



January 11, 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, January 11, 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/jan/>

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jim Murdaugh'.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, January 11, 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. November 16, 2020 Meeting
Request Board approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Attorney Invoice – 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.

TCC Foundation

6. TCC Foundation Update
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.

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.
9. Construction Status Report
Presented as an information item only.
10. Guaranteed Maximum Price - TCC Welding Technologies Laboratory
Approve the Guaranteed Maximum Price from Cook Brothers Inc., for the TCC Welding Technologies Laboratory project in the amount of \$1,640,787.28.
11. Fund Analysis - December
For information only, no Board action required.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

February 15, 2021

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
November 16, 2020
Business Meeting – 2:30 PM**

The November 2020 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, Lamb and Moore

Absent: None

Via phone/Zoom: Trustee Kilpatrick and Pople

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Trevoris McDaniel, Rob Hall, Madeline Pumariega, Karen Miller, Craig Knox, E.E. Eunice, Heather Mitchell, Lei Wang, Calandra Stringer, Scott Balog, Kimberly Moore, Nyla Davis, Barbara Wills, Don Herr, Anthony Jones, Alice Maxwell, Gerald Jones and Sheri Rowland

Via Zoom: Bret Ingerman, Laketa L. Henderson, Michael L. Barrera, Thaddeus D. Hammond, Josh Willoughby, Angela Long, Patricia Manning, Rachel Laudadio, Bob Ballard, Kalynda Holton, Mike Robeck, Charles Hash, Lauren Schoenberger, Freddy Menendez, Amy Bradbury, Selina Starling, Chip Singletary, Robbie Gaffney and Ayanna Young

COMMENTS

- i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance. He stated the Hops and Half Shells event was wonderful, thanking the TCC Foundation.
- ii. Board Members – Trustee Callaway thanked the TCC Family for their kindness after her loss.
- iii. President Murdaugh congratulated Trustee Moore for the 2020 BioFlorida Leadership and Top 100 Most Influential awards, along with her upcoming birthday.

APPROVAL OF MINUTES

1. October 26, 2020 Meeting
Request Board approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

Director Maxwell introduced media clips for the Talon Market anniversary, Model United Nations, Reggie Grant article about TCC Live, Susan Wessner Developmental Educator of the Year award, campaign for spring registration, four (4) brothers studying at the Fire Academy, student blood donations, the Be Essential jobs training and Mine Safety training.

Director Eunice introduced Karen Miller, Mining Coordinator, indicating the program has received many awards from the Mine Safety Administration, Department of Labor. Ms. Miller displayed the awards and provided an overview of the program mission.

President Murdaugh indicated Provost Pumariega is a finalist for the Presidency at Miami Dade College, sharing how much he admired her and stating if she gets the job this will be her last meeting. Provost Pumariega said her applying for the job was not a reflection of how she feels about TCC.

President Murdaugh shared, when Provost Pumariega came on board, one of the things they wanted to do was compete for the Aspen Prize. He said if she leaves, he and the college will be better for her time

here. The Trustees individually communicated messages of thanks for her work at TCC (including the strategic planning process prior to her time here) and in the community.

UNFINISHED BUSINESS

None

PRESENTATIONS

Director Balog shared we hosted the US Small Business Administration in January, which led to the Strategic Alliance Memorandum we are executing today. He introduced District Director Michael L. Barrera, Acting District Director Laketa L. Henderson and Economic Development Specialist Thaddeus D. Hammond.

Mr. Hammond stated this will formalize our collaborative endeavor, indicating we will be involved with their small business events. Director Barrera shared they are looking forward to this working partnership. Chair Messersmith said with the resurrection of our oyster industry, we have a model that works, thanking everyone for their work on this alliance.

NEW BUSINESS

Approval of Consent Agenda

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

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

TCC Foundation

6. TCC Foundation Update
VP Mitchell shared they will be launching their first Heroes in Public Safety Conference in December. She said the Hurst Gallery has been renovated and they will host the unveiling in January.

None required. Report provided for information only.

7. TCC Foundation – Classroom Naming
Accept naming as presented.

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

8. TCC Foundation – Courtyard Naming
Accept naming as presented.

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

President Murdaugh recognized Dean Gerald Jones and VP Mitchell for their work to provide Thanksgiving meals to fifty (50) of our students this Friday. VP Mitchell shared we will have an Iron Chef at our Cleaver & Cork event.

Administrative Services

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

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

PUBLIC COMMENT

None

WORKSHOP

None

PRESIDENT’S REPORT

President Murdaugh shared Chief Gibson will be leaving to go the Department of Agriculture. Chief Gibson said he was honored to have been our Police Chief and proud of the things we have done. Several Trustees expressed their thanks for the various processes and procedure he put into place.

President Murdaugh indicated the Executive Team discussed Thanksgiving and made a decision to close the college early on Wednesday, November 25th as a way to say thank you to our faculty and staff.

NEXT MEETING DATE

January 11, 2021 Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 3:33 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on January 11, 2021.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President



January 11, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

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

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 \$75.00 for November 2020.

Recommended Action

Authorize payment of invoice as presented.



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

Invoice Date: December 8, 2020
 Invoice No. 73817
 Client No. 25480.006

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

Purchase Order No. PO-012617

Statement of Legal Services

			Hours		
11/10/2020	JCC	Telephone conference with client (C. Grause) / negotiations	0.30		
Current Services			0.30	\$75.00	
Recapitulation					
	<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	James C. Crosland		0.30	\$250.00	\$75.00
Payments					
10/30/2020	Payment	ACH Rcv'd 10/30/20 Invoice 73082		825.00	
11/20/2020	Payment	ACH rec'd 11/20/20 Invoice 73382		125.00	
				950.00	
Total Current Work				\$75.00	
Previous Balance Due					\$483.80
Balance Due					\$558.80

Tallahassee Community College

Invoice Date: December 08, 2020
Invoice No. 73817
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
1545 Raymond Diehl Road, Suite 300
Tallahassee, FL 32308
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688
for credit to Bryant Miller Olive, Account #2132834901
Thank you for your business



January 11, 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

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
Dennis Braun	Business & Workforce Development, Director	Workforce Development	November 1, 2020

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Kenneth Oder	Public Safety Officer	Campus Police	November 19, 2020

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Kayla Ealum	Career Development	Compass 100 DOC - Walton C.I.	November 2, 2020
Craig Nordskog	Career Development	Compass 100 DOC - Homestead C.I.	November 4, 2020
Traniece Harris	Special Education Assistant	DOC - Avon Park C.I.	November 9, 2020
Charles Frazier	Career Development	Compass 100 DOC - Cross City C.I.	November 23, 2020

Re-Appointments (All Employees)

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

Drop Retiree Participants (All Employees)

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

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
William Campbell	Academy Program Coordinator (Fire Arms)	FPSI	November 5, 2020	Dismissed
Kiwannda Lewis	Custodian	Facilities	November 6, 2020	Resigned
Nadia McDonald	Learning Commons Specialist	Learning Commons	November 6, 2020	Resigned
Kym Mattson	Call Center Representative	Call Center	November 10, 2020	Resigned
Michael Trim	Maintenance Technician II	FPSI	November 13, 2020	Resigned
Patricia-Ann Davis	Career Development Specialist	Compass 100 DOC - Okeechobee	November 18, 2020	Resigned
Ian Waters	Environmental Safety Technician	Campus Police	November 20, 2020	Resigned
Ivan Rivera	Career Development Specialist	Compass 100 DOC - Sumter C.I.	November 27, 2020	Resigned
Ashley Belgrave	Call Center Representative	Call Center	November 30, 2020	Resigned
Gregory Gibson	Chief of Campus Police	Administrative Services	November 30, 2020	Resigned
Maria Mazzola	Staff Assistant	DOE - Charter Schools II	November 30, 2020	Resigned
Sally Rhodes	English Language Arts Coordinator	DOE - Test Development Center	November 30, 2020	Resigned
Bess Grasswick	Program Specialist II	DOE - Charter Schools	December 1, 2020	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Lee Paxton	Mining Field Analyst & Training Specialist	FPSI/FMSP	Central FL Safety Training Consultants, LLC	Owner
Michael Rodes	High Liability Training Coordinator	FPSI	FSU Seminole Boosters	Parking Coordinator

Seeking to Hold Political Office Requests (All Employees)

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



January 11, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the months of November, December 2020 and January 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 - \$10,208.25
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the August 17, 2020 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.



INVOICE NO. 17320.8.3

TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages
	Federal I.D. No: 59-3616761
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-011147-1
	Project Name: Welding Lab - Build-Out
	DATE: 11/19/2020

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	AMOUNT REMAINING	AMOUNT DUE THIS INVOICE
Design Development	\$29,136.00	100%	\$29,136.00	\$0.00	\$0.00
100% Construction Documents	\$43,704.00	100%	\$43,704.00	\$0.00	\$0.00
Bid / Permitting	\$4,856.00	100%	\$0.00	\$0.00	\$4,856.00
Construction Administration	\$19,424.00	0%	\$0.00	\$19,424.00	\$0.00
Reimbursements - Printing	\$690.00	100%	\$690.00	\$0.00	\$0.00
GRAND TOTALS	\$97,810.00		\$73,530.00	\$19,424.00	\$4,856.00
Invoice Total					\$4,856.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)



January 11, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Rapid Credentialing - Amendment 1

This amendment adds OPS positions to complete activities until the Program Specialist position is filled. Clarifying language was also added to the narrative relating to Tuition Assistance and Certifications. The total budget remains \$374,014.

Florida Department of Corrections – Vocational Instruction, Amendment 3

This amendment increases the award by \$5,000. The total amount of this award is \$1,721,213.15 with an indirect cost rate of 10%.

Florida Department of Juvenile Justice – 2017-2023 – Amendment 7

This amendment is to correct the agreement specifically listing salary for positions. The award amount remains the same.

Florida Department of Transportation – Florida Teen Traffic Safety Program Amendment 1

This amendment is for reallocation of funds due to travel restrictions providing for additional technology, supplies and contracted services. Total award amount does not change.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program Amendment 1

This amendment is to correct a system error relating to the calculation of indirect cost on the award. Total award amount does not change.

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 10/1/20 through 9/30/21.

II. Commitments, Expenditures, Contracts for Service

Storm Ready Services, Inc. – Original Contract and Amendment 1

The contractual service agreement is to provide services for the Division of Emergency Management Mobile Home Tie-Down Program to assist in securing manufactured homes to the ground. The amendment provides additional parks for service. The contract amount is \$1,000,000. The contract period will end 6/01/2021.

Timberline Construction Group, LLC

A contractual service agreement is to provide services for the Division of Emergency Management Mobile Home Tie-Down Program to assist in securing manufactured homes to the ground. The contract amount is \$500,000. The contract period will end 6/30/2021.

Past Actions by the Board

Florida Department of Education - Rapid Credentialing

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

Florida Department of Corrections - Vocational Instruction

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

Florida Department of Juvenile Justice – 2017-2023

Amendment 6 was approved at the November 2020 Board of Trustees meeting.

Florida Department of Transportation – Florida Teen Traffic Safety Program

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

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

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

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

This award is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$500.00.

Recommended Action

Authorize funding for the awards and contracts as presented.



January 11, 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

Choose an item.

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

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

The Foundation would also like to extend an invitation to DBOT members to the following events:

January 14: Jean Hurst Courtyard Unveiling: 2:00 p.m., Hinson Admin Building
January 14: Hurst Gallery Renovation Unveiling: 5:30 – 7:00 p.m., Hurst Gallery
January 29: Heroes in Public Safety Banquet: 6:00 – 9:30 p.m., Civic Center
January 30: Public Safety Day, 12:00 – 4:00 p.m., FPSI

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.

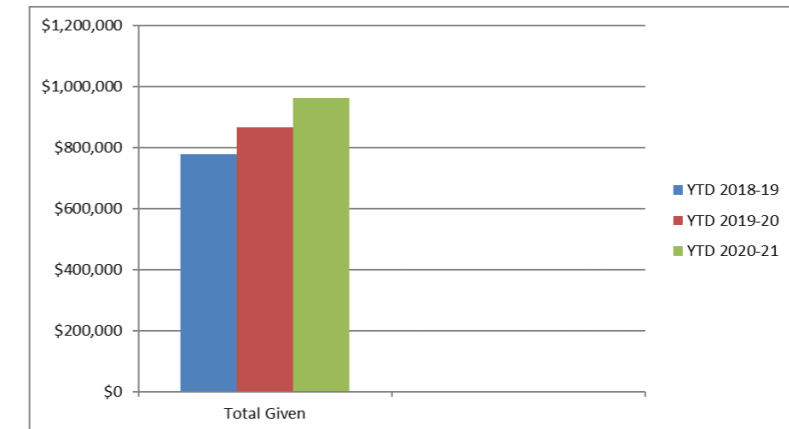
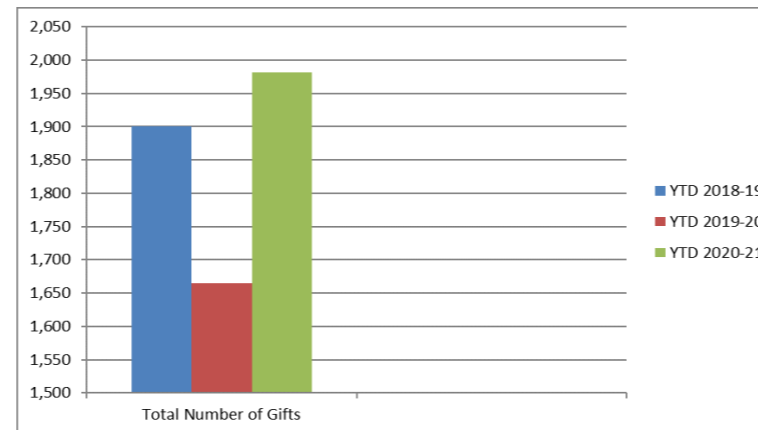
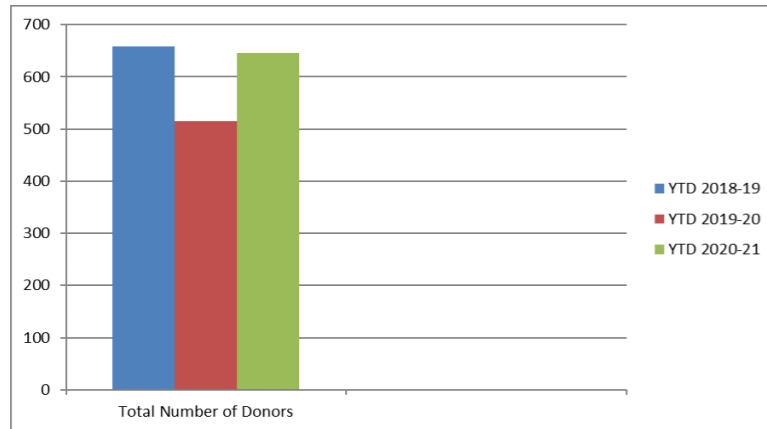
Recommended Action

None required. Report provided for information only.

TCC Foundation - Financial Update FY 20/21 July - December 10

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		Total Received	\$778,310	\$866,728
	Scholarship amount	\$276,425	\$391,585	\$508,344
	Program support amount	\$319,062	\$223,064	\$262,059
	Facility support amount	\$102,801	\$162,250	\$87,106
	Unrestricted support amount	\$80,022	\$89,829	\$106,446
	Number of Donors	658	515	646
	Number of Gifts	1,900	1,665	1,982
	Net assets of the TCC Foundation	\$16,224,230	\$18,071,970	\$18,602,865

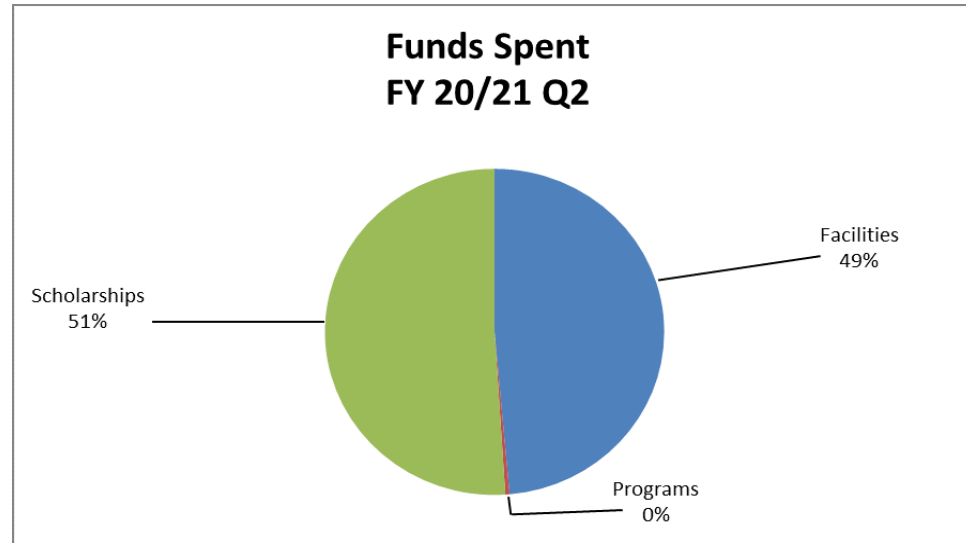
TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
			Cash	\$754,870
	Gift in Kind	\$23,440	\$32,000	\$0
	Number of Planned Gifts Confirmed	0	4	3
	Total Raised - Pledges Received	\$42,000	\$42,253	\$92,083
	Grants Received			28 grants total \$5,161,577
	Grants Applied For			20 grants total \$7,434,762
	Pledges Expected by 6/30/2021			\$550,481



TCC Foundation - Funds Spent FY 20/21

Funds Spent FY 2020-2021 Second Quarter

Fund Category	Amount Spent
Facilities	\$300,000
Programs	\$2,463.69
Scholarships	\$314,968.48
Total	\$617,432.17





January 11, 2021

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: Academic Calendars 2021-2022 and 2022-2023

Item Description

This item requests that the Board approve the academic calendars for the 2021-2022 and 2022-2023 academic years.

Overview and Background

The proposed calendars are similar to previous calendars. They are aligned with spring break for the Leon County School District, Florida State University and Florida A&M University. The calendar meets all Florida statutory requirements.

Funding/ Financial Implications

Annually, the Board reviews the academic calendar for approval.

Past Actions by the Board

There are no funding or financial matters associated with this item.

Recommended Action

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

**TALLAHASSEE COMMUNITY COLLEGE
2021-2022 ACADEMIC CALENDAR**

FALL TERM I (AUGUST 23 - DECEMBER 10, 2021)			
2021	Days	Description	No. Days
MAIN SESSION (8/23 to 12/11)			
August 16 - 20	(M-F)	General Registration	
August 23	(M)	Classes Begin	
September 6	(M)	Labor Day Observed	
November 11	(R)	Veteran's Day Observed	
November 24 - 26	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 24, College closed Nov. 25-26 (College closes at 5 PM on 11/24. No class on Saturday 11/27)	
December 3	(F)	Classes End (Saturday classes end 12/4)	
December 6 - 10	(M-F)	Exams (Saturday exams 12/11)	
December 17	(F)	Winter Break (College suspends business at 11:30, employees work until 1:00 PM on 12/17)	
TOTAL DAYS			76
SEPTEMBER EXPRESS (C SESSION) (9/13 to 12/10)			
September 13	(M)	Classes Begin	
November 11	(R)	Veteran's Day Observed	
November 24 - 26	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 24, College closed Nov. 24-26 (College closes at 5 PM on 11/24. No class on Saturday 11/27)	
December 3	(F)	Classes End (Saturday classes end 12/4)	
December 6 - 10	(M-F)	Exams (Saturday exams 12/11)	
TOTAL DAYS			62
AUGUST EXPRESS (A SESSION) (8/23 to 10/12)			
August 23	(M)	Classes Begin	
September 6	(M)	Labor Day Observed	
October 8	(F)	Classes End	
October 11 - 12	(M-T)	Exams	
TOTAL DAYS			36
OCTOBER EXPRESS (B SESSION) (10/18 to 12/10)			
October 18	(M)	Classes Begin	
November 11	(R)	Veteran's Day Observed	
November 24 - 26	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 24, College closed Nov. 24-26 (College closes at 5 PM on 11/24. No class on Saturday 11/27)	
December 3	(F)	Classes End	
December 6 - 10	(M-F)	Exams	
TOTAL DAYS			37

SPRING TERM (JANUARY 6 – APRIL 29, 2022)			
2022	Days	Description	No. Days
MAIN SESSION (1/6to 4/29)			
January 3	(M)	College Opens	
January 3 - 5	(M-W)	General Registration	
January 6	(R)	Classes Begin	
January 17	(M)	Martin Luther King, Jr. Observed	
March 14 - 18	(M-F)	Spring Break (No Saturday classes on 03/19)	
April 22	(F)	Classes End (Saturday classes end 04/23)	
April 25 – April 29	(M-F)	Exams (Saturday exams on 04/30)	
TOTAL DAYS			76
FEBRUARY EXPRESS (C SESSION) (1/27 to 4/29)			
January 27	(R)	Classes Begin	
March 14 - 18	(M-F)	Spring Break (No Saturday classes on 03/19)	
April 22	(F)	Classes End (Saturday classes end 04/23)	
April 25 – April 29	(M-F)	Exams (Saturday exams on 04/30)	
TOTAL DAYS			62
JANUARY EXPRESS (A SESSION) (1/6 to 2/24)			
January 6	(R)	Classes Begin	
January 17	(M)	Martin Luther King, Jr. Observed	
February 22	(T)	Classes End	
February 23- 24	(W-R)	Exams	
TOTAL DAYS			36
MARCH EXPRESS (B SESSION) (3/7 to 4/29)			
March 7	(M)	Classes Begin	
March 14 - 18	(M-F)	Spring Break (No Saturday classes on 03/19)	
April 22	(F)	Classes End (Saturday classes end 04/23)	
April 25 – April 29	(M-F)	Exams (Saturday exams on 04/30)	
TOTAL DAYS			35

SUMMER TERM (MAY 9 – AUGUST 9, 2022)			
2022	Days	Description	No. Days
MAIN (C SESSION) (5/9 to 7/21)			
May 5 - 6	(R-F)	General Registration	
May 9	(M)	Classes Begin	
May 30	(M)	Memorial Day Observed	
June 20	(M)	No Classes (May Express Exams)	
July 4	(M)	Independence Day Observed	
July 19	(T)	Classes End	
July 20 - 21	(W-T)	Exams	
TOTAL DAYS			42
MINI-MESTER (F SESSION) (5/9 to 6/1)			
May 9	(M)	Classes Begin	
May 30	(M)	Memorial Day Observed	
May 31	(T)	Classes End	
June 1	(W)	Exams	
TOTAL DAYS			17
MAY EXPRESS (A SESSION) (5/9to 6/17)			
May 9	(M)	Classes Begin	
May 30	(M)	Memorial Day Observed	
June 17	(F)	Classes End	
June 20 - 21	(M-T)	Exams	
TOTAL DAYS			31
JUNE EXPRESS (B SESSION) (6/27 to 8/9)			
June 27	(M)	Classes Begin	
July 4	(M)	Independence Day Observed	
July 20	(W)	No Classes (Main Session Exams)	
August 5	(F)	Classes End	
August 8 - 9	(M-T)	Exams	
TOTAL DAYS			30

FACULTY CONTRACT DATES: FALL 2021

2021	Days	Description	No. Days
Aug. 12 - 13	(R-F)	Faculty Contract Days Begin	2
Aug. 16 - 20	(M-F)	Faculty Work Days	5
Aug. 23	(M)	Classes Begin	7
Sept. 6	(M)	Labor Day Observed; College Closed	21
Oct.			21
Nov.11	(W)	Veteran's Day Observed; College Closed	
Nov. 24 - 26	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 24; Nov. 24 is faculty work day, College closed Nov. 25-26 (College closes at 5 PM on 11/24. No class on Saturday 11/27)	19
December 3	(F)	Classes End (Saturday classes end 12/5)	
December 6 - 10	(M-F)	Exams (Saturday Exams 12/12)	8
Dec. 13	(M)	Faculty Work Day (Grades Due)	1
Dec. 14	(T)	Faculty Work Day	1
Dec. 17	(F)	Winter Break (College suspends business at 11:30, employees work until 1:00 PM on 12/17)	
TOTALS			85

FACULTY CONTRACT DATES: SPRING 2022

2022	Days	Description	No. Days
Jan. 4 - 5	(T-W)	Faculty Work Days	2
Jan. 6	(R)	Classes Begin	17
Feb.			20
March 14 - 18	(M-F)	Spring Break (No Saturday classes on 03/19)	18
April 22	(F)	Classes End (Saturday classes end 04/24)	
April 25 – April 29	(M-F)	Exams (Saturday exams on 04/30)	21
May 2	(M)	Faculty Work Day (Grades Due)	1
May 3	(T)	Faculty Work Day	1
TOTALS			80

TOTAL FACULTY WORKING DAYS FOR 2021-2022 = 165 DAYS

COLLEGE HOLIDAYS (college closed)

September 6, 2021 – Labor Day

November 11, 2021 - Veterans Day Observed

November 25 – 26, 2021 – Thanksgiving (college closes on 11/24 at 5:00 pm)

December 20, 2021 – January 2, 2022 – Christmas Holidays (college closes on 12/17 at 1:00 pm)

January 17, 2022 – Martin Luther King Jr Day

March 14 – 18, 2022 – Spring Break (no Saturday classes on 3/29/22)

May 30, 2022 – Memorial Day

July 4, 2022 – Independence Day Observed

**TALLAHASSEE COMMUNITY COLLEGE
2022-2023 ACADEMIC CALENDAR**

FALL TERM I (AUGUST 22 - DECEMBER 9, 2022)			
2022	Days	Description	No. Days
MAIN SESSION (8/22 to 12/9)			
August 15 - 19	(M-F)	General Registration	
August 22	(M)	Classes Begin	
September 5	(M)	Labor Day Observed	
November 11	(F)	Veteran's Day Observed	
November 23 - 25	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 23, College closed Nov. 24-25 (College closes at 5 PM on 11/23. No class on Saturday 11/26)	
December 2	(F)	Classes End (Saturday classes end 12/3)	
December 5 - 9	(M-F)	Exams (Saturday exams 12/10)	
December 16	(F)	Winter Break (College suspends business at 11:30, employees work until 1:00 PM on 12/16)	
TOTAL DAYS			76
SEPTEMBER EXPRESS (C SESSION) (9/12 to 12/9)			
September 12	(M)	Classes Begin	
November 11	(F)	Veteran's Day Observed	
November 23 - 25	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 23, College closed Nov. 24-25 (College closes at 5 PM on 11/23. No class on Saturday 11/26)	
December 2	(F)	Classes End (Saturday classes end 12/3)	
December 5 - 9	(M-F)	Exams (Saturday exams 12/10)	
TOTAL DAYS			62
AUGUST EXPRESS (A SESSION) (8/22 to 10/11)			
August 22	(M)	Classes Begin	
September 5	(M)	Labor Day Observed	
October 7	(F)	Classes End	
October 10 - 11	(M-T)	Exams	
TOTAL DAYS			36
OCTOBER EXPRESS (B SESSION) (10/17 to 12/9)			
October 17	(M)	Classes Begin	
November 11	(F)	Veteran's Day Observed	
November 23 - 25	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 23, College closed Nov. 24-25 (College closes at 5 PM on 11/23. No class on Saturday 11/26)	
December 2	(F)	Classes End	
December 5 - 9	(M-F)	Exams	
TOTAL DAYS			37

SPRING TERM (JANUARY 9 – MAY 5, 2023)			
2023	Days	Description	No. Days
MAIN SESSION (1/9 to 5/05)			
January 3	(T)	College Opens	
January 4 - 6	(W-F)	General Registration	
January 9	(M)	Classes Begin	
January 16	(M)	Martin Luther King, Jr. Observed	
March 13 - 17	(M-F)	Spring Break (No Saturday classes on 03/18)	
April 28	(F)	Classes End (Saturday classes end 04/23)	
May 1 – May 5	(M-F)	Exams (Saturday exams on 05/06)	
TOTAL DAYS			79
FEBRUARY EXPRESS (C SESSION) (2/01 to 5/05)			
February 1	(W)	Classes Begin	
March 13 - 17	(M-F)	Spring Break (No Saturday classes on 03/18)	
April 28	(F)	Classes End (Saturday classes end 04/23)	
May 1 – May 5	(M-F)	Exams (Saturday exams on 05/06)	
TOTAL DAYS			63
JANUARY EXPRESS (A SESSION) (1/9 to 2/24)			
January 6	(R)	Classes Begin	
January 16	(M)	Martin Luther King, Jr. Observed	
February 22	(W)	Classes End	
February 23- 24	(R-F)	Exams	
TOTAL DAYS			34
MARCH EXPRESS (B SESSION) (3/20 to 5/05)			
March 20	(M)	Classes Begin	
March 13 - 17	(M-F)	Spring Break (No Saturday classes on 03/18)	
April 28	(F)	Classes End	
May 1 – May 5	(M-F)	Exams	
TOTAL DAYS			35

SUMMER TERM (MAY 11 – AUGUST 8, 2023)			
2023	Days	Description	No. Days
MAIN (C SESSION) (5/9 to 7/26)			
May 9 - 10	(T-W)	General Registration	
May 11	(R)	Classes Begin	
May 29	(M)	Memorial Day Observed	
June 22	(R)	No Classes (May Express Exams)	
July 4	(T)	Independence Day Observed	
July 24	(M)	Classes End	
July 25 - 26	(T-W)	Exams	
TOTAL DAYS			41
MINI-MESTER (F SESSION) (5/15 to 6/6)			
May 15	(M)	Classes Begin	
May 29	(M)	Memorial Day Observed	
June 5	(M)	Classes End	
June 6	(T)	Exams	
TOTAL DAYS			17
MAY EXPRESS (A SESSION) (5/11to 6/22)			
May 11	(M)	Classes Begin	
May 29	(M)	Memorial Day Observed	
June 20	(T)	Classes End	
June 21 - 22	(W-R)	Exams	
TOTAL DAYS			30
JUNE EXPRESS (B SESSION) (6/27 to 8/8)			
June 27	(T)	Classes Begin	
July 4	(T)	Independence Day Observed	
July 25	(T)	No Classes (Main Session Exams)	
August 4	(F)	Classes End	
August 7 - 8	(M-T)	Exams	
TOTAL DAYS			30

FACULTY CONTRACT DATES: FALL 2022

2022	Days	Description	No. Days
Aug. 11 - 12	(R-F)	Faculty Contract Days Begin	2
Aug. 15 - 19	(M-F)	Faculty Work Days	5
Aug. 22	(M)	Classes Begin	8
Sept. 5	(M)	Labor Day Observed; College Closed	21
Oct.			21
Nov.11	(F)	Veteran's Day Observed; College Closed	
November 23 - 25	(W-F)	Thanksgiving Observed – Classes are Asynchronous Nov. 23, College closed Nov. 24-25 (College closes at 5 PM on 11/23. No class on Saturday 11/26)	19
December 2	(F)	Classes End (Saturday classes end 12/5)	
December 5 - 9	(M-F)	Exams (Saturday Exams 12/10)	7
Dec. 12	(M)	Faculty Work Day (Grades Due)	1
Dec. 13	(T)	Faculty Work Day	1
Dec. 16	(F)	Winter Break (College suspends business at 11:30, employees work until 1:00 PM on 12/16)	
TOTALS			85

FACULTY CONTRACT DATES: SPRING 2023

2023	Days	Description	No. Days
Jan. 5 - 6	(R-F)	Faculty Work Days	2
Jan. 9	(M)	Classes Begin	16
Feb.			20
March 13 - 17	(M-F)	Spring Break (No Saturday classes on 03/18)	18
April 28	(F)	Classes End (Saturday classes end 04/24)	20
May 1 – May 5	(M-F)	Exams (Saturday exams on 05/06)	5
May 8	(M)	Faculty Work Day (Grades Due)	1
May 9	(T)	Faculty Work Day	1
TOTALS			83

TOTAL FACULTY WORKING DAYS FOR 2022-2023 = 168 DAYS

COLLEGE HOLIDAYS (college closed)

September 5, 2022 – Labor Day

November 11, 2022 - Veterans Day Observed

November 24 – 25, 2022 – Thanksgiving (college closes on 11/23 at 5:00 pm)

December 19, 2022 – January 2, 2023 – Christmas Holidays (college closes on 12/16 at 1:00 pm)

January 16, 2023 – Martin Luther King Jr Day

March 13 – 17, 2023 – Spring Break (no Saturday classes on 3/18/22)

May 29, 2023 – Memorial Day

July 4, 2022 – Independence Day Observed



January 11, 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: Annual SREF Fire, Sanitation and Casualty Inspection

Item Description

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

Overview and Background

The State Requirements for Educational Facilities (SREF) and Florida Statutes mandate that the College perform an annual safety inspection for all TCC sites and facilities. During the current FY 2020/21 the following deficiencies were noted for each site.

Main Campus had four minor deficiencies in the Fire and Life Safety category and one deficiency in the Casualty section. All deficiencies have been addressed.

Florida Public Safety Institute had three minor deficiencies noted in the Casualty section and all have been resolved.

TCC Satellites had two minor Fire and Life Safety deficiencies at the Ghazvini Center for Healthcare Education and both have been resolved.

Funding/ Financial Implications

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

Past Actions by the Board

The District Board of Trustees last approved the annual SREF report at the April 20, 2020 meeting.

Recommended Action

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

CODE NUMBER	Insp. Initials	SREF 2020/2021 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
	JB	01 Building: No deficiencies noted				1
	JB	02 Building: No deficiencies noted				2
	JB	03 Building: No deficiencies noted				3
	JB	04-Building: No deficiencies noted				4
	JB	05-Building: No deficiencies noted				5
	JB	06 Building: No deficiencies noted				6
	JB	08 Building: No deficiencies noted				7
	JB	09 Building: No deficiencies noted				8
	JB	11-Building: No deficiencies noted				9
NFPA 80, 20.7.1.3	JB	12-Stage: 90 day curtain drop record not up to date - 2018 last noted drop. Notified Theater manager and he will update procedure	0	12-31-20	11-30-20	10
	JB	15 Building: No deficiencies noted				11
	JB	16 Building: No deficiencies noted				12
	JB	17 Building: No deficiencies noted				13
	JB	18 Building: No deficiencies noted				14
	JB	19 Building: No deficiencies noted				15
	JB	20 Building: No deficiencies noted				16
	JB	21 Building: No deficiencies noted				17
	JB	22 Building: No deficiencies noted				18
	JB	23 Building: No deficiencies noted				19
	JB	28 Building: No deficiencies noted				20
FFPC 1, 10.18.1	JB	30LC-172: Excessive combustible storage - no detection Room has been cleaned up.	0	12-31-20	11-24-20	21
	JB	31 Building: No deficiencies noted				22
	JB	32 Building: No deficiencies noted				23
	JB	33 Building: No deficiencies noted				24
	JB	34 Building: No deficiencies noted				25
FFPC 1, 4.5.8.1	JB	35-FACP: Trouble on panel x1 WO 238043 Work planned for holiday break due to scaffold work	0	12-31-20		26
	JB	36-Building: No deficiencies noted				27
FFPC 1, 4.5.8.1	JB	37-FACP: Trouble on panel x 1 - parking garage WO 238045	0	12-31-20	10-28-20	28
	JB	38-Building: No deficiencies noted				29
	JB	39-Building: No deficiencies noted				30

CODE NUMBER	Insp. Initials	SREF 2020/2021 Fire Safety Deficiencies - Pat Thomas Law Enforcement Academy			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
		Bldg.1 Def. Tactics						1
	JB	North Hall: No deficiencies noted						2
								3
								4
		Bldg. 2 Range Bldg.						5
	JB	No deficiencies noted						6
								7
		Bldg. 3 Classroom Bldg.						8
FFPC 1, 4.5.8.1	JB	FACP: Trouble on panel x 1			0	12-31-20	11-25-20	9
								10
		Bldg. 4 Administration						11
	JB	No deficiencies noted						12
								13
		Bldg. 5 Portable						14
	JB	No deficiencies noted						15
								16
		Bldg. 8 Cafeteria						17
	JB	No deficiencies noted						18
								19
		Bldg. 9 Dorm Annex						20
	JB	No deficiencies noted						21
								22
		Bldg. 10 South Dorm						23
	JB	No deficiencies noted						24
								25
		Bldg. 11 North Dorm						26
	JB	No deficiencies noted						27
								28
		Bldg. 12 Ammo Mechanical Storage						29
	JB	No deficiencies noted						30

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2020-2021**

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

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 2

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

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

October 20, 2020
 INSPECTION DATE

 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

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

 SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

 10/26/2020
 COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
 FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) YES NO

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

 FACILITY ADMINISTRATOR NAME PRINTED

 FACILITY ADMINISTRATOR SIGNATURE

 FACILITY ADMINISTRATOR TITLE

 SIGNATURE DATE



January 11, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF JANUARY 2021

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – SM 128	65%	TBD	Underway
Foundation Classroom Renovation – SM 137	65%	TBD	Underway
Foundation Classroom Renovation – CT 107	65%	TBD	Underway
Foundation Classroom Renovation – HSS 110	65%	TBD	Underway
Foundation Classroom Renovation – HSS 259	65%	TBD	Underway
Replace chair/desks and carpet SMA 140	100%	TBD	Complete
Replace chair/desks and carpet MLH 151	40%	TBD	Underway
Replace chair/desks and carpet MLH 152	100%	TBD	Complete
AMTC Welding Lab	10%	TBD	Plans review complete. EDA Site Certificate approved. CMAR RFQ award approved at August board approval. Bid package approved by EDA.GMP to January 2021 BOT meeting for approval.
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 955 Trip Hazards and Replaced 25 sections of Sidewalk
FPAC Dressing Rooms	60%	TBD	Underway
FPAC Roof Replacement	10%	TBD	Mobilizing
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 152,354 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

GADSDEN CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

CENTER FOR INNOVATION (SITE 4)

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

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 128 - Classroom Renovations	\$ 29,002.94
SM 137 - Classroom Renovations	\$ 29,119.77
CT 107 - Classroom Renovations	\$ 16,202.00
HSS 110 - Classroom Renovations	\$ 14,942.00
HSS 259 - Classroom Renovations	\$ 19,184.60



January 11, 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: Guaranteed Maximum Price - TCC Welding Technologies Laboratory

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Welding Technologies Laboratory project funded by EDA Grant No. 04_79_07370.

Overview and Background

This project will provide a state-of-the art “hands on lab” for students enrolled in Post-Secondary Adult Vocational (PSAV) Welding Technology and Advanced Welding Technology programs. This project will also provide short-term, non-credit Continuing Workforce Education [CWE] programs for industry employers and their associated incumbent workers to upgrade their technical skills.

The EDA Grant includes special requirements for the GMP solicitation process which were reviewed and completed by Cook Brothers, Inc. The bid specifications were reviewed and approved by EDA and released by Cook Brothers, Inc. to the public on October 25, 2020. Proposals from sub-contractors were opened on November 18, 2020 and reviewed accordingly.

As a result of the solicitation, the Guaranteed Maximum Price for the construction of the TCC Welding Technologies Laboratory project is \$1,640,787.28.

Funding/ Financial Implications

This construction contract will be funded by EDA Grant No. 04_79_07370 and local funds.

Past Actions by the Board

The Board approved the Construction Manager at Risk (CMAR) selection for this project at the August 17, 2020 BOT meeting.

Recommended Action

Approve the Guaranteed Maximum Price from Cook Brothers Inc., for the TCC Welding Technologies Laboratory project in the amount of \$1,640,787.28.

TALLAHASSEE COMMUNITY COLLEGE

Division of Construction and Facilities

GMP Price Summary

December 8, 2020

19.12.01

Project Name:	TCC Welding Lab
Project Number:	20080
Project Address:	

Project Architect:	Architects Lewis + Whitlock
AIA Address:	

Estimated Start Date:	2/19/2021
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Construction Phase Fee	\$	140,934.21
General Conditions	\$	34,632.82
Bid Packages - Subcontractor Work	\$	1,215,894.75
Bond/Insurance	\$	26,677.14
Project Contingency	\$	57,896.52
OH & Fee	\$	135,477.85

TOTAL GMP	\$	1,640,787.28
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CBI Project Manager:	Jay Beard
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Proposed Superintendent:	Jordan Peeples
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January 11, 2021

M E M O R A N D U

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - December

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/10/2020

Overview and Background

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

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

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of December 10, 2020

REVENUE	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 1,032,135	\$ 2,053,219	\$ 17,425,823	\$ 12,319,313	\$ 24,638,626	71%
State Support	\$ -	\$ 2,797,583	\$ 11,548,065	\$ 16,785,497	\$ 33,570,994	34%
Federal Support	\$ 14,664	\$ 40,833	\$ 343,423	\$ 245,000	\$ 490,000	70%
Other Revenue	\$ 41,112	\$ 210,833	\$ 1,887,610	\$ 1,265,000	\$ 2,530,000	75%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
TOTAL REVENUE	\$ 1,087,912	\$ 5,217,754	\$ 31,204,920	\$ 30,614,810	\$ 62,613,051	50%
EXPENSES	December Actual	Month Budget	YTD Actual	YTD Budget		% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	\$ 263,948	\$ 277,903	\$ 1,642,268	\$ 1,667,418.78	\$ 3,334,838	49%
Instructional	\$ 990,867	\$ 1,058,375	\$ 6,017,448	\$ 6,350,252.18	\$ 12,700,504	47%
Non-Instructional	\$ 1,269,378	\$ 1,468,171	\$ 7,750,108	\$ 8,809,027.08	\$ 17,618,054	44%
OPS	\$ 548,601	\$ 431,790	\$ 2,795,167	\$ 2,590,742.90	\$ 5,181,486	54%
Personnel Benefits	\$ 818,639	\$ 877,347	\$ 4,974,778	\$ 5,264,084.57	\$ 10,528,169	47%
TOTAL PERSONNEL COSTS	\$ 3,891,432	\$ 4,113,588	\$ 23,179,769	\$ 24,681,526	\$ 49,363,051	47%
<u>CURRENT EXPENSES</u>						
Services	\$ 139,361	\$ 339,089	\$ 1,426,599	\$ 2,034,535	\$ 4,069,070	35%
Material & Supplies	\$ 55,292	\$ 195,744	\$ 944,727	\$ 1,174,466.50	\$ 2,348,933	40%
Other Current Charges	\$ 249,057	\$ 548,500	\$ 3,738,583	\$ 3,290,998.50	\$ 6,581,997	57%
TOTAL CURRENT EXPENSES	\$ 443,710	\$ 1,083,333	\$ 6,109,909	\$ 6,500,000	\$ 13,000,000	47%
CAPITAL OUTLAY	\$ -	\$ 20,833	\$ -	\$ 125,000	\$ 250,000	0%
TOTAL EXPENSES	\$ 4,335,142	\$ 5,217,754	\$ 29,289,678	\$ 31,306,526	\$ 62,613,051	47%

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

Issued in November & December 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-013103	11/19/2020	Jacksonville Jaguars LLC	157,500.00	ADVERTISING AND PROMOTIONAL BENEFITS WITH Jacksonville Jaguars	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)
PO-013104	11/19/2020	Fox Sports Net Florida Inc.	200,000.00	Advertising and promotional benefits with Fox Sports Florida/Sun Sports	EXEMPTION # 6A-14.0734, FAC (5) (SERVICES OR COMMODITIES AVAILABLE ONLY FROM A SINGLE OR SOLE SOURCE.)

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