



September 16, 2019

Memorandum from President Murdaugh

The District Board of Trustees of
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, September 16, 2019 Board Meeting.

The meeting will be held on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida.

Should you have any questions, please contact me.

Sincerely,

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, September 16, 2019
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. August 19, 2019 Meeting

Request Board approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Attorney Invoice – Bryant Miller Olive, P.A. (July 2019)

Authorize payment of invoice as presented.

3. Human Resources Report

Approve the report as presented.

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

TCC Foundation

6. TCC Foundation Update
None required. Report provided for information only.
7. TCC Foundation – Gift Acceptance
Accept gift as presented.

Academic Affairs

8. 2018 Textbook Affordability Compliance Report
Approval of the 2018 report for submission to the Florida College System Chancellor

Administrative Services

9. Renewal of Professional Services Contract – Legal Services
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.
10. Policy Manual Changes
Approve revision of College policies as presented.
11. Construction Status Report
Presented as an information item only.
12. C-Cure Door Lock Upgrades
Approve the attached proposal as presented.
13. Disposal of Real Property
Approve the disposal of real property at 339 East Jefferson Street, Quincy, FL 32351.
14. Policy Manual Changes
Approve addition of College policy as presented.
15. Fund Analysis - August
For information only, no Board action required.

Student Affairs

[16.](#) District Board Policy 10-17 Student Activity and Service Fees

Approve requested changes to Board Policy 10-17 Student Activity and Service Fees.

BOARD OF TRUSTEES

[17.](#) Board Self-Evaluation Policy

Approve new DBOT Policy 02-09.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

October 21, 2019

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, August 19, 2019
Business Meeting & Workshop – 2:30 PM

The August 2019 District Board of Trustees meeting was called to order by Chair Moore at approximately 2:30 p.m.

Members Present: Outgoing Chair Moore, Incoming Chair Lamb, Trustees Callaway, Grant, Kilpatrick, Messersmith, and Pople

Absent: None **Via phone:** None

Others Present: President Murdaugh, Bobby Jones, Mike Robeck, Rob Hall, Bret Ingerman, Lei Wang, Nyla Davis, Greg Gibson, Craig Knox, Kim Moore, Calandra Stringer, Gerald Jones, Renae Tolson, Amy Bradbury, Bill Spiers, Lenda Kling, Barbara Wills, Selina Starling, Travis Jordan, Grant Batchelder, Sheri Rowland, Gregory Williams, Patricia Manning, Alice Maxwell, S. Balog, Tracy Woodard, Dr. Jackson, Anthony Jones, Byron Dobson and Jessica Griffin

COMMENTS

- i. Board Chair Moore asked everyone to stand for a moment of silence and the Pledge of Allegiance. She welcomed Trustee Grant back to the Board.
- ii. Board Members – Trustee Lamb complimented those who put together Eagles Rise. Trustee Callaway commented the amount of the welding grant is overwhelming. Trustee Messersmith thanked Chief Gibson for sending the Annual Security Report.
- iii. President Murdaugh echoed the comments made by Trustee Lamb about Eagles Rise. Chair Moore asked President Murdaugh to share with the Board the PowerPoint he used at Eagles Rise.

APPROVAL OF MINUTES

1. June 17, 2019 Meeting
2. July 10, 2019 Presidential Evaluation Meeting

Chair Moore requested we combine the items for a motion, asking if there were any objections to the process or questions about the minutes.

Request Board approve minutes as presented.

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

BOARD OF TRUSTEES

3. Election of Officers

Motion was made for Vice-Chair Lamb to become Chair and Trustee Messersmith to become Vice-Chair.

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

Incoming Chair Lamb presented a plaque with gavel to Outgoing Chair Moore.

INFORMATION AND NEWS ITEMS

Director Maxwell shared information on recent media coverage, including US News & World Report, Tallahassee Democrat and the Welding Press Conference; along with video clips for the welding technology grant, Brandon M. Scott scholarship award and TCC2Work.

PRESENTATIONS

VP Mitchell recognized Tallahassee Police Department Chief Outlaw for their donation toward a New Start scholarship. She recognized Pat Dallet, Gavin Boone, Tommy Mills and Jim Wylie representing the Florida Kiwanis Division for the club's donation to renovate a classroom.

President Murdaugh recognized and welcomed Dr. Wayne Riggs, Dean of Flagler College. Dr. Riggs provided some information on his background and indicated we have a great partnership.

Student Spotlight

President Murdaugh introduced Trinity Bond, the current TCC Student Government Association (SGA) President. Ms. Bond indicated the SGA is planning to increase student involvement this year.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Consent Agenda

4. Attorney Invoice – Bryant Miller Olive, P.A. (May & June 2019)
Authorize payment of invoices as presented.
5. Human Resources Report
Approve the report as presented.
6. Sponsored Programs – Provider
Authorize funding for the awards and contracts listed above.
7. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts listed above.
8. Architect Invoices
Authorize payment of architectural invoices as presented.

Chair Lamb asked if there were any questions, with none received.

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

TCC Foundation

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

10. TCC Foundation – Naming
Chair Lamb asked if there were any questions, with none received.

Accept naming(s) as presented.

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

11. TCC Foundation – Gift Acceptance
Trustee Moore inquired if we would use the equipment or sell it, with VP Wills stating we will use what we can.

Accept gift as presented.

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

Academic Affairs

12. Gadsden Technical Institute and Tallahassee Community College MOU
Chair Lamb asked if there were any questions, with none received.

That the Board approve the agreement with Gadsden Technical Institute.

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

Administrative Services

13. Construction Status Report
Presented as an information item only.

14. Florida Public Safety Institute Roof Restorations – Buildings 1 & 9
President Murdaugh indicated the Chair had inquired about the percentage we would be reimbursed; with VP Wills stating we are awaiting the amount, although it will not be one hundred percent (100%).

Trustee Messersmith indicated this is an Ohio vendor, asking why we had not used one of our preapproved vendors. VP Wills stated the fastest way to get the repair done was by using one of the vendors approved on a contract with the State of Florida.

Approve the attached three proposals from Garland/DBS, Inc. as presented.

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

15. Fund Analysis - July
For information only, no Board action required.

Student Affairs

16. District Board Policy 10-10 Hazing
Trustee Callaway confirmed this is a part of the Student Code of Conduct.

Approve revised DBOT Policy 10-10 Hazing.

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

PUBLIC COMMENT

None

WORKSHOP

Board Self-Evaluation

EVP & Provost Pumariega provided an overview of requirements by our accrediting body, Southern Association of Colleges and Schools/Commission on Colleges (SACSCOC), indicating their purpose is to ensure schools provide a quality education. She said this now extends to the Board, with a new requirement for a Board Self-Evaluation that will become a routine institutional effectiveness practice.

AVP Wang shared we will send to each Board Member a link for an easy-to-use online survey that is cost-effective and anonymous, with an immediate analysis. She said the college will document an outcome of the survey and draft a policy for approval by the Board. Responding to an inquiry from Trustee Messersmith, AVP Wang stated the policy will state the governing board shall conduct an annual survey.

President Murdaugh said we are proposing an annual survey, although the Board may want to change the frequency and when it is conducted. The Provost indicated the Board should approve the survey as the method of self-evaluation, with President Murdaugh stating the Board should approve the questions for the survey.

Trustee Callaway confirmed the evaluation would be for the Board, not individual Trustees. AVP Wang shared a few of the questions they had developed. Trustee Moore said the Board is efficient and annually should be adequate, proposing the timeframe to be at the same time as the Presidential evaluation. There was general consensus of the Board for this process.

Trustee Moore confirmed the draft questions will be sent for review, the comments gathered and changes made, then the final survey sent for their completion. President Murdaugh said SACSCOC is adamant about evidence, indicating if the Board asks AVP Wang to be the honest broker and move forward with the questions – this is evidence of the process.

PRESIDENT'S REPORT

President Murdaugh said he would be at the State Board of Education meeting Wednesday, sharing this is the first year the Council of Presidents (COP) budget request mirrors the Commissioner of Education request. He shared on Friday the COP Steering Committee will discuss strategy for the legislative session.

NEXT MEETING DATE

September 16, 2019

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 3:47 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on September 16, 2019.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Attorney Invoice – Bryant Miller Olive, P.A. (July 2019)

Item Description

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

Overview and Background

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

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the September 19, 2016 Board meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$450.00

Recommended Action

Authorize payment of invoice as presented.



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

Invoice Date: August 14, 2019
 Invoice No. 70143
 Client No. 25480.006

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

Purchase Order No. PO-010844

Statement of Legal Services

		Hours	
07/11/2019	JCC Review public records requests	0.20	
07/17/2019	DMH Telephone conference with client (B. Jones) / FMLA	0.20	
07/17/2019	JCC Conference with client (B. Jones) / FMLA; summer work	0.40	
07/29/2019	JCC Review legislative report	1.00	
Current Services		1.80	\$450.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	1.60	\$250.00	\$400.00
Denise M. Heekin	0.20	\$250.00	\$50.00

Total Current Work	\$450.00
Previous Balance Due	\$5,550.00
Balance Due	\$6,000.00

Tallahassee Community College

Invoice Date: August 14, 2019
Invoice No. 70143
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
101 North Monroe Street, Suite 900
Tallahassee, FL 32301
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



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resources Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

Pursuant to College Policy 04-06 and 04-17, the College brings forth a request to approve appointments, separations and outside employment.

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2019-2020 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Angela Long	Director of Strategic Engagement	Academic Affairs	August 16, 2019

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Phillip Register	Campus Police Officer	Campus Police	July 23, 2019
Tesia Staten	Senior Cashier	Cashier	August 1, 2019
Whitney Sampson	Senior Accounting Specialist	Senior Accounting Specialist	August 1, 2019
Valeriya Petushkova	Business Analyst	Administrative Services	August 1, 2019
Jill Berger	Executive Assistant	Workforce Development	August 12, 2019
Bryan Bowers	Campus Police Officer	Campus Police	August 19, 2019
Matthew Huddleston	Head Coach, Women's Basketball	Athletics	August 20, 2019

Original Appointments - Faculty

Name	Position	Department	Effective Date
Beth Huettel	Earth Science Faculty	Earth Science Faculty	August 15, 2019
Charles Cadenhead	Computer Programming Faculty	Computer Programming Faculty	August 15, 2019
Penelope Cipriani	Chemistry Faculty	Biological Science Faculty	August 15, 2019
Theresa Pape	Nursing Faculty	Nursing Faculty	August 15, 2019

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Jackelyn Baldwin	Program Specialist I	DOE - McKay Scholarship	July 22, 2019
Patricia Ann Davis	Career Development Specialist	Compass 100 DOC Okeechobee C.I.	July 29, 2019
Gina Creuziger	Training Specialist II	DJJ - Training	August 5, 2019
Tim Lundy	Technical Educator Instructor Electrical Career	DOC - Vocational Training	August 5, 2019
Kelcey Jackson	Technical Educator Instructor	DOC - Vocational Training	August 12, 2019
Sheryl Wilhoit	Veterans Pathways Program Coordinator	Troops to Teachers (T2T)	August 12, 2019

Re-Appointments (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Brittney S Boykins	English Faculty	English Faculty	July 31, 2019	Resigned
Kristina Bowers	Math Faculty	Mathematics Faculty	July 31, 2019	Resigned
Patricia Heeter	Instructional Designer	TCC Online	July 31, 2019	Retired
Paul Hill	Math Faculty	Mathematics Faculty	July 31, 2019	Resigned
Sally Copps	Foreign Language Faculty	Foreign Languages Faculty	July 31, 2019	Retired
Vivian S Miley	Sign Language Interpreter Specialist	Student Judicial Services	July 31, 2019	Retired

Brittney Danielle Howerton	Teacher Aide	DOC - Avon Park C.I.	August 1, 2019	Dismissed
Brenda Knight	Dean of Enrollment Services, College Registrar	Student Affairs	August 2, 2019	Resigned
Kathy Volcy	Call Center Representative	Call Center	August 2, 2019	Resigned
Glen Robinson	Maintenance Technician II	Facilities Maintenance	August 8, 2019	Resigned
Fyianne Nsilo Swai	Librarian Faculty	Library Services	August 8, 2019	Resigned
Bobette Lynn Stubblefield	Workforce Development Program Specialist	Advanced Manufacturing	August 9, 2019	Resigned
Caryn Perron	Career Development Specialist	Compass 100 DOC - Florida State Prison	August 12, 2019	Resigned
Stephanie Cavanaugh	Project Coordinator for TCC Spark!	Workforce Development	August 12, 2019	Resigned
Thomas Gordon Paul	Lead Instructor, Commercial Vehicle Driving	IT & CDL Program	August 12, 2019	Resigned
Gregory Painter	Landscaper	Landscape	August 14, 2019	Retired
Jason Peters	Facilities Operations Superintendent	Physical Plant, Facilities, Planning and Construction	August 14, 2019	Resigned
Charity Joy Maxwell	Staff Assistant I	International Student Services	August 15, 2019	Resigned
Janice Gibson	Career Development Specialist	Compass 100 DOC - Homestead C.I.	August 16, 2019	Resigned
Michael Thomas Mitchell	Senior Science Lab Assistant	Science Lab	August 16, 2019	Resigned
George Brann	Systems Analyst	Applications Architecture and Support	August 19, 2019	Dismissed

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
David Valladares	English Faculty	Communications & Humanities	Remington College	Teaching On-Line Class
Jonathan R. Jones	Athletic Trainer	Athletics	True Training Systems	Trainer
Rob Chaney	Director of Athletics	Athletics	FCSAA	Coordinator
Tesia Staten	Senior Cashier	Cashier	Ross	Customer Service

Seeking to Hold Political Office Request (All Employees)

<i>None to Report</i>				
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September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

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

TCC will provide fiscal support for the Division of Cultural Affairs. Funding supports the execution of the 2-day 2020 Word of South Festival. The amount of this award is \$36,573. Indirect costs are not allowed. The funding period is from 7/1/19 through 06/30/20.

Florida College Systems Activities Association – Amendment 1

This amendment increases the annual contract amount allowing for pay increase that parallels the College's 2% increase for this fiscal year. The amount of the contract is increased by \$2,561.83 for a total of \$165,052.83. There is no impact on the deliverables of the contract.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

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

Award presented is an annual renewal.

Florida College Systems Activities Association – Amendment 1

Initial contract approved at the August Board of Trustees meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts.

Recommended Action

Authorize funding for the awards and contracts as presented.



September 16, 2019

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

National Science Foundation – Growth Mindset in STEM

This award will increase undergraduate success and persistence in STEM by combining \$744,000 in scholarship support with a growth mindset program framework over a five-year period. This initial grant year is for \$141,940 for the period 10/1/19 through 9/30/20, with an indirect cost rate of 8.69%. The award is for a period of 5 years totaling \$992,723, of which \$744,000 is budgeted for student scholarships.

Florida Department of Education –English Literacy/Civics Education for Gadsden County

This award integrates education services to immigrants and other limited English proficient populations in Gadsden County to acquire the basic skills they need to function effectively as parents, workers and citizens. The award is for \$27,410, including an indirect cost rate of 5%. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education –English Literacy/Civics Education for Leon County

This award integrates education services to immigrants and other limited English proficient populations in Leon County to acquire the basic skills they need to function effectively as parents, workers and citizens. The award is for \$8,034, including an indirect cost rate of 5%. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Gadsden County

This award will provide voluntary adult education and literacy services in Gadsden County in order to increase performance measures on standardized testing and obtain the educational skills necessary to be involved in the education of their children. The award is for \$140,716, including an indirect cost rate of 5%. The funding period is from 7/1/19 through 6/30/20.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Wakulla County

This award will provide voluntary adult education and literacy services in Wakulla County in order to increase performance measures on standardized testing and obtain the educational skills necessary to be involved in the education of their children. The award is for \$36,813, including an indirect cost rate of 5%. The funding period is from 7/1/19 through 6/30/20.

Office of the Florida Attorney General – Victims of Crime Act (VOCA) Grant

This award provides support for a victim's advocate position. The college has a required cash match of 25%, which amounts to \$14,349 for a twelve-month period. The amount of this award is \$57,396, with an indirect cost rate of 0%. The grant period is from 10/1/19 through 9/30/20.

Florida Department of Transportation – Florida Student Traffic Safety - SADD - Amendment 2

This amendment reduces software by \$1,000 to provide for Fatal Vision Driving Goggles to be used at teen traffic safety awareness events. The total budget remains \$274,500 and there is no impact on the deliverables of the grant.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

The Florida Department of Education and Office of the Florida Attorney General awards presented are annual renewals.

Florida Department of Transportation – Florida Student Traffic Safety - SADD - Amendment 2

Amendment 1 was approved at the April 2019 Board of Trustees meeting. The initial award was approved at the October, 2018 Board of Trustees meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The indirect earned from the above awards is \$24,616.

Recommended Action

Authorize funding for the awards and contracts as presented.



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Heather Mitchell
Vice President for Institutional Advancement and Executive Director of the TCC
Foundation

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

Attached is a report of funds raised by the TCC Foundation to date for the current fiscal year. The report includes a summary of total funds received, giving summary by designated area, number of donors and number of gifts.

The Foundation would also like to extend an invitation to DBOT members to the following events:
September 26: President's Circle Reception – Unveiling of the Renovated Art Studios, Main Campus
October 4: Alumni & Friends Hall of Fame Induction Luncheon, 11:30 – 1:00, TCC Student Union
October 11: Building Legacies Session, 8:30 – 12:00, Ghazvini Center for Health Care Education

Past Actions by the Board

The District Board of Trustees receives a Foundation update at every Board Meeting.

Funding/ Financial Implications

There are no Funding/Financial implications arising from this standard monthly report.

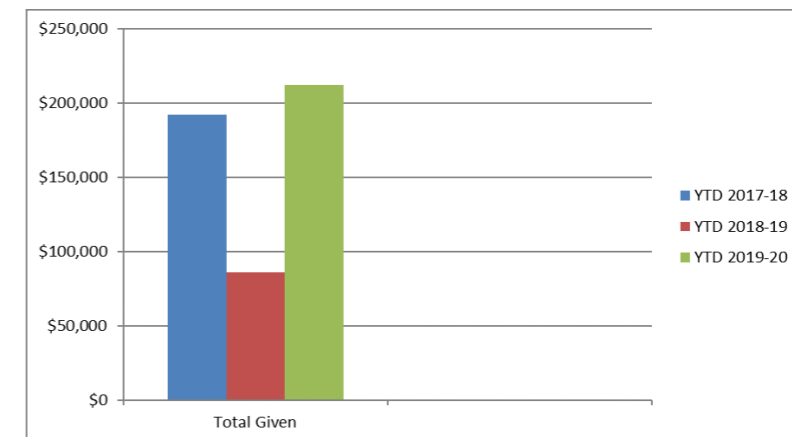
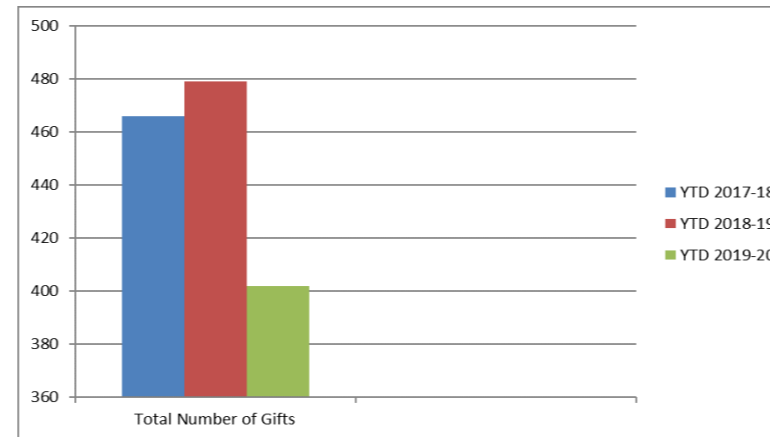
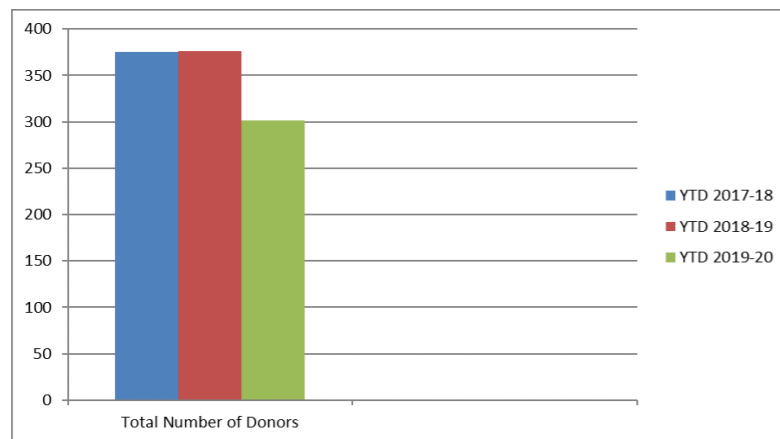
Recommended Action

None required. Report provided for information only.

TCC Foundation - Financial Update FY 19/20 July - August 27

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		Total Received	\$192,478	\$86,255
	Scholarship amount	\$88,301	\$27,345	\$147,076
	Program support amount	\$47,650	\$25,126	\$19,219
	Facility support amount	\$35,840	\$18,707	\$27,843
	Unrestricted support amount	\$20,687	\$15,077	\$18,388
	Number of Donors	375	376	301
	Number of Gifts	466	479	402
	Net assets of the TCC Foundation	\$17,238,458	\$17,848,970	\$17,682,808

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		Cash	\$192,428	\$86,059
	Gift in Kind	\$50	\$196	\$10,000
	Planned Gifts	\$0	\$0	\$25,000
	Total Raised - Pledges Received	\$3,300	\$37,224	\$94,784
	Grants Received			11 grants total \$1,959,079
	Grants Applied For			1 grants total \$4,167,000
	Pledges Expected by 6/30/2020			\$741,646





September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Heather Mitchell
Vice President for Institutional Advancement and Executive Director of the TCC
Foundation

SUBJECT: TCC Foundation – Gift Acceptance

Item Description

The following is a request for the TCC District Board of Trustees to consider accepting items donated to TCC Foundation for use by the College.

Overview and Background

Per TCC Policy 03-12, gifts of art, real property or equipment intended for use by the College or Foundation must be approved by the President prior to acceptance.

Funding/ Financial Implications

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

Past Actions by the Board

There are no Funding/Financial implications arising from naming of this space.

Recommended Action

Accept gift as presented.



MEMORANDUM

TO: Dr. Jim Murdaugh, President, Tallahassee Community College
FROM: Heather Mitchell, Vice President for Resource Development
Executive Director, TCC Foundation
DATE: August 27, 2019
RE: Gift Acceptance – Donation of Art

The TCC Foundation has received a gift of art from Merlin Cohen. This is a Ralph Hurst piece – Animal Forms (also known as The Otters).



Title: Animal Forms (aka The Otters)
Artist: Ralph Hurst
Date Created: 1995
Medium: Italian alabaster
Dimensions: H 28" x W 15" x D 10"
Fair Market Value: \$10,000

The TCCF policy requires an appraisal for all donated items. An appraisal was conducted by Ron Yravedra at \$10,000.

I have conferred with TCC Ralph Hurst Gallery director Barbara Cohenour, and she has agreed that they would like to accept this item.

The Foundation would like to transfer this art piece to the College.



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: 2018 Textbook Affordability Compliance Report

Item Description

This item presents the 2018 textbook affordability compliance report.

Overview and Background

The 2016 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks and instructional materials.

According to Florida Statute 1004.085(8), the Board of Trustees of each Florida College System Institution is required to submit a report to the Chancellor of the Florida College System by September 30th. The report must contain the textbook and instructional materials selection process for general education courses with a wide cost variance. Additionally, the report must contain TCC's compliance with at least 95% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class for each term.

The attached report summarizes TCC's compliance with textbook affordability. The college continues to make gains in lowering the cost of materials for students, including expanding high enrollment general education courses that utilize Open Educational Resources (OER) for all sections.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved the textbook affordability compliance report in the past.

Recommended Action

Approval of the 2018 report for submission to the Florida College System Chancellor

2019 FCS Textbook and Instructional Materials Affordability Report

College affordability remains a top priority for all 28 Florida College System (FCS) institutions. In accordance with section (s.) 1004.085, Florida Statutes (F.S.) by September 30 each year, FCS district boards of trustees are required to report factors that influenced the textbook and instructional materials selected to ensure maximum affordability. Please submit the report no later than September 30, 2019. If you have any questions, please contact Dr. Carrie Henderson at Carrie.Henderson@fldoe.org or 850-245-9903.

College:	Tallahassee Community College		
Year:	2018		
Date:	September 30, 2019		
Report Completed by (name, phone & (Phone) 850-201-6036	(Name) Calandra Stringer		
	(Email) stringec@tcc.fl.edu		

1. What is your institution's selection process for textbook and instructional materials with a wide cost variance as it relates to general education courses and high enrollment courses?

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate a textbook that may satisfy the needs of the program. The next task on the committee's agenda is to evaluate the strengths and weaknesses of the current textbook. If the committee elects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/ director.

2. List and describe the policies your institution has implemented regarding the posting of lists of required and recommended textbooks and instructional materials.

Faculty Collective Bargaining Agreement, Article 17: Textbook Selection

Textbooks must be selected and approved by February 15th for Summer and Fall.

Textbooks must be selected and approved by October 1st for Spring. After faculty select the textbooks, Associate Deans are responsible for reviewing and uploading the textbook information to the bookstore system. Materials are automatically posted within 48 hours of being uploaded into the bookstore's system.

3. What is the number and percent of course sections, by semester, that were not able to meet the textbook and instructional materials posting deadlines for the 2018-2019 year?

Summer 2018 Number: 67
Summer 2018 Percent: 13%
Fall 2018 Number: 49
Fall 2018 Percent: 4%
Spring 2019 Number: 39
Spring 2019 Percent: 5%

4. Of the following initiatives designed to reduce the cost of textbooks and instructional materials, identify the ones your college offers. Select all that apply.

Open Educational Resources
Textbook affordability committees
Textbook rentals
Program(s) with no textbook costs
Faculty grants for development of textbooks

5. Which of the following factors does the college consider when selecting materials through a cost-benefit analysis? Select all that apply.

Purchasing digital textbooks in bulk

Expanding the use of open-access materials

Providing rental options for textbooks and related materials

Increasing the availability and use of affordable digital textbooks and learning objects

Developing mechanisms to assist in buying, renting, selling and sharing textbooks

Setting the length of time that textbooks and instructional materials remain in use

Offering individual students opt-in provisions for the purchase of materials

6. What percentage of the college's general education core courses use open educational resources as an instructional materials option?

Number of sections of general education core courses: 719

Number of sections of general education core courses using OER: 521

Percent of sections of general education core courses using OER: 72%

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Fall 2018	20-Aug-18	AMH	2020	184881	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	AMH	2020	184905	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	AMH	2020	185043	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	AMH	2020	185144	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	AMH	2020	185191	11-Sep-18	13	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	ANT	2000	185177	10-Sep-18	14	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	BSC	2010	184929	01-Aug-18	19	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	BSC	2011	184927	25-Jul-18	26	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	BSC	2011L	184928	26-Jul-18	25	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	CGS	1000	184954	10-Sep-18	14	Class was added late due to student demand
TCC	Fall 2018	16-Oct-18	CGS	2100	185168	04-Sep-18	42	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	CIS	2352	182980	26-Jul-18	25	ISBN error between bookstore and publisher
TCC	Fall 2018	20-Aug-18	CJC	2162	184887	14-Aug-18	6	ISBN error between bookstore and publisher
TCC	Fall 2018	20-Aug-18	CJL	2130	185148	10-Sep-18	-21	ISBN error between bookstore and publisher
TCC	Fall 2018	24-Sep-18	DEP	2004	185192	11-Sep-18	13	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	ECO	2013	184931	14-Aug-18	6	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	ECO	2013	185162	10-Sep-18	14	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	ECO	2023	185165	10-Sep-18	14	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	HSC	1171	185161	12-Sep-18	12	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	HSC	1171	185185	10-Sep-18	14	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	HSC	1538	183961	25-Jul-18	26	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	MAT	0018	185155	11-Sep-18	13	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	MAT	0018	185178	11-Sep-18	13	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	PHY	2048L	184038	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	PHY	2048L	184039	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Fall 2018	20-Aug-18	PHY	2048L	184040	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	PHY	2048L	184041	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	POS	1041	184902	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	POS	1041	184997	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	POS	1041	185182	11-Sep-18	13	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	POS	1041	185183	11-Sep-18	13	Class was added late due to student demand
TCC	Fall 2018	16-Oct-18	POS	1041	185190	11-Sep-18	35	Class was added late due to student demand
TCC	Fall 2018	20-Aug-18	RET	1483	182473	24-Jul-18	27	ISBN error between bookstore and publisher
TCC	Fall 2018	20-Aug-18	SLS	1510	184880	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	184882	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	184883	24-Jul-18	27	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	185070	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	185071	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	185072	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SLS	1510	185073	11-Sep-18	-22	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	SLS	1510	185157	11-Sep-18	13	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	16-Oct-18	SLS	1510	185158	11-Sep-18	35	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	SLS	1510	185159	11-Sep-18	13	Textbook adopted in March 2018; issue with bookstore posting information

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Fall 2018	24-Sep-18	SLS	1510	185173	11-Sep-18	13	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	24-Sep-18	SLS	1510	185174	11-Sep-18	13	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Fall 2018	20-Aug-18	SPC	1330	183263	24-Jul-18	27	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	SPC	2608	185163	17-Sep-18	7	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	SPN	1120	185181	17-Sep-18	7	Class was added late due to student demand
TCC	Fall 2018	24-Sep-18	SYG	1000	185166	11-Sep-18	13	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	AMH	2010	186780	23-Dec-18	15	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	AMH	2010	186852	23-Dec-18	15	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	ANT	2000	187008	08-Jan-19	-1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	ARH	2000	186793	08-Jan-19	-1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	18-Feb-19	ARH	2000	188583	30-Jan-19	19	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	BSC	1005	186324	19-Dec-18	19	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	BSC	1020	186339	19-Dec-18	19	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	BSC	1020	186340	19-Dec-18	19	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	BSC	1020	186341	19-Dec-18	19	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	BSC	1020	186342	19-Dec-18	19	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	BSC	2010	186831	19-Dec-18	19	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	BSC	2010	186880	19-Dec-18	19	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	CHM	1020	186410	24-Nov-18	44	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	CHM	1030	186882	23-Dec-18	15	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	COP	1000	186672	04-Jan-19	3	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	COP	2220	186746	04-Jan-19	3	Textbook adopted in October 2018; issue with bookstore posting information

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Spring 2019	07-Jan-19	DIG	2030	186749	09-Jan-19	-2	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	DIG	2205C	186676	09-Jan-19	-2	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	DIG	2251C	186675	08-Jan-19	-1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	18-Feb-19	ECO	2013	186223	07-Jan-19	42	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	18-Feb-19	ECO	2013	186234	07-Jan-19	42	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	ECO	2013	187009	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	ECO	2023	186241	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	ENC	1102	186799	23-Dec-18	15	Class was added late due to student demand
TCC	Spring 2019	18-Feb-19	ENC	1102	188529	30-Jan-19	19	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	ESC	1000	186714	26-Nov-18	42	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	ETM	1010C	186724	08-Jan-19	-1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Mar-19	HSC	1171	188599	06-Mar-19	1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	HUM	2210	186806	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	HUM	2529	186810	30-Dec-18	8	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	PHI	2100	186815	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	POS	1041	186770	30-Dec-18	8	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	SBM	2000	186992	08-Jan-19	-1	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	SPC	2608	186821	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	SPC	2608	186822	07-Jan-19	0	Textbook adopted in October 2018; issue with bookstore posting information

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Spring 2019	07-Jan-19	SYG	1000	186057	10-Jan-19	-3	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	18-Feb-19	SYG	1000	186059	30-Jan-19	19	Textbook adopted in October 2018; issue with bookstore posting information
TCC	Spring 2019	07-Jan-19	THE	2000	186772	23-Dec-18	15	Class was added late due to student demand
TCC	Spring 2019	07-Jan-19	THE	2000	186823	23-Dec-18	15	Class was added late due to student demand
TCC	Summer 2018	10-May-18	ANT	2000	182138	27-Mar-18	44	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ANT	2410	182139	27-Mar-18	44	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	AST	1002	184451	03-Apr-18	37	Class was added late due to student demand
TCC	Summer 2018	10-May-18	BSC	2010	184495	23-Apr-18	17	Class was added late due to student demand
TCC	Summer 2018	10-May-18	CGS	1000	181880	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1000	182507	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1030	181881	23-Apr-18	17	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1060	181882	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1060	181883	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1060	182013	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	1060	182162	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	2100	181884	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	CGS	2100	182165	06-Apr-18	34	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	COP	2220	182508	03-Apr-18	37	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	DEP	2004	184089	30-Mar-18	41	Class was added late due to student demand

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Summer 2018	10-May-18	ECO	2023	182201	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ECO	2023	182202	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ECO	2023	182456	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ENC	0017	182441	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ENC	0027	182445	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	ENC	0027	182447	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	FIN	1100	184479	10-Apr-18	30	Class was added late due to student demand
TCC	Summer 2018	26-Jun-18	FIN	1100	184585	03-Jul-18	-7	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	HSC	1171	184497	18-Jun-18	-39	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	HSC	1171	184498	18-Jun-18	-39	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	HSC	2531	183884	03-Apr-18	37	Class was added late due to student demand
TCC	Summer 2018	10-May-18	HSC	2531	183885	03-Apr-18	37	Class was added late due to student demand
TCC	Summer 2018	10-May-18	LEI	2310	184518	17-May-18	-7	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAC	2233	182249	03-Apr-18	37	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAC	2233	182250	03-Apr-18	37	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0018	182448	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0028	182260	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0028	182261	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Summer 2018	10-May-18	MAT	0028	182262	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0028	182263	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0028	182490	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	0028	182491	02-Apr-18	38	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	1033	183912	30-Mar-18	41	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	1033	183914	30-Mar-18	41	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	1033	183915	30-Mar-18	41	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	1033	183916	30-Mar-18	41	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MAT	1033	183918	30-Mar-18	41	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	10-May-18	MGF	1106	184450	03-Apr-18	37	Class was added late due to student demand
TCC	Summer 2018	10-May-18	PEM	1101	184449	06-Apr-18	34	Class was added late due to student demand
TCC	Summer 2018	10-May-18	PET	2622C	184447	06-Apr-18	34	Class was added late due to student demand
TCC	Summer 2018	10-May-18	PLA	2763	182085	29-Mar-18	42	Textbook adopted in March 2018; issue with bookstore posting information
TCC	Summer 2018	26-Jun-18	POS	1041	184553	07-Jun-18	19	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	181965	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	181966	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	181968	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182293	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182294	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182295	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182296	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182297	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	1510	182437	27-Mar-18	44	Class was added late due to student demand

2018-2019 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days posted before the start of class	
TCC	Summer 2018	10-May-18	SLS	2261	182298	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	10-May-18	SLS	2261	182299	27-Mar-18	44	Class was added late due to student demand
TCC	Summer 2018	26-Jun-18	STA	2023	184667	07-Jun-18	19	Class was added late due to student demand
TCC	Summer 2018	10-May-18	THE	2100	181983	04-Apr-18	36	Textbook adopted in March 2018; issue with bookstore posting information



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, President
FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer
SUBJECT: Renewal of Professional Services Contract – Legal Services

Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2019 thorough October 31, 2020.

Overview and Background

At its October 2015 meeting, the Board approved the College’s request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College.

The contract terms included options for renewals on an annual basis for four (4) consecutive one (1) year periods, for a total contract period of five (5) years. The current contract renewal has an end date of October 31, 2019.

Past Actions by the Board

The Board approved the third annual renewal of this contract at the October 22, 2018 meeting.

Funding/ Financial Implications

The annual cost for these professional services of \$195,000 were include in the College’s annual operating budget.

Recommended Action

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



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapters 3.0 – General Administration and 4.0 – All Personnel.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual. Highlights of these changes are outlined below.

03-19 – Children on Campus - Updated to provide guidelines for addressing issues of minor children on campus.

04-49 – Background Screening – Updated the exemption review panel personnel – Section C(9)(b).

Funding/ Financial Implications

None.

Past Actions by the Board

The Board has approved previous revisions to Chapters 3 and 4 of the College’s Policy Manual.

Recommended Action

Approve revision of College policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Children on Campus	NUMBER: 03-19
AUTHORITY: Florida Statute: 1001.64 , 1001.65	SEE ALSO:
DATE ADOPTED: 12/1/97, 9/21/09, 9/16/19	

A. PURPOSE

The purpose of this Children on Campus Policy is to ensure the health, safety, and welfare of minor children on campus, and to establish guidelines for supervisors and course instructors who are responsible for addressing issues of minor children in the workplace and classrooms of Tallahassee Community College (TCC or College.) It also outlines responsibilities for parents and caregivers of any minor child(ren) they are permitted to bring to College facilities, whether they are students, employees or guests.

B. POLICY STATEMENT

This policy does not prohibit children from the campus when the purpose of their visit is to participate in activities or programs specifically approved and scheduled for their benefit, or for specific campus events open to the general public.

The College campus is designed to provide an environment conducive to academic and work activities performed by students and employees. The College will not accommodate minor children in College workplaces, classrooms, laboratories, physical plant areas or other areas not open to the general public without proper permission from an immediate supervisor and/or authorized member of the College community.

- Children visiting the College for any reason must be under direct supervision at all times.
- A student, or employee bringing a child to campus is solely responsible for the child’s supervision, safety and actions, and may not ask another student, or employee to accept responsibility for looking after the child.
- The College will not accept liability for any child on campus.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

<p>TITLE: Student, Faculty, and Staff Child Care Services Children on Campus</p>	<p>NUMBER: 03-19</p>
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261</p>	<p>SEE ALSO: Administrative Procedure 03-19AP: Student, Faculty, and Staff Child Care Services Children on Campus</p>
<p>DATE ADOPTED: 12/1/97, revised 9/21/09, 9/16/19</p>	

~~The College does not provide child care services. Unsupervised children are not allowed on College campuses, centers, or instructional sites. Students, faculty, and staff are expected to arrange for their personal child care in such a manner as to prevent the involvement of the College. The College assumes no responsibility for supervision of the children of students, faculty, or staff.~~

~~Students, faculty, and staff of the College may not bring children to classes or other instructional environments or leave children unattended on campus. College employees may not bring children to their work stations.~~

~~Students failing to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus child care arrangements can be made.~~

~~Children may be allowed on campus when the best interest of the College is served (i.e., to meet requirements of instructional programs, to attend College-scheduled events open to the public, and as approved by the immediate supervisor).~~

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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Background Screening	NUMBER: 04-49
AUTHORITY: Florida Statute: 435, 110.1127 Fair Credit Reporting Act	SEE ALSO: <ul style="list-style-type: none"> • DBOT Policy: 04-08 Recruitment, Eligibility, and Selection • DBOT Policy: 04-09 Inprocessing of New Employees
DATE ADOPTED: 10/16/17, 9/16/19	

A. POLICY STATEMENT

The safety of our students, faculty and staff is of paramount importance to Tallahassee Community College. Consistent with this concern for student safety, in compliance with Florida law, and as delineated below, the College requires background screening of:

- all job applicants who are being considered for employment;
- current employees offered a transfer or reclassification in employment to a safety sensitive position , or a position of special trust or responsibility;
- employees who hold positions of special trust or responsibility as a condition of continued employment; and
- volunteers.

B. DEFINITIONS

Background screenings – the review of prior employment records and completion of employment reference check.

Job Applicant - an individual who has acknowledged formal interest in an advertised position submitted through an official employment application and the official application process of the College.

Employee – any person employed by the College, full or part-time; including, but is not limited to, other personal services (OPS), federal work study, adjunct, grant or contracted staff.

Volunteer - any person who performs or renders services to or on behalf of the College without compensation, except reimbursement for actual expenses.

Level 1 background screening - in accordance with Florida Statutes 435.03, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

Level 2 background screening - in accordance with Florida Statutes 435.04, includes, but is not limited to, fingerprinting for statewide criminal history records checks through the FDLE, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

Positions of Special Trust or Responsibility –

- positions involved with the financial responsibilities and obligations of the college;
- positions providing care to children, the developmentally disabled or vulnerable adults for fifteen hours or more per week;
- positions with access to sensitive information such as social security numbers or other personally identifiable information.

Safety Sensitive Position – any position including a supervisory or management position, in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires that the employee carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position in which a momentary lapse in attention could result in injury or death to another person.

Moral Turpitude – conduct that is contrary to justice, honesty or morality. Moral turpitude means, in general, a departure from ordinary standards of honesty, good morals, justice or ethics.

C. RESPONSIBILITIES AND EXPECTATIONS

1. Cost

The cost of the background screening as a condition of employment, continued employment or required for volunteers, will be borne by the College.

2. Refusal to Cooperate/ False Information

Any person who is required to undergo a background screening and who refuses to cooperate or submit fingerprints shall be disqualified for employment in such position or, if employed, may be dismissed. Volunteers are subject to the same exclusion or separation provided by this procedure.

Failure to adhere to the time schedule established for submission of documents may be cause for non-consideration of employment, or if a current employee, disciplinary action.

False or misleading statements, answers, or omissions made by a person in connection with seeking employment may disqualify a person from employment with the College or, if discovered after employment, may result in disciplinary action, including termination. Each case shall be considered on its own merits. Volunteers are subject to the same exclusion or separation provided by this procedure.

A background screening may be conducted on current employees, if the College has reason to believe an employee falsified his/her employment application and/or other personnel related documents; if the employee occupies a position of special trust or responsibility or a position located in safety sensitive areas and a background screening was not conducted at the time of hire; or for other justifiable reasons.

3. Confidential Information

The information contained in reports received from the FDLE or the FBI shall be handled in accordance with applicable agreements between the College and these agencies. The College shall ensure that screenings are conducted in compliance with applicable laws and regulations. Records relating to criminal history checks, if retained after review, shall be securely maintained by Human Resources for the applicable retention period as appropriate.

4. Required Notification

Current employees and volunteers shall notify their immediate supervisor and Human Resources, within three (3) business days, of any arrest for a felony or first degree misdemeanor.

5. Credit Check

A Credit Check must be performed for an individual in any position that handles money, sensitive banking information, or has access to student and/or college financial records.

6. Drivers' License Check

A Drivers' License check is required to verify that an applicant possesses a valid driver's license and to verify the applicant's driving history for any position whose duties include, but are not limited to, operating licensed motor vehicles (including golf carts) owned/rented by the College or for business of the College. A Drivers' license/driving record may be checked annually at the discretion of College management.

If unfavorable information is detected, the Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

7. Level 1 Screening

A Level 1 background screening is required for all external job applicants who are finalists for full and part-time positions and all current employees offered a transfer or reclassification in position.

A Level 1 background screening is required for all volunteers prior to beginning volunteer service.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information.

If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the applicant has been cleared for hiring, and will proceed with the selection and hiring process.

If the background screening results in negative findings, the College will make an individualized assessment of the particular applicant and the job in question and consider, among other relevant information:

- the nature and seriousness of the offense(s);
- the amount of time that has elapsed since the offense(s);
- the number and type of offenses;
- the accuracy and completeness of the information provided by the applicant;
- the nature of the position in question and the relationship of the offense to the responsibilities of the position; and
- whether employment would pose an unacceptable level of risk to the College.

The Director of Human Resources, after discussion with the responsible Vice President will produce a final decision.

8. Level 2 Screening

A Level 2 Criminal Background Screening and Fingerprinting is required for persons in a position of special trust or responsibility or who are in a safety sensitive position.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information. If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the applicant has been cleared for hiring, and will proceed with the selection and hiring process.

Any individual who is in a position of special trust or responsibility; or who is located in a safety sensitive area may be disqualified from employment or continued employment with the College by reason of:

- conviction of a first-degree misdemeanor or a felony;
- entering a plea of nolo contendere or, when a jury verdict of guilty is rendered but adjudication of guilt is withheld, with respect to a first-degree misdemeanor or a felony; or
- conviction of a crime involving moral turpitude.

Results that indicate any criminal history will be reviewed based on its implications for the safety and security of the campus community and in accordance with Florida Statute 435. The security background investigation must ensure that no one subject to this requirement has been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged, for any offense listed in Florida Statutes 435.04.

The Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

9. Disqualification

If the College has reasonable cause to believe grounds for the denial of employment or the termination of an employee exist as a result of a background screening, the Director of Human Resources will notify the applicant or employee, in writing, of their rights pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure. This notification will include direction for contesting the disqualification or requesting an exemption from disqualification.

a. Contesting the Disqualification

If the College determines that denial of employment or termination is warranted, the particular applicant or employee, pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure, will be provided the opportunity to present supporting documentation or evidence if they feel the information or negative findings from the background screening are in error.

In accordance with Florida Statute 435.06, the only basis for contesting the disqualification is proof of mistaken identity. It shall be the responsibility of the affected applicant or employee to contest his/her disqualification or to request exemption from disqualification.

b. Requesting an Exemption from Disqualification

In accordance with Florida Statute 435.07, the College may grant an employee or applicant for employment an exemption from disqualification on the following grounds:

- felonies for which at least 3 years have elapsed since the person was lawfully released from confinement, supervision or non-monetary conditions imposed by the Court for the disqualifying felony;
- misdemeanors (or offenses that were felonies when committed, but are now misdemeanors) for which the person has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court; and
- findings of delinquency for offenses that would be felonies if committed by an adult and the record has not been sealed or expunged, when at least 3 years have elapsed since the person completed or has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court.

In addition, for anyone requesting an exemption from disqualification, if they were ordered by the court to pay any fee, fine, fund lien, civil judgment, application, cost of prosecution, trust, or restitution as part of the judgment and sentence for any disqualifying felony or misdemeanor, must provide proof that the court ordered amount has been paid in full.

Requests for exemption from disqualification are reviewed by a panel consisting of the College's Vice President of Administrative Services, Chief of Police and Equity Officer for final disposition. It is the responsibility of this group to consider the results of the background screening and additional verified facts provided by the individual and determine the impact of the individual's employment on the College's campus community and its potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their recommendation to the president, who will issue a final determination.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Background Screening	NUMBER: 04-49
AUTHORITY: Florida Statute: 435, 110.1127 Fair Credit Reporting Act	SEE ALSO: • DBOT Policy: 04-08 Recruitment, Eligibility, and Selection • DBOT Policy: 04-09 Inprocessing of New Employees
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Level 1 background screening - in accordance with Florida Statutes 435.031, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

Level 2 background screening - in accordance with Florida Statutes 435.042, includes, but is not limited to, fingerprinting for statewide criminal history records checks through the FDLE, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

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~~Behavioral Intervention Team (BIT)—A College committee composed of the Chief of Police for TCC, the Human Resources Director, and representatives of student affairs, student services and other College departments.~~

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~~If a R~~requests for ~~an~~ exemption from disqualification are reviewed by a panel consisting of is made, it will be considered by the College's Vice President of Administrative Services, Chief of Police and Equity Officer Behavioral Intervention Team (BIT) for final disposition. It is the responsibility of t~~This group~~e Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~BIT shall to~~ consider the all results of the background screening, and additional verified facts provided by the individual. ~~It is the responsibility of the Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~BIT to apply applicable rule and law. ~~It is the responsibility of BIT to and~~ carefully determine the impact of the individual's employment on the College's campus community and ~~its~~the potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their ~~The Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~BIT will make a recommendation to the president, who ~~will~~must issue a final determination.



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TCC locations for the Board of Trustees.

Overview and Background

The attached Construction Status report details the noteworthy construction and renovation projects being undertaken to support the educational mission of the College.

Past Actions by the Board

None.

Funding/ Financial Implications

All construction and renovation projects are funded prior to approval, with most being funded from capital improvement fees.

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF SEPTEMBER 2019

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovations – HSS 111	95%	March 2019	Underway
Foundation Classroom Renovations – CH 245	90%	Fall 2019	Underway
Foundation Classroom Renovations – CH 254	90%	Fall 2019	Underway
Foundation Classroom Renovations – CH 259	90%	Fall 2019	Underway
Foundation Classroom Renovations – CH 260	90%	Fall 2019	Underway
Administration Building Glass Wall	85%	TBD	Underway
AMTC Welding Lab	5%	TBD	Design Phase
C-Cure Lock System Upgrade	85%	Dec 2019	Migration Main Campus Complete; FPSI in progress
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 558 Trip Hazards and Replaced 20 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 134,250 Plastic Bottles from going to landfills

GADSDEN (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
DM – Bldg. 9 - Old Dorm roof damage	20%	Nov 2019	PO issued
AM – Bldg. 1 - Defensive Tactics roof damage	20%	Nov 2019	PO issued

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

GENERAL NOTES/COMMENTS

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
DH 205 - Classroom Renovations	\$ 39,646.23
EN 116 - Classroom Renovations	\$ 58,008.03
CH 137 - Classroom Renovations	\$ 94,475.51
CT 257 - Classroom Renovations	\$ 90,756.01
HSS 112 - Classroom Renovations	\$ 20,232.01
SM 124 - Classroom Renovations	\$ 50,506.81
SM 125 - Classroom Renovations	\$ 76,718.99
HSS 108 - Lecture Hall Renovation	\$ 71,926.79
HSS 111 - Classroom Renovations	\$ 39,826.28
CH 245, 246, 247 & 248 - Classroom Renovations	\$ 68,095.14
CH 254, 255 & 256 - Classroom Renovations	\$ 13,876.46
CH 259, 258 & 257 - Classroom Renovations	\$ 50,807.28
CH 260, 261 & 262 - Classroom Renovations	\$ 26,256.83



September 16, 2019

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: C-Cure Door Lock Upgrades

Item Description

This item requests approval of the attached proposal 18136-2-0 to replace the existing and obsolete TESA Lock System on the Main Campus with the upgraded 2019 C-Cure System, utilizing Miller Electric and GSA contract pricing.

Overview and Background

Currently the main campus uses two different electronic door lock systems, the C-Cure and the TESA systems. The C-Cure system was recently successfully upgraded to the 2019 version. However, the TESA system is obsolete, has no support available and requires a new server. If the TESA system should fail, we have no back up available. The goal of this request is to convert all electronic locks on main campus to the C-Cure system. Combining two systems into one upgraded system will provide a more reliable, robust system, that can be managed by the TCC Police Department and will reduce the administrative workload.

Funding/ Financial Implications

Funds for this project are provided from the College's local funds.

Past Actions by the Board

N/A

Recommended Action

Approve the attached proposal as presented.



EC-11
MILLER ELECTRIC COMPANY
Your Power To Succeed

For:
Trey Kimbrel
Tallahassee Community College

**TCC - 82 Door ACS Upgrade-GSA
08/19/2019**



Proposal: 18136-2-0

Presented By: Shawn Dyal

6805 Southpoint Pkwy.
Jacksonville, FL 32216

The data contained in all pages of this proposal has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Customer shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit the Customer's right to use or disclose data obtained without restriction from any source, including the proposer.



18136-2-0
8/19/2019

Project Scope

Our scope includes the below items with a checkmark next to them:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Shop Drawings & Submittals | <input checked="" type="checkbox"/> Uninterruptible Power Supplies |
| <input checked="" type="checkbox"/> Permits & Inspections | <input checked="" type="checkbox"/> Structured Cabling (CAT6) & Terminations |
| <input type="checkbox"/> As-Built Drawings & O&M Manuals | <input type="checkbox"/> Fiber Optic Cabling & Terminations |
| <input checked="" type="checkbox"/> End-User Training | <input type="checkbox"/> Fiber Patch Panels/Media Converters |
| <input checked="" type="checkbox"/> Man Lifts or Scaffolds | <input checked="" type="checkbox"/> CCTV System Software/Licenses |
| <input type="checkbox"/> Demolition of Existing Hardware/Wiring | <input checked="" type="checkbox"/> CCTV System Software Maintenance Agreement |
| <input checked="" type="checkbox"/> 120VAC Power Wiring & Conduit | <input type="checkbox"/> CCTV System Servers/Archivers |
| <input type="checkbox"/> Underground Conduits & Junction Boxes | <input type="checkbox"/> CCTV System Workstations |
| <input checked="" type="checkbox"/> Above Ground Conduits & Junction Boxes | <input type="checkbox"/> Access Control System Software/Licenses |
| <input checked="" type="checkbox"/> Terminal Cabinets/Equipment Enclosures | <input type="checkbox"/> Access Control System Software Maintenance Agreement |
| <input checked="" type="checkbox"/> Installation of Field Devices | <input type="checkbox"/> Door Locking Hardware |
| <input checked="" type="checkbox"/> Installation of System Cable/Wiring | <input type="checkbox"/> Door Lock Power Supplies |
| <input checked="" type="checkbox"/> Surge Suppression | <input type="checkbox"/> Door/Frame Preparation |
| <input type="checkbox"/> Network Equipment Racks | <input checked="" type="checkbox"/> Sales/Use Tax |
| <input checked="" type="checkbox"/> Network Switches | <input type="checkbox"/> Performance/Payment Bonds |



Bill Of Material

18136-2-0
8/19/2019

Project Labor: SIN #246-1000/51/52

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
0	MISC	Hardware/Materials	MISC Installation Consumables	152.86	\$0.00

Labor Schedule for: Project Labor: SIN #246-1000/51/52

QTY	Description	Rate	Ext. Price
420.00	Helper	\$87.61	\$36,796.20
160.00	Account/Project Manager	\$113.70	\$18,192.00
420.00	Installer	\$96.37	\$40,475.40
80.00	Field Engineer	\$93.95	\$7,516.00

TCC 01 - English: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	TRENDNET	TPE-115GI	Gigabit Power Over Ethernet Plus (PoE+) Injector, Converts Non-PoE Gigabit to PoE+ or PoE Gigabit, Network Distances up to 100 M	45.79	\$45.79
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 01 - English: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 02 - Science Math Annex: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 02 - Science Math Annex: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 03 - Academic Support: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 03 - Academic Support: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 03 - Academic Support: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 04 - Moore Lecture Hall: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 04 - Moore Lecture Hall: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 05 - Communications & Humanities: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 05 - Communications & Humanities: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
7	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$10,812.06

TCC 06 - Dental Hygiene: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 06 - Dental Hygiene: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 08 - Academic Computing: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47



TCC 08 - Academic Computing: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 08 - Academic Computing: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 09 - Centre Building: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 09 - Centre Building: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
4	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$6,178.32

TCC 11 - TPP North & South: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 11 - TPP North & South: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
7	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$10,812.06

TCC 12 - Fine and Performing Arts Center: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 12 - Fine and Performing Arts Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58



TCC 15 - Lifetime Sports Complex: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 15 - Lifetime Sports Complex: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 17 - Support Services: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 17 - Support Services: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
5	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$7,722.90

TCC 18 - Science Math: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 18 - Science Math: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
5	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$7,722.90

TCC 19 - University Center: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 19 - University Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 19 - University Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 20 - Baseball Fieldhouse: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 20 - Baseball Fieldhouse: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 27 - Administration Building: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37

TCC 27 - Administration Building: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 28 - Central Utility Plant: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 28 - Central Utility Plant: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 30 - Library: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11



TCC 30 - Library: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 30 - Library: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
6	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$9,267.48

TCC 31 - Eagles Nest (Trucking): Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 31 - Eagles Nest (Trucking): SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 34 - Softball Fieldhouse: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$3,927.03
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 34 - Softball Fieldhouse: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 35 - Student Union: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$3,927.03
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 35 - Student Union: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 37 - Parking Garage: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price



TCC 37 - Parking Garage: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 37 - Parking Garage: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 38 - Center for Workforce Development: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 38 - Center for Workforce Development: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 39 - History and Social Sciences: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 39 - History and Social Sciences: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 41 - Computer Technology: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 41 - Computer Technology: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 41 - Computer Technology: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
4	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$6,178.32

TCC 43 - Advanced Manufacturing: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 43 - Advanced Manufacturing: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 54 - Facilities: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 54 - Facilities: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 57 - Mailroom: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 57 - Mailroom: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

Financial Summary

Total Equipment:	\$240,367.99
Total Labor:	\$102,979.60
Other Direct Costs:	\$3,815.87
Total System Investment:	\$347,163.46



18136-2-0
8/19/2019

Acceptance

Proposal: TCC - 82 Door ACS Upgrade-GSA

\$347,163.46

The following documents in this proposal are considered binding including: Scope of Work, Bill Of Materials, Terms and Conditions Where Applicable

Proposal Accepted: Miller Electric Company is authorized to proceed with the work as proposed. This proposal is valid until: 10/18/2019

Purchaser Tallahassee Community College
By Trey Kimbrel
Title Construction Services Manager

Seller Miller Electric Company
By Hunter Longstreth

Signature _____
Date _____
PO # _____

Signature _____
Date 8/19/2019

The above persons represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership, software licenses and the Warranty below.



September 16, 2019

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: Disposal of Real Property

Item Description

This item requests Board of Trustees approval of the disposal of the former Woodham Building (former Gadsden Center) located at 339 East Jefferson Street, Quincy, FL 32351, listed as Site 2, Building 1 on the College's Educational Plant Survey.

Overview and Background

Pursuant to Section 1013.28, Florida Statutes, and Section 1.4(7), State Requirements for Educational Facilities, a Board may dispose of land or real property, which is determined by resolution of the Board to be unnecessary for educational purposes, and if recommended in an Educational Plant Survey.

The attached Educational Plant Spot Survey 2.3 requests approval to dispose of Site 2, Building No. 1 Gadsden Center/Woodham Building located at 339 East Jefferson Street, Quincy, FL 32351, which has been determined to be unnecessary and unsatisfactory for educational purposes. The costs to renovate and repair this building to State standards for educational facilities would be prohibitive. The building is currently leased for \$0 to Gadsden County.

Funding/ Financial Implications

NONE

Past Actions by the Board

NONE

Recommended Action

Approve the disposal of real property at 339 East Jefferson Street, Quincy, FL 32351.

AMENDMENT #2
EDUCATIONAL PLANT SURVEY
Tallahassee Community College
September 16, 2019

Pursuant to Section 1013.31, Florida Statutes, administrative staff of Tallahassee Community College has prepared an amendment to the current Educational Plant Survey for Tallahassee Community College dated April 26, 2017. In Accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the District Board of Trustees of Tallahassee Community College.

The new recommendation contained in this amendment does not affect any existing survey recommendations. Therefore, all previous recommendations remain valid. The following new recommendation is made:

SITE 2, Building 1 - Gadsden Center/Woodham Building - 339 East Jefferson Street, Quincy, FL 32351

AUTHORITY:

Pursuant to Section 1013.28, Florida Statutes, and Section 1.4(7), State Requirements for Educational Facilities, a Board may dispose of land or real property, which is determined by resolution of the Board to be unnecessary for educational purposes, and if recommended in an Educational Plant Survey.

DISPOSAL RECOMMENDATION:

Dispose of the Gadsden Center/Woodham Building located at 339 East Jefferson Street, Quincy, FL 32351, which has been determined by Resolution of the Board of Trustees of Tallahassee Community College to be unnecessary and unsatisfactory for educational purposes.

Approved by the Board of Trustees of Tallahassee Community College on September 16, 2019.

SIGNED: _____

Jim Murdaugh, Ph.D., President
Tallahassee Community College

**RESOLUTION of the BOARD OF TRUSTEES
TALLAHASSEE COMMUNITY COLLEGE
APPROVING THE DISPOSAL OF REAL PROPERTY**

WHEREAS, the property commonly known as Woodham building #1 at the Gadsden Center Campus - Site 2 of Tallahassee Community College, located at 339 East Jefferson Street, Quincy, FL 32351; and

WHEREAS, said property is unnecessary and unsatisfactory for educational and ancillary purposes;

NOW THEREFORE BE IT RESOLVED, that, pursuant to Section 1013.28, Florida Statutes, and Section 1.4(7), State Requirements for Educational Facilities, the Board of Trustees of Tallahassee Community College declares the property described as a building at the Gadsden Center (Site 2) unnecessary and unsatisfactory for educational and ancillary purposes; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the disposal of said property.

Dated this 16th day of September, 2019

Eugene Lamb, Jr., Chair
Board of Trustees
Tallahassee Community College

Jim Murdaugh, Ph.D., President
Tallahassee Community College

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 2 Version : 3

Status:

Active Pending

College: TALLAHASSEE COMMUNITY COLLEGE
Survey: Number 2 - Version 3
Description: *Spot Survey 2019 - Disposing of Site 2 Building 1 Gadsden Center/Woodham Building due to no educational value*
Survey Open Date: 5/28/2019 7:23:53 AM
Board Approval Date:
Survey Expiration Date: 6/30/2022
DVE768 Approval Date: 7/6/2010
Contact Name: JENNY SHULER
Contact Phone Number: 850-201-8015
Contact Email: shulerj@tcc.fl.edu

Survey Status	Status Time	User
Active Pending	5/28/2019 7:23:54 AM	Jenny Shuler

Master Plan update on file: Yes

The following local governments have received a copy of the college's educational plant survey pursuant to Chapter 1013 Florida Statutes:

Gadsden County, Florida



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapter 3.0 – General Administration.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual. Highlights of these changes are outlined below.

03-39 – Tallahassee Community College Police Department – policy developed to outline Tallahassee Community College Police Department’s authority to establish departmental policies and operating procedures.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved previous revisions to Chapter 3 of the College’s Policy Manual.

Recommended Action

Approve addition of College policy as presented.

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

TITLE: Tallahassee Community College Police Department	NUMBER: 03-39
AUTHORITY: Chapter 110, Florida Statutes Chapter 112, Florida Statutes Chapter 943, Florida Statutes Section 1001.64, Florida Statutes Section 1012.88, Florida Statutes	SEE ALSO:
DATE ADOPTED: 9/16/19	

The mission of the Tallahassee Community College Police Department (TCCPD) is to provide for the safety and protection of the employees and property of the College, the students enrolled at the College and the general public while on or in any property or facility of the College. TCCPD sworn members have authority as law enforcement officers to preserve the peace, to provide general police services to the College, and to enforce the laws of the State of Florida, applicable county and municipal ordinances, and the rules and policies of the College.

TCCPD represents a vital College function requiring conscientious oversight and operational direction in accordance with federal and state constitutions, statutes, regulations, and case law as well as best practices recommended by professional accrediting entities. TCCPD will maintain a department manual; a comprehensive set of departmental policies and procedures as needed to ensure that TCCPD members have appropriate departmental standard operating procedures that guide their behavior and actions.

Each TCCPD sworn member shall be provided with the TCCPD manual, as required by Section 1012.88, Florida Statutes and all other members will receive the TCCPD Manual as well.

Changes, additions, and deletions to the TCCPD manual shall become effective upon approval by the Chief of Police and the Vice President of Administrative Services and Chief Business Officer. Such changes, additions, and deletions shall be for the purpose of clarification of a policy or procedure, to reflect changes in law, court rulings and/or national or state law enforcement officials' expectation(s) of law enforcement behavior, or to improve the College's internal control processes as they relate to the operation of a professional and effective law enforcement department.

TCCPD sworn members shall, before entering into the performance of their duties, take the oath of office established by the College, in accordance with Chapter 943 and Section 1012.88, Florida Statutes. Sworn members shall meet the minimum standards established by the Criminal Justice

Standards and Training Commission and Chapter 943, Florida Statutes. Sworn members shall be provided with a uniform set of identification credentials.

All operations of the TCCPD shall be governed by the general rules and procedures of the College except as otherwise provided by statute. Sworn members shall be employed and trained and records maintained as required by the Criminal Justice Standards and Training Commission and Chapter 943, Florida Statutes.

Personnel matters shall be carried out as provided in the TCCPD manual and the personnel rules of the College in consonance with Chapter 110, Florida Statutes, as required by Section 1012.88, Florida Statutes. Internal investigations and discipline shall be carried out as described in the TCCPD manual in consonance with the requirements of Chapter 112, Florida Statutes.



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/27/2019.

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 August is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

**Tallahassee Community College
Fund Analysis
Unrestricted Current Fund
As of August 27, 2019**

REVENUE	Budgeted	Received Year to Date	Budgeted Balance				
Student Fees	\$ 25,141,465	9,836,797	\$ 15,304,668				
State Support	34,179,013	4,796,828	\$ 29,382,185				
Federal Support	375,000	67,505	\$ 307,495				
Other Revenue	580,000	720,206	\$ (140,206)				
Non-Revenue Sources	1,567,691	-	\$ 1,567,691				
TOTAL REVENUE	\$ 61,843,169	\$ 15,421,336	\$ 46,421,833				
EXPENSES	Budgeted	Expended Year to Date	Aug Expenses	% of YTD Expenses	Prior Year (PY) Budget	PY YTD Expenses	PY % of YTD Expenses
<u>PERSONNEL COSTS</u>							
Administrative	\$ 3,500,735	\$ 577,411	\$ 294,225	16%	\$ 3,203,115	\$ 556,375	17%
Instructional	12,178,112	2,304,902	\$ 1,053,758	19%	11,071,010	2,501,670	23%
Non-Instructional	16,204,691	2,732,494	\$ 1,358,736	17%	16,740,894	2,580,557	15%
OPS	5,557,476	606,400	\$ 249,480	11%	5,879,441	572,045	10%
Personnel Benefits	10,702,155	1,668,006	\$ 812,294	16%	10,372,933	1,660,912	16%
TOTAL PERSONNEL COSTS	\$ 48,143,169	\$ 7,889,213	\$ 3,768,493	16%	\$ 47,267,393	\$ 7,871,559	17%
<u>CURRENT EXPENSES</u>							
Services	\$ 4,843,864	\$ 490,351	\$ 310,577	10%	\$ 4,774,375	\$ 704,945	15%
Material & Supplies	3,329,612	445,462	\$ 204,232	13%	3,341,739	166,587	5%
Other Current Charges	5,276,525	963,309	\$ 485,412	18%	5,133,886	914,715	18%
TOTAL CURRENT EXPENSES	\$ 13,450,000	\$ 1,899,122	\$ 1,000,220	14%	\$ 13,250,000	\$ 1,786,247	13%
CAPITAL OUTLAY	\$ 250,000	\$ -	\$ -	0%	\$ 700,000	\$ -	0%
TOTAL EXPENSES	\$ 61,843,169	\$ 9,788,335	\$ 4,768,713	16%	\$ 61,217,393	\$ 9,657,806	16%

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

Issued in August 2019

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-011003	8/5/2019	ThyssenKrupp Elevator Americas	168,647.00	Labor & Material to modernize elevator equipment at the TCC Center for Innovation	Exempt per FAC6A14.0734(2)(h) Single Source procurement for purpose of economy or efficiency in standardization of materials or equipment.
PO-011007	8/6/2019	Hyland Software, Inc.	108,000.00	Subscription and hosting fees	Exempt per FAC 6A-14.0734(2)(G) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.



September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Sheri Rowland, Ed.D.
Vice President for Student Affairs
Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: District Board Policy 10-17 Student Activity and Service Fees

Item Description

This item requires Board approval to update language and committee membership on the Student Activity and Service Fee Budget Committee.

Overview and Background

The proposed changes align the committee membership with other Florida College System institutions.

Funding/ Financial Implications

None

Past Actions by the Board

The Board originally approved this policy on May 17, 2010, and then has approved revisions on June 28, 2010, and February 17, 2014.

Recommended Action

Approve requested changes to Board Policy 10-17 Student Activity and Service Fees.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Student Activity and Service Fees	NUMBER: 10-17
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.054, 6A-14.057	SEE ALSO: • Administrative Procedure 10-17AP: Student Activity and Service Fees
DATE ADOPTED: 05/17/10; Revised 06/28/10; 2/17/14; 09/16/19	

A Student Activity and Service Fee Budget Committee shall be established to distribute restricted funds developed from costs added to credit hours by enrolled students. Funds requested must benefit the student body as a whole. The budget shall be developed under the guidance of the Vice President for Student Affairs and shall be approved by the College President.

The committee shall consist of students representing the Student Government Association and designated College officials. At a minimum, the members of the committee shall include, the SGA President, SGA Vice President or appointee, a student club representative, an at-large student, the Director of Student Life or appointee, the Dean of Student Services, and the Vice President for Student Affairs or appointee. The Director of College Budgets and the Student Services Manager shall serve as non-voting members.

During the course of a fiscal year, the committee shall make necessary recommendations for allocations and budget adjustments to respond to new initiatives and changing needs with the approval of the College President or designee.

In accordance with F.A.C. 6A-14.057, the budget is to be based on an estimate of total funds generated from this fee based on the anticipated enrollment figure approved by the College President as well as an estimate of funds carried forward from the prior year, if available. Five percent of the total anticipated budget for each fiscal year shall be set aside in a Contingency Fund account to address any emergency needs and unforeseen budgetary expenses.

These funds shall be collected and expended in accordance with College policy, the administrative rules of the Florida Department of Education, and the laws of the State of Florida, as applicable.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Student Activity and Service Fees	NUMBER: 10-17
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1009.23 Florida Administrative Code: 6A-14.054, 6A-14.057	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 10-17AP: Student Activity and Service Fees
DATE ADOPTED: 05/17/10; Revised 06/28/10; 2/17/14; <u>09/16/19</u>	

A Student Activity and Service Fee Budget Council Committee shall be established to distribute restricted funds developed from costs added to credit hours by enrolled students. Funds requested must benefit the student body as a whole. develop a proposed annual budget for the use of student activity and service fees (A&S Fees). The budget shall be developed under the guidance of the Vice President for Student Affairs and shall be approved by the College President.

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The Council committee shall consist of students representing the Student Government Association and designated College officials. At a minimum, the members of the Council shall committee shall include, the SGA President, SGA Vice President or appointee, a student club representative, an at-large student appointed by the SGA President, the Director for Campus and Civic Engagement of Student Life or appointee, the Dean of Student Services, and the Vice President for Student Affairs or appointee. The Director of College Budgets and the Student Services Manager shall serve as non-voting members, the Student Involvement Coordinator, the Director of Student Success and Retention, a college official from the Business Office appointed by the Vice President for Administrative Services, and the Vice Presidents for Academic Affairs, Administrative Services, Information Technology, and Student Affairs.

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During the course of a fiscal year, the Council committee shall make necessary recommendations for allocations and budget adjustments to respond to new initiatives and changing needs with the approval of the College President or designee.

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In accordance with F.A.C. 6A-14.057, the budget is to be based on an estimate of total funds generated from this fee based on the anticipated enrollment figure approved by the College President as well as an estimate of funds carried forward from the prior year, if available. Five percent of the total anticipated budget for each fiscal year shall be set aside in a Contingency Fund account to address any emergency needs and unforeseen budgetary expenses.

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These funds shall be collected and expended in accordance with College policy, the administrative rules of the Florida Department of Education, and the laws of the State of Florida, as applicable.

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September 16, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Board Self-Evaluation Policy

Item Description

This item requires Board approval to approve a new District Board of Trustees Policy 02-09 Board Self-Evaluation, in accordance with new Principles of Accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC).

Overview and Background

The SACSCOC introduced a new principle 4.2.G - Board Self-Evaluation that is intended to document an effective periodic review of the Board's responsibilities and duties, demonstrating meaningful feedback and dialog. This policy addresses the self-evaluation as a duty of the Board.

Funding/ Financial Implications

None

Past Actions by the Board

The new Board Self-Evaluation process was introduced during the August 2018 Board meeting workshop.

Recommended Action

Approve new DBOT Policy 02-09.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Board Self-Evaluation	NUMBER: 02-09
AUTHORITY: Florida Statute: 1001.64	SEE ALSO:
DATE ADOPTED: 09/16/19	

The District Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the board has established the following processes:

- Once a year, the Board will conduct a self-evaluation.
- Board members will complete the evaluation survey and submit them to the Office of the President.
- A summary of the evaluations will be presented and discussed by the Board.