, 140 & 125 Classroom Consolidation	5%	August 2025	In progress
PJ-0548	WD 131 Classroom Expansion	5%	August 2025	In progress

PJ-0549	WD 129 Classroom Expansion	5%	August 2025	In progress
PJ-0550	WD 126 Classroom Expansion	5%	August 2025	In progress
PJ-0551	WD 128 Classroom Expansion	5%	August 2025	In progress
PJ-0546	FPAC 207 Remodel	45%	August 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 770,882 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 38,544 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	95%	March 2025	Pending approval from City of Quincy
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,551 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 78 lbs. of CO2 emissions into atmosphere

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing/Dorm Modernization	45%	August 2025	Replacing toilets, beds, etc. Lights complete
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	95%	March 2025	Tank installed, awaiting insulation
PJ-0480	FPSI Housing Elevator Modernization	90%	March 2025	In progress
PJ-0489	FPSI Dorm Wing Windows South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing Windows North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0486	FPSI Stormwater Drainage	60%	June 2025	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	June 2025	Commenced repairs
TBD	Lighting Road and Pathway	10%	March 2025	Obtaining quotes for lighting

PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 210,107 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 10,505 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	25%	July 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	35%	July 2025	Project underway
PJ-0497	CFI – 3 rd Floor Renovation	80%	March 2025	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 14,510 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 726 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
	None			
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 58,321 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 2,916 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
TBD	Pole Barn	5%	August 2025	Obtaining quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 6,244 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 312 lbs. of CO2 emissions into the atmosphere

March 17, 2025

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: Annual SREF Fire, Sanitation and Casualty Inspection

Item Description

This item requests approval of the annual SREF Fire, Sanitation and Casualty Inspection reports.

Overview and Background

The State Requirements for Educational Facilities (SREF) and Florida Statutes mandate that the College perform annual safety inspections for all TSC sites and facilities. During the current FY 2024/25 the following deficiencies were noted for each site.

The Main Campus had zero minor deficiencies in the Fire and Life Safety category and two deficiencies in the Casualty section. All deficiencies have been resolved.

The Florida Public Safety Institute had two minor deficiencies in the Fire and Life Safety category and one deficiency in the Casualty section. All deficiencies have been resolved.

TSC Satellite location, Center for Innovation, had two minor deficiencies in the Fire and Life Safety category and zero deficiencies in the Casualty section. All deficiencies have been resolved.

Past Actions by the Board

The District Board of Trustees last approved the annual SREF report at the February 19, 2024 meeting.

Funding/ Financial Implications

All costs incurred to correct deficiencies are funded from the Facilities operating budget and Capital Improvement fees as needed.

Recommended Action

Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2024-2025**

College Facility: Tallahassee State College FIRE DISTRICT: Tallahassee
SCHOOL / FACILITY: Main Campus & Off Site Facilities
ADDRESS: 444 Appleyard Drive, Tallahassee, FL 32304

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 14, 2024
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993
INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE

FIRE INSPECTOR CERTIFICATION NUMBER

 10/17/2024
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d): YES NO

Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2023/2024 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
	JB	01 Building: No deficiencies noted				1
	JB	02 Building: No deficiencies noted				2
	JB	03-Building: No deficiencies noted				3
	JB	04-Building: No deficiencies noted				4
	JB	05-Building: No deficiencies noted				5
	JB	06 Building: No deficiencies noted				6
	JB	08 Building: No deficiencies noted				7
	JB	09 Building: No deficiencies noted				8
	JB	11-Building: No deficiencies noted				9
	JB	12 Building: No deficiencies noted				10
	JB	15-Gym: No deficiencies noted				11
	JB	16 Building: Sold				12
	JB	17 Building: No deficiencies noted				13
	JB	18 Building: No deficiencies noted				14
	JB	19 Building: No deficiencies noted				15
	JB	20 Building: No deficiencies noted				16
	JB	21 Building: No deficiencies noted				17
	JB	22 Building: No deficiencies noted - leased				18
	JB	23 Building: No deficiencies noted				19
	JB	27 Building: No deficiencies noted				20
	JB	28 Building: No deficiencies noted				21
	JB	30 building: No deficiencies noted				22
	JB	31 Building: No deficiencies noted				23
	JB	30 building: No deficiencies noted				24
	JB	33-Building: No deficiencies noted				25
	JB	34-Building: No deficiencies noted				26
	JB	35-Building: No deficiencies noted				27
	JB	36-Building: No deficiencies noted				28
	JB	37 Building: No deficiencies noted				29
	JB	38-Building: No deficiencies noted				30

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2024-2025**

College Facility: Tallahassee State College FIRE DISTRICT: Gadsden County
SCHOOL / FACILITY: TCC Florida Public Safety Institute
ADDRESS: Hwy 90, Quincy, FL 32333

OF SERIOUS FIRE SAFETY VIOLATIONS 0
 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 2

 FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)


Jeb W. Bynum (Municipal Fire Safety Inspector)
 SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 16, 2024
 INSPECTION DATE

 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
 INSPECTOR ADDRESS & PHONE NUMBER

 SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

 10/17/2024 133209
 COMM COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d): YES ___ NO

Approval of Reports by Board (Including Letter) ___ YES ___ NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

 FACILITY ADMINISTRATOR NAME PRINTED

 FACILITY ADMINISTRATOR SIGNATURE

 FACILITY ADMINISTRATOR TITLE

 SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2024/2025 Fire Safety Deficiencies - Pat Thomas Law Enforcement Academy			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
		Bldg. 1 Def. Tactics						1
	JB	North Hall: No deficiencies noted						2
								3
		Bldg. 2 Range Bldg.						4
	JB	Room 132: Required exit door with lockset installed - required egress path and exit light in place - have building official evaluate			0	302598	10-29-24	5
								6
		Bldg. 3 Classroom Bldg.						7
	JB	No deficiencies noted						8
								9
		Bldg. 4 Administration						10
	JB	No deficiencies noted						11
								12
		Bldg. 5 Portable						13
	JB	No deficiencies noted						14
								15
		Bldg. 8 Cafeteria						16
	JB	No deficiencies noted						17
								18
								19
		Bldg. 9 Dorm Annex						20
	JB	No deficiencies noted						21
								22
		Bldg. 10 South Dorm						23
	JB	No deficiencies noted						24
								25
		Bldg. 11 North Dorm						26
	JB	No deficiencies noted						27
								28
		Bldg. 12 Ammo Mechanical Storage						29
	JB	No deficiencies noted						30

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2024-2025**

College Facility: Tallahassee State College FIRE DISTRICT: Various
SCHOOL / FACILITY: Satellite Facilities and Leased Facilities
ADDRESS: 444 Appleyard Drive, Tallahassee, FL 32304

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 2

 FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)
 SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 15, 2024
 INSPECTION DATE

 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205
 INSPECTOR ADDRESS & PHONE NUMBER

 SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

 10/17/2024
 COMM COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
 FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d): YES NO

Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

 FACILITY ADMINISTRATOR NAME PRINTED

 FACILITY ADMINISTRATOR SIGNATURE

 FACILITY ADMINISTRATOR TITLE

 SIGNATURE DATE

March 17, 2025

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: Certificate of Final Inspection – TSC Ball Park (Building No.'s 20, 23 & 34 Complex) Improvements Project

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the TSC Ball Park Improvements Project. This project is located at the TSC Site 1 – Main Campus, Lifetime Sports Complex which includes the Baseball Field House (BA) Building #20, Baseball Concession (BC) Building #23 and the Softball Field House (SO) Building #34

Overview and Background

In accordance with TSC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects and the State Requirements for Educational Facilities (SREF) Chapter 4 Section 3, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. The Construction Manager at Risk (CMAR) for this project, Southern Standard Construction, has completed all required close-out documents and has confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded by a federal grant and local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the April 15, 2024 District Board of Trustees meeting.

Recommended Action

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Ball Park (Building No.'s 20, 23 & 34 Complex) Improvements Project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 4965-1 OEF Assigned Project Number

Tallahassee State College (School District Florida College)

Site 1 - Main Campus (School Name Campus)

27 (School College) Code Number

TSC Ball Park Improvements (Building# 20, 23 & 34 Complex) Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on _____, _____

Name (Type or Print) _____

Signature: _____ Date: _____

Superintendent President

SECTION B: (ARCHITECT ENGINEER) CERTIFICATION

As PROJECT ARCHITECT ENGINEER, I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: _____ Date: 2.25.25

Firm Name: Architects Lewis + Whitlock

Address: 206 W. Virginia Street Tallahassee FL 32301

Street/P.O. Box City State Zip

SECTION C: Building Official Other (Specify) Certification

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) G.F. Kimbrel III BU2140

Signature: _____ Date: 3/3/2025

Building Official Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal Grant <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>1,066,009.50</u>
	5. PROJECT GROSS SQUARE FOOTAGE: <u>9,044</u> SQ. FT.
	6. COST PER GROSS SQUARE FOOT: \$ <u>117.87 / SF</u>
	7. COST PER STUDENT STATION: \$ <u>NA</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: 04/18/2024 COMPLETION DATE: 02/21/2025

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. <u>1</u> \$ <u>(183,136.50)</u>	C.O. No. _____ \$ _____
C.O. No. _____ \$ _____	C.O. No. _____ \$ _____
C.O. No. _____ \$ _____	C.O. No. _____ \$ _____
C.O. No. _____ \$ _____	C.O. No. _____ \$ _____

10. Date of Occupancy: 01/17/2025

11. Additional Information:

March 17, 2025

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: Guaranteed Maximum Price – TSC Library/Learning Commons MakerSpaces Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TSC Library/Learning Commons MakerSpaces Project.

Overview and Background

This project includes a space reconfiguration within the Library/Learning Commons (LB/LC) Building#30 of approximately 10,000 sqft to include a large open space with discipline stations and 4 offices for use by Staff and Instructors. Scope for the maker spaces include technical and electrical upgrades, paint, carpet removal, light fixtures, floor installation, door repair, and deep cleaning. The building will remain partially occupied during construction and is located at the TSC Site 1 - Main Campus, 444 Appleyard Drive, Tallahassee, FL 32304.

The requirements for the GMP solicitation process were reviewed and completed by Southern Standard Construction. The bid specifications were approved by Tallahassee State College and Southern Standard Construction and were released to the public on February 7, 2025. Proposals from sub-contractors were opened on February 27, 2025 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the TSC Library/Learning Commons MakerSpaces Project is \$3,850,000.00 with supporting documents attached. The GMP total includes a base bid of \$3,850,000.00 with no alternates.

Funding/ Financial Implications

The Guaranteed Maximum Price (GMP) for this project is \$3,850,000.00. This construction contract will be funded by a State Cap Grant and Local College funds.

Past Actions by the Board

The Board approved the Pre-Qualified Construction Manager at Risk (CMAR), Southern Standard Construction under RFQ 2024-02 Pre-Qualification of Construction Manager Services, at the June 17, 2024 BOT meeting.

Recommended Action

Approve the attached Construction Manager Contract and Guaranteed Maximum Price from Southern Standard Construction, for the TSC Library/Learning Commons MakerSpaces Project.



GUARANTEED MAXIMUM PRICE PROPOSAL FORM

TO: Tallahassee State College
444 Appleyard Drive
Tallahassee, Florida 32304-2815

FROM: Southern Standard Construction LLC
3233 Thomasville Road
Tallahassee, Florida 32303

Vendor ID: SU-003468

PROJECT: Makerspace Improvements
444 Appleyard Drive
Tallahassee, Florida 32304-2815

Gentlemen:

I have received the Construction Documents, consisting of the Drawings and the Project Manual entitled **"Makerspace Improvements"** dated **February 7th, 2025** as prepared by **BKJ Architecture**. I have examined all the Construction Documents and the site and submit the following GMP. \$ 3,850,000.00

Alternate #1	<u>NA</u>
Alternate #2	<u>NA</u>
Alternate #3	<u>NA</u>

By submitting this proposal I agree:

1. To enter into and execute a contract within ten (10) calendar days after notice of award, and to furnish performance bonds and labor and material payment bonds in accordance with the general conditions.
2. To accomplish the work in accordance with the Contract Documents and to commence such work on the date to be specified by the Architect in the written "Notice to Proceed" and to substantially complete the project on or before the date specified in the Contract Documents and to final completion within 30 days from substantial completion.
3. To pay as liquidated damages, the sum of \$100 for each consecutive day after the date for substantial completion, as specified in the Contact.
4. To pay the sum of ¼ of the rate previously indicated for each consecutive day beginning 30 days after the date of substantial completion until final completion.
5. To allow being withheld 3 times the installed market value of any item on the punch list, as determined by the Architect, that has not been completed at the time of final completion.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, TALLAHASSEE STATE COLLEGE and their agents, against any cost, damage or expense which it may incur or be caused by an error in my (our) preparation of same.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this day of March 5, A.D., 2025.

Southern Standard Construction, LLC (SEAL)

Authorized Signature



03/05/2025
Date

AGREEMENT BETWEEN THE DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE STATE COLLEGE AND CONSTRUCTION MANAGER FOR CERTAIN PROJECTS

THIS AGREEMENT made this **17th** day of **March, 2025**, between The District Board of Trustees of Tallahassee State College (hereinafter called “TSC”) and **Southern Standard Construction** (hereinafter called the Construction Manager”).

Whereas, the primary intent of this Agreement is to obtain construction management services for the TSC project, **TSC Library/Learning Commons MakerSpaces Project**.

To carry out the intent of this Agreement, TSC and the Construction Manager agree as set forth below:

ARTICLE 1

Definitions

- 1.1 Terms used in this Agreement shall have the following meanings:
 - 1.1.1 “Contract Documents” means this Agreement and all other documents relevant to the services, projects, and construction addressed in this Agreement.
 - 1.1.2 “Trade Contractor” means any contractor or subcontractor providing construction and/or services related to the projects herein. “Trade Contractor” and “Subcontractor” shall be used interchangeably.

ARTICLE 2

The Construction Team and Extent of Agreement

- 2.1 The Construction Manager agrees to furnish its best skill and judgment and to cooperate with the Architect/Engineer and TSC’s representatives, where applicable, in furthering the interests of TSC and meeting its obligations under this Agreement. The Construction Manager agrees to furnish efficient business administration, management, and superintendence and to use its best efforts to complete the Projects to which it is assigned in an expeditious, competent, and economical manner consistent with the interests of TSC.
- 2.2 The Construction Team: The Construction Manager, TSC, TSC’s representative, and the Architect/Engineer (collectively the “Construction Team”) will work as a team through the commencement of Construction Manager’s services and construction completion. The Construction Manager shall provide leadership to the Construction Team on all matters relating to construction. The Architect/Engineer will provide leadership to the Construction Team on all matters relating to design.
- 2.3 Extent of the Agreement: This Agreement is complementary to the Drawings and Specifications, Project Manuals, Purchase Orders, and any future specific agreements between the parties, and together with them, represents the entire agreement between TSC and the Construction Manager and supersedes all prior negotiations, representations or agreements. If this Agreement conflicts with the Drawings and Specifications, Project Manuals, Purchase Orders, or any other future agreements between the parties, this

Agreement shall control unless expressly provided for otherwise in a writing signed by both parties. Where this Agreement is silent, the requirements of the Drawings and Specifications, Project Manual and purchase orders will prevail. This Agreement may be amended only by written instrument signed by TSC and the Construction Manager.

ARTICLE 3

Construction Manager's Services

- 3.1 The Construction Manager's Basic Services under this Agreement include construction and management services for certain Projects with cost for each (Projects) in accordance with Florida Statute 287.055. Each specific Project will be described in a Purchase Order pursuant to the terms of this Agreement. The Purchase Order shall be considered part of the Contract Documents and incorporated into this Agreement. The Construction Manager will submit a guaranteed maximum price proposal for each Project. Should TSC and Construction Manager not reach an agreement (which would be confirmed by a Purchase Order) on the Project, TSC reserves the right to cease negotiations for that Project and perform the work by other means, including but not limited to employing a different construction manager, without affecting this Agreement or any other Project.
- 3.2 The Construction Manager shall cooperate closely with the Architect/Engineer, TSC, TSC's representative, and the building code inspector and shall be responsible for the successful completion of the Projects.
- 3.3 Unless otherwise authorized by TSC, all Work shall be performed under Trade Contracts held by the Construction Manager. **The Construction Manager may not bid any of the Trade Contractor Work** or perform such Work with its own forces or employees unless it obtains prior written consent of TSC. The Construction Manager shall:
 - 3.3.1 Provide preliminary evaluation of the Project and Project budget requirements, each in terms of the other. Assist TSC and the Architect/Engineer in achieving mutually agreed upon Project and Project budget requirements and other design parameters. Provide cost evaluations of alternative materials and systems.
 - 3.3.2 Review all design documents for constructability and compliance with applicable laws, rules, codes, design standards, and ordinances. Prior to bid, without assuming the responsibilities of the Architect/Engineer, the Construction Manager shall bring to TSC's attention any Work or construction items necessary to deliver to TSC an operational and complete Project.
 - 3.3.3 Advise about site use and improvements, selection of materials, building systems, and equipment and methods of Project delivery. Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurements, installation and construction, and factors related to cost.
 - 3.3.4 Provide for a Project Schedule that coordinates and integrates the Construction Manager's services, the Architect/Engineer's services, and TSC's responsibilities with anticipated construction schedules.

- 3.3.5 Coordinate the documents related to Construction Manager's services, consult with TSC and the Architect/Engineer regarding Drawings and Specifications, and recommend alternative solutions whenever design details affect construction feasibility, cost, or schedules.
- 3.3.6 Develop a Project Construction Schedule providing all major elements such as phasing of construction and times of commencement and completion required of each Trade Contractor or subcontractor. Provide the Project Construction Schedule for each set of bidding documents. Continually update cost estimates and make recommendations to keep each Project within the budget.
- 3.3.7 Administer the construction as provided herein and in accordance with any further terms and/or conditions that might apply. Unless otherwise provided for in this Agreement or in the Purchase Order for each individual Project, the Work and Construction Manager's services hereunder will comply with the following: the current edition of AIA Document A201, General Conditions and Supplementary General Conditions; and the document forms and Special Conditions contained in the Project Manual for each Project.
- 3.3.8 For each Project, ensure that the Work is commenced within 10 days after receipt of the executed Purchase Order and Notice to Proceed from TSC.
- 3.3.9 Develop Trade Contractor interest in the Project and conduct pre-bid conferences with interested bidders to review the relevant documents. Take competitive bids on the Work of the various Trade Contractors. The Construction Manager may require bidders to submit bid bonds or other bid security acceptable to the Construction Manager as a prerequisite to bidding on the Work. Analyze and evaluate the results of the various bids and their relationship to budgeted and estimated amounts, and prepare for review with TSC and Architect/Engineer a bid tabulation analysis and such other support data as necessary to properly compare the various bids and their responsiveness to the designated scope of Work. Specifically, review the scope of Work in detail with apparent low and best bidders and attempt to achieve additional savings through negotiation whenever practical. Maintain records of all pre-award interviews with apparent low bidders. Prepare and submit written recommendations to TSC and Architect/Engineer for award of Trade Contracts by the Construction Manager identifying the Minority Business Enterprises to be utilized. Promptly award and execute Trade Contracts with Trade Constructors that are approved by TSC. Provide copies of fully executed Trade Contracts, insurance certificates, and bonds to TSC.
- 3.3.10 Manage, schedule and coordinate the Work, including the Work of the Trade Contractors, in conformity with this Agreement and the activities and responsibilities of TSC, Architect/Engineer and Construction Manager in order to complete each Project in accordance with TSC's objectives of cost, time and quality. Develop and maintain a program, acceptable to TSC and Architect/Engineer, to assure quality control of the construction. Supervise the Work of all subcontractors, providing instructions to each when its Work does not conform to the requirements of the plans and specifications and continue to manage each subcontractor to ensure that corrections are made in a timely manner so as to not affect the efficient progress of the Work. Should disagreement occur between the Construction Manager and the Architect/Engineer over acceptability of Work and conformance with the requirements of the specifications and plans, TSC shall be the final judge of performance and acceptability.

- 3.3.11 Maintain exclusively for each Project the level of staff at the Project site necessary to coordinate, manage, and direct the Work and progress of the Trade Contractors on the Project. All of the Construction Manager's on-site management and supervisory personnel shall be consistent with that provided in Construction Manager's response to the Request for Proposals, consistent with the industry standards within the construction industry, and shall not be removed or replaced without TSC's consent which shall not be unreasonably withheld. TSC shall have the right to direct the Construction Manager to remove or replace any on-site personnel whose performance becomes unsatisfactory to TSC. In such event, the Construction Manager shall promptly replace such personnel, without consideration of additional compensation for the replacement.
- 3.3.12 Establish on-site organization and lines of authority in order to carry out the overall plans of the Construction Team. Identify an on-site staff member to represent the Construction Manager, on a daily basis, with authority to negotiate Change Orders and contract modifications on behalf of the Construction Manager. Make available such executive personnel as necessary to execute Change Orders or other contract modifications on behalf of the Construction Manager so as not to delay the progress of the Work.
- 3.3.13 Establish procedures for coordination among TSC, Architect/Engineer, Trade Contractors and Construction Manager with respect to all aspects of the Work. Implement such procedures, incorporate them into a project resource manual, and distribute manuals to the Construction Team.
- 3.3.14 Provide contract administration and recommend approval of payments; monitor and record the construction progress; review and approve as-builts and maintenance and warranty manuals from all subcontractors; and keep a daily log of all site visits and observations.
- 3.3.15 Require of the various Trade Contractors such drawings and specifications as may be necessary to properly coordinate the Work among the Trade Contractors.
- 3.3.16 In coordination with the Architect/Engineer, establish and Implement procedures for the efficient processing and disbursement of shop drawings and samples, as reasonably required to perform the Work and construction contemplated herein.
- 3.3.17 Consider TSC's Minority Business Enterprise ("MBE") requirements when developing bid packages. TSC has established a goal of 30% MBE participation on each Project and the Construction Manager shall encourage and utilize minority enterprises in the performance of the services described in each project, if warranted. The award of subcontracts or trade contracts should include the full diversity of the citizens of the State of Florida, if warranted.
- 3.3.18 Schedule and conduct weekly progress meetings with Trade Contractors to review such matters as job procedures, construction progress, schedules, shop drawing status and other information as necessary. Provide prior notice to TSC and Architect/Engineer of all such meetings, and prepare and distribute minutes of such meetings. Attend periodic Team meetings scheduled by the Architect/Engineer and/or TSC.
- 3.3.19 Review each Project schedule with the various Trade Contractors. Regularly monitor and update each Project schedule as construction progresses. Identify potential variances between scheduled and probable completion dates. Review schedule for Work not started, or incomplete, and make adjustments in the schedule to meet the scheduled completion

date. Provide summary reports of the Work progress and document all changes in each schedule. Regular schedule updates and reports shall be included as part of the monthly project report outlined in Subparagraph 3.3.32 herein. Provide TSC with each Project schedule and discuss the schedule at progress meetings.

- 3.3.20 Determine the adequacy of the Trade Contractors' personnel and equipment, and the availability of materials and supplies to meet each Project schedule. In consultation with TSC and the Architect/Engineer, take necessary corrective actions when requirements of a Trade Contract or a Project schedule are not being met.
- 3.3.21 Whenever TSC-Furnished Contractor-Installed (TSCFCI) materials or equipment are shipped to the Project site, the Construction Manager shall notify TSC and shall be responsible for their acceptance, proper storage, and incorporation into the Work, provided the scope of the TSC-Furnished Contractor-Installed (TSCFCI) work is included within the Guaranteed Maximum Price.
 - 3.3.21.1 TSC may elect to purchase materials and equipment included in any Trade contractor's bid for a portion of the Work directly from the supplier of such materials or equipment in order to achieve sales tax savings. Such materials and equipment are referred to herein as "Direct Purchase Materials". At the time the Construction Manager provides TSC with the bid tabulation analysis as required by this Agreement (which bids shall include the cost of all potential Direct Purchase Materials, freight charges FOB project site, and sales taxes applicable thereto), the Construction Manager shall submit to TSC a list, prepared by applicable Trade Contractors, of materials and equipment appropriate for consideration by TSC as direct Purchase Materials.
 - 3.3.21.2 If TSC elects to purchase any Direct Purchase Materials, it shall so notify the Construction Manager and the construction Manager shall thereafter promptly furnish to the TSC, at least seven (7) days prior to the date such Direct Purchase Materials must be ordered, a purchase order request reflecting the approved Direct Purchase Materials, together with acceptable evidence that the Construction Manager competitively bid for the portion of the Work which includes the Direct Purchase Materials. Acceptable evidence means, at a minimum, that the Construction Manager performed all advertising required by this Agreement, utilized pre-qualification criteria approved by TSC and obtained written, sealed quotes from at least (3) bidders for the applicable portions for the Work; or provide a written explanation if any of the above criteria is not met. In addition, the Construction Manager shall reduce the applicable Trade Contractor's subcontract amount by the cost of the Direct Purchase Materials and sales tax related thereto.
 - 3.3.21.3 Upon TSC's receipt of the purchase order request and supporting materials, TSC will review the same and, if approved, issue a purchase order directly to the supplier of the applicable Direct Purchase Material, with delivery F.O.B. Project site. Upon delivery of the Direct Purchase Materials to the Project site, the Construction Manager shall ensure that the Direct Purchase Materials are as requested in TSC's purchase order. The Construction Manager shall immediately document receipt of the materials and the content of the shipment and shall forward all paperwork including Receiving Reports, Bills of Lading, Packing Slips, Invoices and associated back-up documentation to TSC. Upon receipt of the properly prepared invoice from the supplier, TSC will process the invoices and issue payment directly to the applicable supplier.

- 3.3.21.4 Upon issuance of a purchase order to the material supplier, the Construction Manager shall develop an Owner's Contingency budget within the Schedule of Values. Use of these funds will be at the sole discretion of TSC and may, at the direction of TSC, be incorporated into a deductive change to the Guaranteed Maximum Price.
- 3.3.21.5 At no additional cost to TSC and as required by the Agreement, the Construction Manager shall continue builders risk insurance on the Direct Purchase Materials, naming TSC as the insured or an additional insured. TSC shall reimburse the Construction Manager for the cost of such insurance as provided by the Agreement. *AK* Initial *CM* Initial
- 3.3.21.6 Except to the extent modified by this section, the Construction Manager shall be responsible for satisfying all of its other obligations with respect to the Direct Purchase Materials pursuant to this Agreement, as if the direct Purchase Materials had been purchased by it. There shall be no additional charge to TSC for services provided pursuant to this section.
- 3.3.24 The Construction Manager shall develop and maintain an effective system of Project cost control which is satisfactory to TSC. Revise and refine the initially approved Project construction budget, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed. Identify variances between actual and budgeted or estimated costs and advise TSC and Architect/Engineer whenever projected costs exceed budgets or estimates. Cost Control reports shall be included as part of the monthly report outlined in Subparagraph 3.3.32 herein.
- 3.3.25 The Construction Manager shall maintain a system of accounting consistent with generally accepted accounting principles. The Construction Manager shall preserve all accounting records for a period of four (4) years after final acceptance of the Work. TSC shall have access to all such accounting records at any time during the performance of the Work and for a period of four (4) years after final acceptance of the Work.
- 3.3.26 Without assuming any of the Architect/Engineer's responsibilities for design, recommend necessary or desirable changes to TSC and the Architect/Engineer, review requests for changes, and submit recommendations for changes to TSC and Architect/Engineer.
- 3.3.27 When requested by TSC or Architect/Engineer, promptly prepare and submit estimates of probable cost for changes proposed in the Work, including similar estimates from the Trade Contractors. If directed by TSC, promptly secure formal written Change Order Proposals from such Trade Contractors.
- 3.3.28 Be responsible for initiating, maintaining and supervising effective safety programs and require similar programs of the Trade Contractors. The OSHA guidelines shall serve as the basis for the construction safety programs.
- 3.3.29 Promptly notify TSC, in writing, upon receiving notice of filing of any charge of non-compliance from OSHA, or upon receiving notification that a federal or state inspector shall visit or is visiting the Project site.
- 3.3.30 At progress meetings with Trade Contractors, conduct a review of job safety and accident prevention, and prepare minutes of such meetings that will be available to TSC's representative on request.

- 3.3.31 Make provisions for Project security acceptable to TSC, to protect the Project site and materials stored off-site against theft, vandalism, fire and accidents, etc., as required by job and location conditions. Mobile equipment and operable equipment at the site, and hazardous parts of new construction subject to mischief, shall be locked or otherwise made inoperable or protected when unattended.
- 3.3.32 Record the progress of the Project. Submit written monthly progress reports to TSC and the Architect/Engineer including information on the Trade Contractors' Work, the percentage of completion, current estimating, computerized updated monthly Critical Path Method scheduling and project accounting reports, including Estimated Time to Completion and Estimated Cost to Complete. Keep a daily log of activities and the status of each Project available to TSC and the Architect/Engineer. Report and record such additional information related to construction as may be requested by TSC.
- 3.3.33 Schedule and coordinate all inspections and tests required by the specifications and the Building Code Inspector.
- 3.3.34 Ensure that all subcontractors are keeping as-builts up to date. TSC shall have the right to view as-builts at any time. As-builts shall be maintained at the job site.
- 3.3.35 Ensure and document correction of non-conforming and substandard work, in conjunction with TSC's representative.
- 3.3.36 Schedule and coordinate test and balance, substantial completion, building commissioning, and occupancy inspections.
- 3.3.37 Coordinate the delivery of instructions for operating all building systems, including training of maintenance staff of TSC.
- 3.3.38 Prepare final project accounting and provide written evaluation of the Architect/Engineer and major subcontractors.
- 3.3.39 Provide a minimum one-year warranty on all parts and labor. Other warranties as specified.
- 3.3.40 Ensure timely completion of warranty work during the warranty period.
- 3.3.41 Schedule warranty inspections and ensure timely completion of required work generated by the inspections.
- 3.3.42 Assist in the transfer of the Project to TSC, including the delivery of as-builts, warranties, guaranties, and operating instructions.
- 3.3.43 The Construction Manager shall be responsible for the removal, encapsulation, transportation and disposal of any hazardous material, including, without limitation, any asbestos or asbestos-related products as may be required in connection with the Work. Hazardous materials, as described by federal guidelines, brought to the site by the Construction Manager or the Trade Contractors, shall remain their responsibility for proper disposal. Any hazardous material not specifically shown on the documents shall be considered a concealed condition and may be the responsibility of the Construction

Manager in a Change Order increasing the Guaranteed Maximum Price for any additional costs incurred.

- 3.3.44 The Construction Manager shall be responsible for securing an NPDES permit from the Florida Department to Environmental Protection, if applicable. The construction Manager shall maintain a clean site, limiting exposure of litter and hazardous materials to stormwater, and shall be responsible for erosion control and stormwater sediment. The Construction Manager is responsible for any penalties or fines incurred due to improper maintenance of permit documentation or of the site.
- 3.3.45 The Construction Manager shall report all injuries to any personnel on the job site, no matter how minor, to TSC's project manager within 24 hours of occurrence.

ARTICLE 4

TSC's Responsibilities

- 4.1 TSC shall designate a representative to act on its behalf. This representative, or his/her designee, will monitor the progress of the Work, serve as liaison with the Construction Manager and the Architect/Engineer, receive and process communications and paperwork, and represent TSC in the day-to-day conduct of the Project. The Construction Manager will be notified in writing of the representative and of his/her designee or any changes thereto.
- 4.2 TSC may retain an independent inspector to evaluate and advise as to the Construction Manager's services, the Work, the construction, and whether all applicable laws and regulations are being met. Such inspector shall not interfere or prevent the performance of the Work or construction.

ARTICLE 5

Schedule

- 5.1 The number of days for performance of the Work shall be established as part of the GMP and reflected in the Purchase Order Amendment for each Project
- 5.2 In the event TSC desires to accelerate the schedule for any portion of the Work, TSC shall notify the Construction Manager in writing. Within seven (7) days, the Construction Manager shall give TSC a revised Guaranteed Maximum Price for the acceleration which shall become a Change Order upon acceptance. TSC may then direct the Construction Manager to increase its staff and require its Trade Contractors to increase their manpower, or to work such overtime hours as may be necessary to accomplish the required acceleration in accordance with the approved Change Order. In such event, TSC shall reimburse the Construction Manager for the costs of such acceleration subject to the Guaranteed Maximum Price. In no event shall the Construction Manager be entitled to compensation in excess of the adjusted Guaranteed Maximum Price. The Construction Manager shall require accurate daily records of all costs of the required acceleration and shall provide such records to TSC.
- 5.3 TSC shall have the right to occupy, or use, any portion of the Work or area that is completed ahead of schedule. If use or occupancy ahead of schedule affects the Cost of the Work or

the schedule for the Work, the use or occupancy will be treated as a change in the Work in accordance with Article 10, herein.

ARTICLE 6

Guaranteed Maximum Price

- 6.1 The "Guaranteed Maximum Price" ("GMP") includes Cost of the Work required by the Contract Documents for each Project, the Construction Manager's Fee as defined in Article 7 herein, and the Construction Contingency as defined in Article 9 herein. The GMP will be established according to the formula herein and based on the Contract Documents for each Project. The GMP is subject to modification as allowed in this Agreement or for changes in the Work as provided in Article 10 herein. An acceptable detailed cost breakdown containing all costs that makeup the GMP shall be given to TSC prior to a purchase order being given.
- 6.2 The GMP will only include those taxes in the Cost of the Work which are legally enacted at the time the GMP is established. The anticipated tax savings under the Direct Material Purchase program shall be listed as a line item on the GMP.
- 6.3 All cost savings for the not-to-exceed value of the GMP shall be returned to TSC as part of the net aggregate savings established when final accounting is submitted upon final completion of the Work. "Cost savings" are the net difference obtained by deducting from the adjusted or final GMP, the Construction Manager's Fee, the expended portions of the Construction Manager's contingency and the actual expenditures representing the Cost of the Work as defined in Article 8 herein. Liquidated damages, if any, are different from and is not a part of, this calculation.
- 6.4 By execution of this Agreement, the Construction Manager certifies that all factual unit costs supporting the fees specified in this Agreement are accurate, complete and current at the time of negotiations; and that any other factual unit costs that may be furnished TSC in the future to support any additional fees that may be authorized will also be accurate and complete. The fees specified in this Agreement and any additional fees that may be authorized in the future shall be adjusted to exclude any significant sums which TSC determines was due to inaccurate, incomplete, or non-current factual unit costs.
- 6.5 Adjustments to the GMP will be made as permitted by this Agreement or future Contract Documents.
- 6.6 In no event will TSC be obligated to pay the Construction Manager more than the adjusted or final GMP.

ARTICLE 7

Payments to Construction Manager

- 7.1 In consideration of the performance of the Agreement, TSC agrees to pay the Construction Manager, as compensation for its services, as follows:
- 7.1.1 Upon acceptance of the GMP, which includes the Construction Manager's Fee, the Cost of the Work, and the Construction Contingency, payment will be made monthly according to

the following procedure. No later than the fifth (5th) of every month after the Purchase Order has been executed, the Construction Manager shall furnish copies of all invoices and evidence of expenditures related to the Work and construction, including, but not limited to, those related to the Trade Contractors, subcontractors, services, fees, and equipment. At the time of the furnishing of such invoices and evidence of expenditures, the Construction Manager shall also furnish an itemized statement for all expenditures during the period for which it seeks payment from TSC. The itemized statement shall provide the following in an easily understandable format: (1) the total payment sought for that period; and (2) a brief description and amount for each of the services, goods, and/or expenses for which payment is sought for that period. Within thirty (30) days of receipt of the properly submitted documents from the Construction Manager, TSC shall make payment to the Construction Manager pursuant to the terms of this Agreement and the Contract Documents.

7.1.2 Within seven working days from receipt of payment from TSC, the Construction Manager shall pay each Trade Contractor and/or subcontractor out of the amount paid to the Construction Manager on account of such Trade Contractor's and/or subcontractor's Work, the amount to which said Trade Contractor and/or subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Construction Manager on account of said Trade Contractor's and/or subcontractor's Work. The Construction Manager shall, by appropriate agreement with each Trade Contractor and/or subcontractor, require each Trade Contractor and/or subcontractor to make payments to its subcontractors in a similar manner.

7.1.3 As provided by Section 215.422, Florida Statutes, if a warrant in payment of an invoice is not mailed by TSC within 40 days after receipt of the invoice and receipt, inspection and approval of the services, TSC shall pay to the Construction Manager, in addition to the amount of the invoice, interest at the rate established in the Florida Statutes, on the unpaid balance from the expiration of such 40-day period until such time as the warrant is mailed to the Construction Manager. These provisions apply only to undisputed amounts for which payment has been authorized. Invoices or pay requests returned to the Construction Manager due to preparation errors will result in a payment delay. Payment requirements do not start until the documents required in this Article (Article 7) are properly submitted to TSC. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 488-2924 or by calling the State Comptroller's Hotline, (800) 848-3792.

7.2 The Construction Manager's fee for each project under this agreement shall be 8%. Included in the Construction Manager's Fee is the following:

7.2.1 The cost of its home or branch office employees or consultants not at the Project site, including the cost of all pension contributions, hospitalizations, bonuses, phone, fuel and vehicle allowances, vacations, medical insurance assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries and other company overhead expenses for said home office employees.

7.2.2 General operating expenses of the Construction Manager's principal and branch offices other than the field office at the Project site.

- 7.2.3 Any part of the Construction Managers' capital expenses, including interest on the Construction Manager's capital employed for the Work.
- 7.2.4 Overhead and profit, or general expenses of any kind, except as may be expressly included in Article 8 herein, as Cost of the Work.
- 7.2.5 All travel and per diem costs of Construction Manager's employees and consultants.
- 7.2.6 The cost of estimating services which may be required during the construction phase in locations other than the Project site.
- 7.2.7 Minor expenses such as telegrams, long distance telephone calls, postage, office supplies, expressage, and similar items in connection with the Work.
- 7.2.8 All other expenses or costs associated in any way with the Work or construction contemplated in this Agreement, other than those provided for in Article 8 herein, as Cost of the Work.
- 7.3 Adjustments in the fee will be made as follows:
 - 7.3.1 Where otherwise allowed by this Agreement.
 - 7.3.2 For approved changes as evidenced by properly executed Change Orders.
 - 7.3.3 For delays in the Work caused solely by TSC, the Construction Manager shall be entitled to an additional fee to compensate the Construction Manager for its increased expenses. The amount of this increased fee shall be equal to the amount of the increased reasonable expenses as properly and timely submitted by the Construction Manager.

ARTICLE 8

Cost of the Work

- 8.1 The term "Cost of the Work" shall mean costs incurred in the Work as described and defined in Paragraph 8.2, below, and paid or incurred by the Construction Manager less any reimbursement for scrap value and discounts, subject to Article 11, herein. The term "wages" used herein shall include the straight time and overtime pay and the cost of associated employee benefits. Employee benefits include, but are not limited to, unemployment compensation, social security, compensated absences, and other mandatory and customary contributions and fringe benefits insofar as such costs are based on wages, salaries, or other remuneration paid to employees of the Construction Manager.
- 8.2 TSC agrees to pay the Construction Manager for the Cost of the Work as defined in Article 8, herein, through completion of the Work. Such payment shall be in addition to the Construction Manager's Fee as stipulated in Article 7, herein.
- 8.3 Cost of the Work for each Project includes and is limited to actual expenditure for the following cost items:

- 8.3.1 Subject to prior approval by TSC, wages paid for labor in the direct employ of the Construction Manager other than those provided under Article 7, herein, as part of the Construction Manager's Fee, in the performance of the Work under applicable collective bargaining agreements, or under a salary or wage schedule agreed upon by TSC and Construction Manager, and including such welfare or other benefits, if any, as may be payable with respect thereto.
- 8.3.2 The cost of all materials, supplies and equipment incorporated in the Work or stored on site, including cost of transportation and storage thereof shall be included in the Cost of Work.
- 8.3.3 Payments made by the Construction Manager to Trade Contractors for their Work performed pursuant to Trade Contracts with the Construction Manager.
- 8.3.4 Cost of the premiums for all insurance or bonds including Trade Contractor bonds which the Construction Manager is required to procure by this Agreement, or other insurance or bonds subsequently deemed necessary by the Construction Manager, and agreed upon by TSC.
- 8.3.5 Sales, use, gross receipt, or similar taxes related to the Work imposed by any governmental authority and for which the Construction Manager is liable.
- 8.3.6 Building and operating permit fees, inspection and filing fees, sewer and water fees, and deposits lost for causes other than the Construction Manager's own negligence. If royalties or losses and damages, including cost of defense, are incurred which arise from a particular design, process or the product of a particular manufacturer or manufacturers specified by TSC or Architect/Engineer, and the Construction Manager had no reason to believe there would be infringement of patent rights, such royalties, losses and damages shall be paid by TSC and the GMP shall be adjusted by Change Order to compensate the Construction Manager for the increased costs. If the Construction Manager has actual knowledge that use of the particular design, process or product would infringe a patent(s) and fails to provide written notice to TSC before using such design, process or product, then no royalties, losses or damages arising from use of such design, process or product shall be a Cost of the Work.
- 8.3.7 Cost of removal and disposal of all debris including clean-up and trash removal.
- 8.3.8 Cost incurred due to an emergency affecting the safety of persons and/or property.
- 8.3.9 Legal costs reasonably, and properly, resulting from prosecution of the Work for TSC provided, however, that they are not the result of the Construction Manager's own negligence or malfeasance. Legal costs incurred in connection with disputes solely between the Construction Manager and TSC or incurred in connection with disputes solely between the Construction Manager and Trade Contractors are the responsibility of the Construction Manager and shall not be included in the Cost of the Work.
- 8.3.10 Cost to the Construction Manager of temporary electric power, lighting, water and heat required for the performance of the Work, or required to protect the Work from weather damage.
- 8.3.11 Cost to the Construction Manager of temporary safety-related protection including barricades and safety equipment, temporary roads and parking, dust control, pest control, installation and operation of temporary hoists, scaffolds, ladders and runways, and

- temporary project signs and costs of permits and fees necessary for the Work and construction contemplated by this Agreement.
- 8.3.12 Cost of watchmen or similar security services.
- 8.3.13 Cost of surveys, measurements and layout work reasonably required for the execution of the Work or the requirements of the Agreement.
- 8.3.14 Cost of preparation of shop drawings, coordination plans, photographs, or as-built documents not included in Trade Contracts.
- 8.3.15 Cost of data processing services required in the performance of the services as outlined in this Agreement.
- 8.3.16 All costs for reproduction of documents required or produced in connection with this project.
- 8.3.17 All costs directly incurred in the performance of the Work and not included in the Construction Manager's Fee set forth in Article 7, herein.
- 8.3.18 Cost of deductibles for insurance claims.
- 8.3.19 Cost, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workmen which are employed or consumed in the performance of the Work.
- 8.3.20 Rental charges of all necessary machinery and equipment, including hand tools used in the performance of the Work, whether rented from the Construction Manager or others, including installation repairs and replacements, dismantling, removal, costs of lubrication, transportation and delivery costs thereof.
- 8.3.21 Costs associated with setting up and demobilizing tool sheds, project field offices, temporary fences, temporary roads, and temporary fire protection.
- 8.3.22 The cost of its field employees, herein, or their approved replacements, including the cost of all pensions, contributions, hospitalization, bonuses, vacations, medical insurance, assessments or taxes for such items as unemployment compensation and social security, payroll insurance, and taxes attributable to wages and salaries for said field employees (Labor Burden). TSC will reimburse labor burden as a percentage of the total allowable benefits as established by the U.S. Bureau of Labor Statistics for the construction industry. The Labor Burden will be determined for each member of the jobsite team billable under staffing costs. The Labor Burden must be reviewed and approved by TSC before the commencement of the project and preparation of the GMP.
- 8.3.23 Cost of equipment such as typewriters, cameras, radios, telephone service at the site, computers, pagers, copiers, facsimile equipment, dictating units, trailers, vehicles and furniture purchased or rented by the Construction Manager, subject to approval by TSC.
- 8.3.24 All costs associated with the bidding of the work to Trade contractors, including advertising and document reproduction, whether these costs are incurred prior to or after the execution of a GMP Amendment to this Agreement.

ARTICLE 9

Construction Contingency

- 9.1 The GMP will include an agreed upon sum as the construction contingency which is included for the purpose of defraying the expenses due to unforeseen circumstances relating to the construction. The Construction Manager will be required to furnish documentation evidencing expenditures charged to this contingency prior to the release of funds by TSC. Documentation for use of the contingency shall be determined by the Construction Team. The Architect/Engineer shall verify the actual costs. Expenditures charged to the contingency shall have a signed authorization by TSC's representative prior to the expenditure being made. No funds shall be expended from the contingency fund without the written consent of TSC's representative. Such authorization shall not be unreasonably withheld. Remaining unused funds shall be credited in the final invoice to TSC.

ARTICLE 10

Changes in the Work

- 10.1 TSC, without invalidating this Agreement, may order changes in the Work within the general scope of this Agreement consisting of additions, deletions, or other revisions. All changes in the Work shall be authorized by TSC and identified by a Change Order which shall describe all changes, additions, deletions, and/or revisions of the Work and the corresponding changes in the Cost of the Work and Construction Manager's Fee. Except in cases of emergency endangering life or property, the Construction Manager shall allow no Changes in the Work without the prior written approval of TSC.

ARTICLE 11

Discounts

- 11.1 All quantity discounts shall accrue to TSC. All trade discounts, rebates and refunds, and all returns from the sale of surplus materials and equipment shall be credited to TSC.

ARTICLE 12

Insurance

- 12.1 At its own expense, Construction Manager shall obtain for itself and its personnel before providing any services, and will maintain the following insurance coverage throughout the term of this Agreement. Construction Manager shall name TSC as an additional insured on each insurance policy and provide a certificate of insurance evidencing such coverage to TSC upon request.
- 12.2 Comprehensive general liability insurance coverage (including, but not limited to, contractor's commercial liability coverage and automobile liability coverage for any vehicles

of Construction Manager) for services, Work, and construction contemplated under this Agreement, for limits not less than \$1 million per occurrence.

- 12.3 Property insurance upon the entire Work at the site for the full insurable replacement value thereof. This insurance shall include the interests of TSC, the Construction Manager, subcontractors, and Trade Contractors. Property damage coverage shall include "all risk" coverage for physical loss or damage to the property, equipment, and items.
- 12.4 Worker's compensation insurance in the statutory coverage amount as required by the laws of the jurisdiction in which the services, Work, and construction are performed.
- 12.5 TSC may unilaterally elect to purchase Builders Risk insurance under a TSC Provided Insurance Program, in which case the Construction Manager will not be required to provide insurance, but will provide coordination with TSC and TSC's insurance administrator, as required.

ARTICLE 13

Indemnity

- 13.1 Construction Manager agrees to indemnify, hold harmless and defend TSC, the State of Florida, its agencies, and all of their respective officers, employees, agents, and representatives from and against all liens, claims, demands, charges, suits, proceedings, causes of action of any type, in law or equity, liabilities, damages, penalties, fines, assessments, losses and expenses, including but not limited to interest, reasonable attorney's fees and costs of suit, to the fullest extent permitted by Florida law, including but not limited to:
 - 13.1.1 Construction Manager's failure to comply with the terms of this Agreement.
 - 13.1.2 Any bodily injury death or property damage, as a result of, or related to or connected with the work or construction contemplated under this Agreement
 - 13.1.3 Payment of withholding taxes, social security taxes, benefits (if applicable), unemployment and any other payroll deductions as required by law.
 - 13.1.4 Breach of any warranty.
 - 13.1.5 Failure to comply with the applicable federal, state, and local laws, statutes, ordinances, rules, regulations, codes, orders and/or programs related to the Work and the construction contemplated under this Agreement

ARTICLE 14

Payment and Performance Bond

- 14.1 For projects in excess of \$100,000 the Construction Manager shall secure a Payment and Performance Bond for 100% of the sum, up to the Guaranteed Maximum Price. The surety company issuing the bond must be licensed to do business in Florida and must have a Best

Rating of "A." The form of the Payment and Performance Bond shall be consistent with that provided for in A.I.A. Document A-312, latest edition.

ARTICLE 15

Miscellaneous Provisions

- 15.1 BINDING EFFECT: TSC and Construction Manager respectively bind themselves, their partners, successors, assigns and legal representatives of the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither TSC nor Construction Manager shall assign this Agreement without the written consent of the other.
- 15.2 CONTROLLING LAW AND VENUE: This Agreement shall be governed by the laws of the State of Florida. Venue for any lawsuit or action related to the breach or non-performance of any provision of this Agreement shall be in a court of competent jurisdiction in Leon County, Florida.
- 15.3 The Construction Manager warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Construction Manager) to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm (other than a bona fide employee working solely for the Construction Manager) any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.
- 15.4 As required by Section 287.058, Florida Statutes, this contract may be unilaterally canceled by TSC for refusal by the Construction Manager to allow public access to all documents, papers, letters, or other material subject to the provision of Chapter 119, Florida Statutes, and made or received by the Construction Manager in conjunction with the contract.
- 15.5 The Construction Manager warrants that neither it, nor any supplier, subcontractor, or consultant employed or to be employed in connection with this Project has been on the convicted vendor list for a public entity crime within the past 36 months, as required by Section 287.133, Florida Statutes.
- 15.6 DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
- 15.7 STANDARD OF PERFORMANCE: Construction Manager shall provide the services under this Agreement in accordance with generally accepted industry standards of care and competence. Construction Manager hereby warrants that its personnel have the professional qualifications, skill, and competence to carry out the services contemplated in this Agreement.
- 15.8 RELATIONSHIP: The parties to this Agreement agree that the relationship created by this Agreement is that of an independent contractor. Nothing in this Agreement or any Work

Order shall be deemed to create an employment, partnership, agency, or joint venture relationship between the parties, the parties' staff or representatives.


- 15.9 TERM: This Agreement shall be in effect for the complete duration of this specific project from the date of execution of this Agreement. The terms and conditions herein shall apply equally to all extensions. It is hereby agreed that if each specific sub- project is not "Substantially Complete" or within such further time if any, as in accordance with the provisions of the contract documents should be allowed for such substantial completion, the contractor shall pay to Owner as liquidated damage for such delay, and not as a penalty, \$1,500.00 (One Thousand Five Hundred dollars and no cents) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion has been fully accomplished. It is also hereby agreed that if each project is not finally completed in accordance with the requirement of the contract documents, the contractor shall pay to the owner as liquidated damages for such delay, and not as a penalty, one-fourth of the rate indicated above.
- 15.10 LICENSURE; COMPLIANCE WITH LAWS AND REGULATIONS: Construction Manager warrants that it is, and will remain during the term of this Agreement, a general contractor licensed in the State of Florida. Construction Manager further warrants that it will require all Trade Contractors and subcontractors to produce sufficient documentation to ensure they are properly licensed to perform the Work and construction contemplated in this Agreement. At all times related to the Work and construction contemplated in this Agreement, the Construction Manager must comply with all local, state and federal laws, rules, regulations and codes, and must require all Trade Contractors and subcontractors to do the same.
- 15.11 PERMITS AND LICENSES: Construction Manager shall obtain or require the Trade Contractors and subcontractors to obtain all necessary permits and licenses for the Work and construction contemplated under this Agreement. TSC is not responsible for obtaining such permits and licenses (unless TSC is the only entity which can obtain such permits and licenses).
- 15.12 NO MINIMUM AMOUNT OF SERVICES: The parties understand and agree that Construction Manager is not guaranteed any amount of fees, payments, or services during the term of this Agreement.
- 15.13 ENTIRE AGREEMENT: This Agreement and any future Work Orders and Contract Documents executed pursuant hereto constitute the entire Agreement of the parties and supersede all prior and contemporaneous agreements and understandings with respect thereto. No other document, including any agreement between TSC and Construction Manager shall be deemed to modify the terms of this Agreement unless expressly stated in writing to do so and signed by both parties.
- 15.14 SEVERABILITY: If any provision of this Agreement shall be deemed invalid or unenforceable, it shall be modified to the extent necessary to cure such invalidity or unenforceability, provided, however, that if such modification is not possible without creating a conflict with any other material term or condition of this Agreement, such invalid or unenforceable provision shall be deemed stricken from this Agreement.

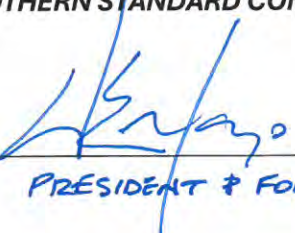
15.15 PREVAILING PARTY'S ATTORNEY'S FEES: If any party initiates a lawsuit or cause of action based on this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred as a result of said lawsuit or cause of action.


IN WITNESS WHEREOF, the parties have affixed their signatures, effective on the date first written above.

***** CONSTRUCTION MANAGER *****

SOUTHERN STANDARD CONSTRUCTION


Witness VANESSA ANDERSON, VP OF OPERATIONS

By: 
PRESIDENT & FOUNDER


Witness Franklin Lee, Project Manager

Date: 3.4.25

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

TALLAHASSEE STATE COLLEGE

Witness

By: _____

Witness

Date: _____

March 17, 2025

M E M O R A N D U M

TO: District Board of Trustees

FROM: Jim Murdaugh, Ph.D.
President

SUBJECT: Strategic Plan

Item Description

This item requests the Board to affirm the College Mission and Vision Statement and approve the Strategic Plan.

Overview and Background

The Board approved the current strategic plan on March 11, 2019. It took effect immediately and has an end date of 2023. An interim review was conducted and reported to the Board in 2021, allowing the plan to span a full five years.

Past Actions by the Board

The Board voted in September 2023 to extend the strategic plan until December 2024. The Board met in February 2025 for a Strategic Planning meeting to review proposed changes.

Funding/ Financial Implications

Funding implications are not applicable at this time.

Recommended Action

Approve the Strategic Plan for 2025-2030.

MISSION

The mission of the college is to provide a learning environment that prepares students for success in a global economy by offering higher education pathways, workforce opportunities, and civic engagement

VISION

To be recognized as the college of choice.

STRATEGIC PILLARS

ACCESS & AFFORDABILITY

Strengthen and expand access by increasing awareness of and enrollment in educational opportunities that are affordable and reflective of student, business, industry and community needs.

Strategic Priorities

- 1.1 Ensure **clear pathways** for all students to pursue a postsecondary education that leads to economic and social mobility.
- 1.2 Create and implement a clear and comprehensive **strategic enrollment management plan** that addresses the ongoing needs of student recruitment and engagement.
- 1.3 **Increase the college-going rate** of public, private, charter, and homeschooled students within our service district area who apply and enroll at TSC.
- 1.4 Ensure programs are **accessible and affordable** by removing barriers, offering financial support, and implementing cost-reducing initiatives.

STUDENT SUCCESS

Promote a student-centered environment that focuses on student achievement, resilience, engagement and educational excellence.

Strategic Priorities

- 2.1 Provide **social and academic enrichment programs** that promote increased student engagement.
- 2.2 Provide **integrated, targeted support services** that promote student resilience and success.
- 2.3 Employ **data-informed teaching and learning** techniques to promote academic excellence and student achievement.
- 2.4 **Maximize success outcomes** for all students in relation to persistence, degree and certificate completion, and transfer rate.

WORKFORCE

Achieve regional, statewide, national, and international recognition as a premier college of choice for providing workforce training by delivering high quality programs and instruction that enables students to grow, succeed and stay globally competitive.

Strategic Priorities

- 3.1 Ensure **high-quality programs** that allow students to enter, remain and/or advance in the workforce.
- 3.2 **Align programs to meet the workforce needs** in high-demand, high-tech, and/or high-wage jobs.
- 3.3 Adopt a **comprehensive approach to career counseling** that provides information, mentoring, and experiences students need to make informed career decisions in pursuit of high-demand pathways.
- 3.4 Integrate **critical employability skills, credentials and certifications** aligned to business/industry needs that are effective for Florida's multiethnic, multilingual, and multigenerational learners.

PARTNERSHIPS

Nurture collaborative relationships with K-12, universities, businesses, industry, and community partners to develop a cohesive educational strategy that ensures seamless alignment and builds a skilled workforce leading to economic mobility and increased educational attainment.

Strategic Priorities

- 4.1 Align the **College's engagement with community, businesses, and international organizations** to address community needs while enhancing awareness of its mission and services.
- 4.2 Formalize relationships with **K-12 stakeholders** to promote collaborations between public, private, charter, and homeschool programs, ensuring student access to postsecondary education.
- 4.3 Coordinate student success efforts with **university partners** to ensure seamless articulation and completion.
- 4.4 Lead efforts with community partners to **increase educational attainment rates** within the College's service area.

RESOURCES & EFFICIENCY

Strategically leverage, grow and utilize resources to maximize student success and institutional sustainability and effectiveness.

Strategic Priorities

- 5.1 Utilize data and technology to inform decision-making.
- 5.2 Utilize **emerging technologies** such as artificial intelligence (AI), virtual reality (VR) and augmented reality (AR), to streamline and accelerate college operations and to prepare workforce-ready graduates who are confident with leading-edge technology.
- 5.3 Invest in the College's **human capital** and provide professional development aligned with college goals.
- 5.4 Maximize institutional financial capacity by **increasing public and private investments** and **leveraging operational efficiencies**.
- 5.5 Invest in **technology and infrastructure** that align with the College's goals to ensure future readiness.