



February 15, 2021

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, February 15, 2021 Board Meeting.

The meeting will be held in the Student Union Ballroom on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida. The public may also register to attend virtually at <https://www.tcc.fl.edu/bot-meeting/2021/feb/>

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, February 15, 2021**  
**Business Meeting & Workshop – 2:30 PM**

**CALL TO ORDER**

- i. Moment of Silence
- ii. Pledge of Allegiance

**COMMENTS**

- i. Board Chair
- ii. Board Members
- iii. President

**APPROVAL OF MINUTES**

- 1. January 11, 2021 Meeting  
Request Board approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

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

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

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

- 2. Human Resources Report  
Approve the report as presented.
- 3. Architect Invoices  
Authorize payment of architectural invoice as presented.

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

***TCC Foundation***

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

***Academic Affairs***

6. Career Pathway Agreement with Florida State University School  
That the Board approve the Career Pathway Agreement.

***Administrative Services***

7. Construction Status Report  
Presented as an information item only.
8. Fund Analysis - January  
For information only, no Board action required.

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

March 22, 2021

Location: **Main Campus**

**ADJOURNMENT**

**Minutes  
District Board of Trustees  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304  
January 11, 2021  
Business Meeting – 2:30 PM**

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

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

**Absent:** None

**Via phone/Zoom:** None

**Others Present:** President Murdaugh, Candice Grause, Lenda Kling, Trevoris McDaniel, Rob Hall, Craig Knox, Kim Moore, Heather Mitchell, Bill Spiers, Don Herr, Lei Wang, Nyla Davis, Calandra Stringer, Anthony Jones, Barbara Wills, Bobby Jones, Sheri Rowland, Melinda Rodgers, Alice Maxwell, Joey Walter and Gerald Jones

**Via Zoom:** Bret Ingerman, Gregory Williams, Ayanna Young, Rachel Laudadio, Donmetrie Clark, Mike Robeck, Lauren Schoenberger, Charles Hash, Tina Workman, George Santora, Josh Willoughby, Scott Balog, Kalynda Holton, Gary Smiekle, Freddy Menendez, Brielle Crooms, Selina Starling, Amy Bradbury and Chip Singletary

## **COMMENTS**

i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance. He thanked Trustee Kilpatrick for his service and congratulated Dr. Calandra Stringer for her promotion to Provost and Vice President.

ii. Board Members – Trustee Grant indicated he continues to be impressed with all the good work. Trustee Kilpatrick said he was glad to be back, indicating there were TCC students assigned with his guard unit. Trustee Pople thanked faculty and staff for their hard work. Trustees Lamb and Callaway said they were glad to see we are all in good health.

iii. President Murdaugh announced Madeline Pumariega was named Miami Dade College President after our last meeting. He stated he appointed Dr. Calandra Stringer as the Provost and Vice President for Academic Affairs, indicating she has been here seventeen (17) years under three (3) Provosts, and stated Provost Stringer then appointed Anthony Jones as Associate Vice President for Academic Affairs. He recognized Dr. Stringer, Dr. Rowland & VP Moore for the combined work they have been doing.

He welcomed Joey Walter, Dean of Business, Industry, and Technology; Andrea Arce-Trigatti, Director of Assessment and Accreditation; and Kristina Wiggins, Workday Operations Director. He shared Rick Murgo and Pat Manning have announced their retirements and Tracy Woodward is planning to leave the College. He indicated Kalynda Holton has been named interim Dean of Science and Mathematics and Donmetrie Clark as interim Dean of Communications and Humanities.

President Murdaugh shared before the holidays many colleges were looking at dismal enrollment numbers, stating TCC put together a plan and worked over the break to increase our enrollment – extending a special thank you to everyone that worked on this. He said as of this morning credit hours are down four and two-tenths percent (4.2%), with most colleges down five to seventeen percent (5 – 17%). Trustee Messersmith asked for a round of applause for all the promotions and extra work by employees.

President Murdaugh stated we offered a maximum of six hundred dollars (\$600) monthly in CARES Act funds for up to three (3) months in rent for students facing eviction, indicating we assisted one hundred thirty-three (133) of our students. He shared part of the Omnibus Appropriation and COVID-19 relief

package will be additional Pell funds for our students and the education stabilization fund, of which we expect to receive a sizeable amount.

President Murdaugh recognized the birthdays of Trustees Kilpatrick and Grant.

### **APPROVAL OF MINUTES**

1. November 16, 2020 Meeting

Request Board approve minutes as presented.

**MOTION:** Trustee Kilpatrick      **SECOND:** Trustee Moore

Motion passed unanimously.

### **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced media clips for the TCC student Thanksgiving meal giveaways, student parent Bright Light giving campaign and housing funding for students.

### **UNFINISHED BUSINESS**

None

### **PRESENTATIONS**

None

### **NEW BUSINESS**

#### ***Approval of Consent Agenda***

2. Attorney Invoice – Bryant Miller Olive, P.A. (November 2020)

Authorize payment of invoice as presented.

3. Human Resources Report

Approve the report as presented.

4. Architect Invoices

Authorize payment of architectural invoices as presented.

5. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

**MOTION:** Trustee Moore      **SECOND:** Trustee Lamb

Motion passed unanimously.

#### ***TCC Foundation***

6. TCC Foundation Update

VP Mitchell said revenue continues to track ahead of last year, indicating forty-nine percent (49%) has been given to the college for upgrades and fifty-one percent (51%) used for scholarships. She summarized the upcoming events, cancelling Public Safety Day.

None required. Report provided for information only.

#### ***Academic Affairs***

7. Academic Calendars 2021-2022 and 2022-2023

That the Board approves the proposed 2021-2022 and 2022-2023 academic calendars.

**MOTION:** Trustee Lamb      **SECOND:** Trustee Callaway

Motion passed unanimously.

#### ***Administrative Services***

8. Annual SREF Fire, Sanitation and Casualty Inspection

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

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

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

10. Guaranteed Maximum Price – TCC Welding Technologies Laboratory  
Trustee Kilpatrick inquired about a completion date, with VP Wills saying around October.  
Approve the Guaranteed Maximum Price from Cook Brothers, Inc. for the TCC Welding Technologies Laboratory project in the amount of \$1,640,787.28.

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

11. Fund Analysis – December  
For information only, no Board action required.

## **PUBLIC COMMENT**

None

## **WORKSHOP**

### Student Success Rates

Provost Stringer reminded everyone of the task force on how to reopen the campus in Fall 2020; indicating this led to the face-to-face classes with safety guidelines, TCC Live (online courses via Zoom), hybrid courses and traditional online courses. She reviewed our Culture of CARE (Connections, Academics, Resources and Engagement) process that was designed with a group that included students.

She said with Academic Strategies for First Time in College students they created personalized learning plans, embedded academic resources (in one math class this resulted in a large increase in math success) and embedded academic support (a Learning Commons tutor and faculty librarian is included within the online course). She shared one hundred percent (100%) of our faculty completed professional development in the fall. She stated we continue to offer virtual mental health services, laptops, webcams, on-campus wi-fi, etc. She disclosed we also introduced academic success coaches, who are part-time employees, that correspond with our students weekly.

Provost Stringer indicated for our credit classes - six percent (6%) of our students did in-person only, with thirteen percent (13%) of our classes offered in-person or hybrid. Trustee Moore inquired how this compares to our sister institutions, with Provost Stringer saying most are doing remote online classes only (many not even offering Zoom). Provost Stringer said our overall success rate increased for Fall 2020 (in the middle of a pandemic with a new modality), indicating we are very proud of these numbers.

Trustee Pople asked how the students are made aware of all the things available to them; with Provost Stringer saying they receive information via text, videos, emails, etc. Provost Stringer shared over fifty percent (50%) of the students are very satisfied or satisfied with the LIVE classes and forty-two percent (42%) asked for in-person classes, but this differs from what they actually chose for Spring 2021. Trustee Grant confirmed the additional support will continue post-pandemic

Chair Messersmith asked if we saw a decrease in student participation at the Learning Commons over time, with Provost Stringer saying the usage continued and increased around exams. President Murdaugh said embedding the services (instead of just making them available) has resulted in a tremendous increase of usage.

President Murdaugh stated we were well positioned with technology to make these changes quickly (thanks to VP Ingerman and the Information Technology team), indicating we received a HIPPA compliant Zoom license for mental health counseling and will be beta testing a *Class for Zoom* product. He shared we leveraged our CARES funds to bolster our technology so we will be well positioned in the future.

### **PRESIDENT'S REPORT**

President Murdaugh shared his thanks for rescheduling this meeting to meet the grant timeline.

### **NEXT MEETING DATE**

February 15, 2021

Location: **Main Campus**

### **ADJOURNMENT**

Meeting adjourned at approximately 3:40 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on February 15, 2021.

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**Frank Messersmith**  
**Chair**

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**Jim Murdaugh, Ph.D.**  
**President**



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Human Resources Report

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**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 2020-2021 Operating Budget.

**Recommended Action**

Approve the report as presented.



**Original Appointments - Executive, Administrative, Managerial & Professional**

Name	Position	Department	Effective Date
Andrea Arce-Trigatti	Assessment and Accreditation, Director	Institutional Effectiveness	January 4, 2021
Joseph Walter	Dean	Business, Industry and Technology	January 4, 2021
Kristina Wiggins	Workday Operations, Director	Administrative Services	January 4, 2021

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Travis Sampiero	Instructional Designer	TCC Online	January 4, 2021
Jeffrey Fillingim	Radiologic Technology Faculty	Radiologic Technology	January 5, 2021

**Original Appointments - Faculty**

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

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Lisa Hughes	Career Development Specialist	Compass 100 DOC Lawtey CI	January 4, 2021
Maxine Smith	Special Education Assistant	DOC Central Florida Reception Center	January 11, 2021
Ivan Rivera	Career Development Specialist	Compass 100 DOC Sumter CI	January 18, 2021
Huang Jiaping	Psychometrician	DOE Test Development Center	January 19, 2021

**Re-Appointments (All Employees)**

Name	Position	Department	Effective Date	Prior Position
Calandra Stringer	Vice President of Academic Affairs and Provost	Academic Affairs	January 1, 2021	Associate Vice President of Academic Affairs
Anthony Jones	Associate Vice President of Academic Affairs	Academic Affairs	January 1, 2021	Dean, Science and Math

**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
Angela Linton	Assistant to the Dean of Student Success	Advising and Retention	January 1, 2021	December 31, 2025

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Junior Somers	Custodial Worker	Facilities	December 11, 2020	Resigned
Lora Graham	Staff Assistant	Transitional Studies	December 11, 2020	Resigned
Marilyn Reed	Career Development Specialist	Compass 100 DOC Hardee CI	December 11, 2020	Resigned
Lindsey Hugen	Staff Assistant I	Student Accessibility Services	December 17, 2020	Resigned
Jonathan Davis	Student Accessibility Advisor	Student Accessibility Services	December 18, 2020	Resigned
Robin Haggins	College Success Faculty	College Success	December 18, 2020	Resigned
Evelyn Valentin	Radiologic Technology Faculty	Radiologic Technology	December 31, 2020	Resigned
Joy Hester	Public Safety Officer	Campus Police	December 31, 2020	Retired
Ysonde Jensen	Alumni and Friends Association Coordinator	TCC Foundation	December 31, 2020	Retired
Madeline Pumariega	Vice President of Academic Affairs, Provost	Academic Affairs	January 1, 2021	Resigned
Matt Thomas	Landscaper	Facilities	January 1, 2021	Retired
Demishia McCoy	Center Manager, Gadsden	Center for Workforce Education	January 2, 2021	Resigned

Zelma Walker	Senior Custodian	Facilities	January 4, 2021	Retired
Kali Gray	Nursing Faculty	Nursing Faculty	January 4, 2021	Resigned
Kayretia Ingram	Call Center Representative	Call Center	January 4, 2021	Dismissed
Chana Foster	Custodial Shift Supervisor	Facilities	January 4, 2021	Resigned
Tanya Hargrove	Staff Assistant II	Career Services	January 4, 2021	Resigned
Tyrone Johnson	Internship Coordinator & Employer Relations	Career Services	January 4, 2021	Resigned
Perri Preston	Radiologic Technology Faculty	Radiologic Technology	January 6, 2021	Retired
Henry Thomas	Office Manager	Communications and Humanities	January 8, 2021	Retired
Marissa Valerio	Culinary Arts Technical Educator Instructor	DOC Vocational Training	January 8, 2021	Dismissed
Henry Ponciano	Dean of Student Success	Student Affairs	January 13, 2021	Resigned

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Alton Oliver	Landscaper	Facilities	J.B.M.	Custodian
Carol Lynne Andresen	Radiologic Technology Faculty	Healthcare Education	Radiology Associates	MRI Technologist
Gregory Taylor	Equipment Mechanic	Facilities	Self Employed	Mechanic

**Seeking to Hold Political Office Requests (All Employees)**

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



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoice submitted for the month of February 2021.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$0.00  
BKJ, Inc. Architecture - \$0.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$2,292.50  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the January 11, 2021 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoice as presented.



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

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

Invoice number 20086\_1220  
Date 01/12/2021  
Project 20086 TCC STAIRWELL DESIGN  
UPDATES

Professional Architectural Services

PO-013233

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Task 1 - Existing Conditions Verification	2,292.50	100.00	0.00	2,292.50	2,292.50
Task 2 - Conceptual Design Options	4,257.50	0.00	0.00	0.00	0.00
Subtotal	6,550.00	35.00	0.00	2,292.50	2,292.50
Total	6,550.00	35.00	0.00	2,292.50	2,292.50

Invoice total **2,292.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_1220	01/12/2021	2,292.50	2,292.50				
	Total	2,292.50	2,292.50	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Sponsored Programs – Provider

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**Item Description**

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

**Overview and Background**

The following are recommended for approval.

**I. Receipt, Amendment, Extension of Resources**

Florida Department of Education - Rapid Credentialing - Amendment 2

This amendment is to correct the CIP codes under Part A - Program Chart for both Law Enforcement and Masonry. The total budget remains \$374,014.

US Department of Education – Higher Education Emergency Relief Fund – Student Aid Amendment 1

This amendment increases the award by \$3,881,792. Indirect cost rate is not allowed. The total amount of this award is \$7,763,584.

US Department of Education – Higher Education Emergency Relief Fund – Institutional Support - Amendment 1

This amendment increases the award by \$11,667,189, with an indirect cost rate of 42% (the College's Federally Approved Indirect Cost Rate). The total amount of this award is \$15,548,981.

Florida Department of Education - Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) State Leadership – General TCC-CTE Outreach and Recruitment FY20/21 – Amendments 1 and 2

These amendments increase the award by \$105,375 for two positions and reallocate funds for supplies. The total amount of this award is \$239,681 with an indirect cost rate of 5%.

Florida Department of Education – Pathways to Career Opportunities - Amendment 5

This amendment is for reallocation of funds from Instructional Expense to Mobile Hot Spots for students without home internet services. The amount of this award remains \$118,913.00.

Florida Department of Corrections – CDL Training Program

This project provides vocational CDL instruction and programming (i.e., textbooks, consumable supplies, industry exams) to DOC inmate-students at regional facilities. The award is for \$72,108 with an indirect cost rate of 0%. The funding period is from 9/3/20 through 6/30/21.

**II. Commitments, Expenditures, Contracts for Service**

Storm Ready Services, Inc. –Amendment 2

This amendment provides additional parks for service and increases the contract by \$1,000,000 for a total of \$2,000,000. The contract period will end 6/01/2021.

**Past Actions by the Board**

Florida Department of Education - Rapid Credentialing

Amendment 1 was approved at the January 2021 Board of Trustees meeting.

US Department of Education – Higher Education Emergency Relief Fund – Student Aid

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

US Department of Education – Higher Education Emergency Relief Fund – Institutional Support

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

Florida Department of Education - Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V) State Leadership – General TCC-CTE Outreach and Recruitment FY20/21.

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

Florida Department of Education – Pathways to Career Opportunities

Amendments 3 and 4 were approved at the November 2020 Board of Trustees meeting.

Storm Ready Services, Inc

The original contract and amendment 1 was approved at the January 2021 Board of Trustees meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$3,455,877.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** TCC Foundation Update

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**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.

**Past Actions by the Board**

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

**Funding/ Financial Implications**

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

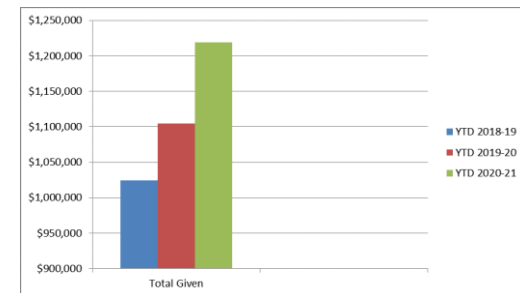
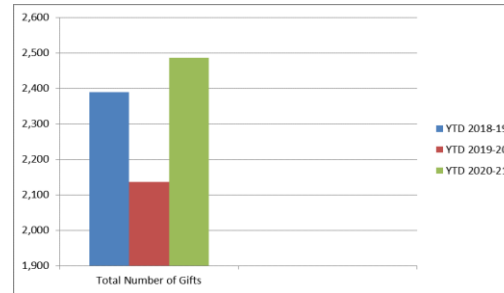
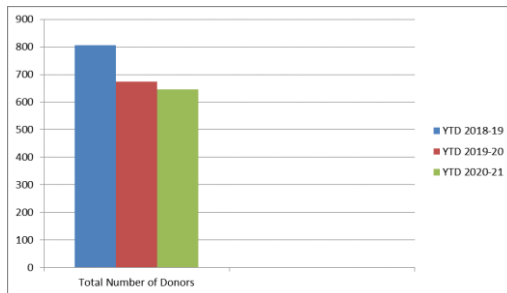
**Recommended Action**

None required. Report provided for information only.

## TCC Foundation - Financial Update FY 20/21 July - January 27

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		<b>Total Received</b>	\$1,024,038	\$1,104,662
	<b>Scholarship amount</b>	\$323,886	\$493,124	\$635,134
	<b>Program support amount</b>	\$421,782	\$323,046	\$360,386
	<b>Facility support amount</b>	\$172,662	\$170,840	\$96,616
	<b>Unrestricted support amount</b>	\$105,708	\$117,652	\$127,110
	<b>Number of Donors</b>	806	675	796
	<b>Number of Gifts</b>	2,389	2,136	2,486
	<b>Net assets of the TCC Foundation</b>	\$17,315,843	\$18,567,823	\$20,747,624

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		<b>Cash</b>	\$950,598	\$1,072,662
	<b>Gift in Kind</b>	\$73,440	\$32,000	\$0
	<b>Number of Planned Gifts Confirmed</b>	0	4	3
	<b>Total Raised - Pledges Received</b>	\$35,000	\$35,394	\$103,364
	<b>Grants Received</b>			28 grants total \$5,161,577
	<b>Grants Applied For</b>			21 grants total \$7,872,295
	<b>Pledges Expected by 6/30/2021</b>			\$511,644







February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**SUBJECT:** Career Pathway Agreement with Florida State University School

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**Item Description**

This item presents a Career Pathway Agreement between the College and Florida State University School.

**Overview and Background**

In an effort to provide career opportunities for secondary school students in Career Pathway programs, Tallahassee Community College is proposing to continue the partnership with Florida State University School. TCC will provide career pathways in areas such as the following: Emergency Medical Services, Graphic Design and Web Technology, Digital Media, Computer Programming and Web Development, Computer Programming Specialist, and Computer Programming and Analysis.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

The Board has approved career pathway agreements with Florida State University School in the past.

**Recommended Action**

That the Board approve the Career Pathway Agreement.

## **Career and Technical Education**

### **Tallahassee Community College & Florida State University Schools Career Pathways Articulation Agreement 2020-2021**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

#### **Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

#### **Procedure**

1. The secondary school instructor provides evidence of completion to the Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

## **Conditions of Agreement**

1. Florida State University Schools faculty and TCC faculty will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Florida State University Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Florida State University Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Florida State University Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry, and Technology for Tallahassee Community College, Representative for Florida State University Schools and the TCC Career Pathways Specialist.

**IN WITNESS WHEREOF**, the Florida State University Schools, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Florida State University Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Florida State University Schools

## FLORIDA STATE HIGH SCHOOL CAREER PATHWAYS

High School CTE Pathway Program of Study:     Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee Community College Program:     Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8417100 Health Science Anatomy and Physiology	Completion of the high school program	HSC2531 Medical Terminology	3
8417110 Health Science Foundations		DEP 2004 Human Growth and Development	3
8417211 Nursing Assistant 3			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none"> <li>• Completion of high school CTE courses</li> </ul>			

**High School CTE Pathway Program of Study:** Commercial Art Technology (8718000)

**Tallahassee Community College Program:** Graphic Design and Web Technology, A.S.

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8718010 Commercial Art Technology 1	Completion of the high school program	GRA 1111C Graphic Design I	3
8718010 Commercial Art Technology 2			
8718010 Commercial Art Technology 3		PGY 2801C Photoshop	3
8718010 Commercial Art Technology 4			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none"> <li>Completion of high school CTE courses</li> </ul>			

**High School CTE Pathway Program of Study:** Television Production Technology

**Tallahassee Community College Program:** Digital Media, A.S.

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8201510 Television Production Technology 1	Completion of the high school program	DIG 2000 Intro to Digital Media	3
8201520 Television Production Technology 2			
8201530 Television Production Technology 3			
8201540 Television Production Technology 4			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none"><li>• Completion of high school CTE courses</li></ul>			

**High School CTE Pathway Program of Study:** Applied Information Technology (9003400)

**Tallahassee Community College Program:** Computer Programming and Web Development, A.S.  
 Computer Programming Specialist Certificate  
 Computer Programming and Analysis Certificate

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
8207310 Digital Information Technology	Completion of the high school program	CGS 1060 Computer and Information Literacy	3
9003410 Computer Fundamentals			
9003420 Web Technologies			
9003430 IT Systems & Applications			
9003440 Database Essentials			
9003450 Programming Essentials		CGS 1820 Web Page Authoring	3
9003460 Web Development Technologies			
9003470 Multimedia Technologies			
9003480 Computer Networking Fundamentals			
9003490* Cybersecurity Fundamentals			
<b>Validation Mechanism</b>			
High School transcript noting: <ul style="list-style-type: none"> <li>• Completion of high school CTE courses</li> </ul>			



**High School CTE Pathway Program of Study:** Journalism (8771100)

**Tallahassee Community College Program:** Digital Media, A.S.  
Digital Multimedia Certificate

High School Course Number and Title	Industry Certification & TCC Assessment	Equivalent TCC Course	Credits to be Awarded
1006300 Journalism I	Completion of the high school program	CGS 1820 Web Page Authoring	3
8771110 Industrial Communications			
8209510 Digital Design I			
8209510 Web Design I OR 9001110 Foundations of Web Design			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none"><li>• Completion of high school CTE courses</li></ul>			



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Construction Status Report

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**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 FEBRUARY 2021

## MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – SM 128	100%	TBD	Complete
Foundation Classroom Renovation – SM 137	100%	TBD	Complete
Foundation Classroom Renovation – CT 107	65%	TBD	Waiting on A/V
Foundation Classroom Renovation – HSS 110	65%	TBD	Waiting on A/V
Foundation Classroom Renovation – HSS 259	65%	TBD	Waiting on A/V
Replace chair/desks and carpet MLH 151 & 152 and SMA 140	100%	TBD	Complete
AMTC Welding Lab	15%	TBD	Contracts being executed
FPAC Dressing Rooms	75%	TBD	Underway
FPAC Roof Replacement	25%	TBD	Underway
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 955 Trip Hazards and Replaced 25 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 152,354 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

## GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI Elevator	20%	TBD	Materials on order

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## WAKULLA ENVIRNOMENTAL INSTITUTE (SITE 6)

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TASK	% COMPLETE	DUE DATE	NOTES
None to report			

## FOUNDATION CLASSROOM RENOVATION SUMMARY

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Renovated Classroom(s)	Cost to Date
<b>SM 128</b> - Classroom Renovations	\$ 32,415.94
<b>SM 137</b> - Classroom Renovations	\$ 29,119.77
<b>CT 107</b> - Classroom Renovations	\$ 16,202.00
<b>HSS 110</b> - Classroom Renovations	\$ 14,942.00
<b>HSS 259</b> - Classroom Renovations	\$ 19,184.60



February 15, 2021

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Fund Analysis - January

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 1/26/2021

**Overview and Background**

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of January is attached to this item.

**Past Actions by the Board**

For information only, no Board action required.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

For information only, no Board action required.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of January 26, 2021**

<b>REVENUE</b>	<b>January Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,936,890	\$ 2,053,219	\$ 19,392,015	\$ 12,319,313	\$ 24,638,626	79%
State Support	\$ 2,309,630	\$ 2,797,583	\$ 16,167,311	\$ 16,785,497	\$ 33,570,994	48%
Federal Support	\$ 20,746	\$ 40,833	\$ 365,240	\$ 245,000	\$ 490,000	75%
Other Revenue	\$ 174,766	\$ 210,833	\$ 2,105,708	\$ 1,265,000	\$ 2,530,000	83%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
<b>TOTAL REVENUE</b>	<b>\$ 4,442,032</b>	<b>\$ 5,217,754</b>	<b>\$ 38,030,274</b>	<b>\$ 30,614,810</b>	<b>\$ 62,613,051</b>	<b>61%</b>
<b>EXPENSES</b>	<b>January Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	\$ 281,031	\$ 277,903	\$ 1,923,298	\$ 1,667,418.78	\$ 3,334,838	58%
Instructional	\$ 903,084	\$ 1,058,375	\$ 6,920,532	\$ 6,350,252.18	\$ 12,700,504	54%
Non-Instructional	\$ 1,224,845	\$ 1,468,171	\$ 8,975,345	\$ 8,809,027.08	\$ 17,618,054	51%
OPS	\$ 378,240	\$ 431,790	\$ 3,172,945	\$ 2,590,742.90	\$ 5,181,486	61%
Personnel Benefits	\$ 794,055	\$ 877,347	\$ 5,768,916	\$ 5,264,084.57	\$ 10,528,169	55%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 3,581,254</b>	<b>\$ 4,113,588</b>	<b>\$ 26,761,036</b>	<b>\$ 24,681,526</b>	<b>\$ 49,363,051</b>	<b>54%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	\$ 255,066	\$ 339,089	\$ 1,789,030	\$ 2,034,535	\$ 4,069,070	44%
Material & Supplies	\$ 119,090	\$ 195,744	\$ 1,106,576	\$ 1,174,466.50	\$ 2,348,933	47%
Other Current Charges	\$ 746,282	\$ 548,500	\$ 4,713,768	\$ 3,290,998.50	\$ 6,581,997	72%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 1,120,438</b>	<b>\$ 1,083,333</b>	<b>\$ 7,609,373</b>	<b>\$ 6,500,000</b>	<b>\$ 13,000,000</b>	<b>59%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 20,833</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,701,692</b>	<b>\$ 5,217,754</b>	<b>\$ 34,370,409</b>	<b>\$ 31,306,526</b>	<b>\$ 62,613,051</b>	<b>55%</b>

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

**Issued in January 2021**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-013244	1/14/2021	Orlando Magic d/b/a Orlando Events Center Enterprises, LLC	175,000.00	Advertising and promotional benefits with Orlando Magic.	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)
PO-013255	1/20/2021	IMG College LLC	120,000.00	Advertising and promotional benefits with IMG College for the University of Florida	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)