



March 22, 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, March 22, 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/mar/>

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, March 22, 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. February 15, 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 Invoice(s)  
Authorize payment of architectural invoice as presented.

- [4.](#) Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
- [5.](#) Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
- [6.](#) Attorney Invoice – January  
Authorize payment of invoices as presented.

***TCC Foundation***

- [7.](#) TCC Foundation Update  
None required. Report provided for information only.

***Administrative Services***

- [8.](#) Construction Status Report  
Presented as an information item only.
- [9.](#) Fund Analysis - February  
For information only, no Board action required.

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

April 19, 2021

Location: **Main Campus**

**ADJOURNMENT**

**Minutes  
District Board of Trustees  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304  
February 15, 2021  
Business Meeting – 2:30 PM**

The February 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, Kilpatrick, Lamb, Moore and Pople

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

**Others Present:** President Murdaugh, Candice Grause, Lenda Kling, Josh Willoughby, Rob Hall, Kim Moore, Alice Maxwell, Joey Walter, Lauren Schoenberger, Bill Spiers, Heather Mitchell, Craig Knox, Sheri Rowland, Bobby Jones, Calandra Stringer, Nyla Davis, Kalynda Holton, Anthony Jones, Barbara Wills, Frank Mix, Sharisse Turner, Lei Wang, Donmetrie Clark and Byron Dobson

**Via Zoom:** Bret Ingerman, Chip Singletary, Ladanya Ramirez Surmeier, Henry Coles, Freddy Menendez, Mike Robeck, Tina Workman, Patricia Manning, Amy Bradbury, Nicholas Vick, Angela Long, Jacque Parramore, Scott Balog, Don Herr, Marissa Mainwood, Ayanna Young and Renae Tolson

**COMMENTS**

- i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance.
- ii. Board Members – Trustee Moore acknowledged the beautifully designed African American history calendar and recognized Trustee Lamb for being selected for the President’s Award.
- iii. President Murdaugh - None

**APPROVAL OF MINUTES**

- 1. January 11, 2020 Meeting  
Request Board approve minutes as presented.

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

**INFORMATION AND NEWS ITEMS**

Director Maxwell introduced media clips for entrepreneurship week, healthcare, increased student success, African American history calendar unveiling, Pathfinder program, Gadsden Connect and virtual scholarship fair. Chair Messersmith indicated a Senator is interested in our inmate to work program.

**UNFINISHED BUSINESS**

None

**PRESENTATIONS**

None

**NEW BUSINESS**

***Approval of Consent 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.

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

### ***TCC Foundation***

5. TCC Foundation Update  
VP Mitchell shared they are still tracking ahead of last year, with an increase in total assets. She indicated our First Class project is now fully funded. Trustee Moore asked how we are able to get funding when others can't, with VP Mitchell stating we try to connect the project to the interest of the donor and her team does a good job of engaging everyone with events. Chair Messersmith confirmed the Foundation is adding more events each year.

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.

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

### ***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**

None

## **WORKSHOP**

### ***Healthcare Programs Update***

Provost Stringer listed our numerous healthcare programs, including some new offerings. She said we increased the number of students admitted into our programs this year, sharing that due to COVID-19 we created a virtual clinical situation for students (except Dental) to complete their program. She indicated we are in the process of updating our dental clinic, so it can be re-opened in March with CDC guidelines. She shared there have been challenges obtaining bulk PPE, with employees unable to work due to COVID-19 exposure, recruiting and retaining qualified faculty, and available space due to physical distancing.

VP Moore said the Gadsden Center was fully funded by Sunshine Health for sixty (60) residents to receive home health aide and long-term care nursing assistant training. She stated the Wakulla Center offers training for home health aide and medical administrative specialist. She shared the GED program can be coupled with integrated education training that allows the student to obtain healthcare certification.

Provost Stringer shared enrollment, retention, completion, licensure and placement rates – thanking faculty and staff for their flexibility in assisting our students. She stated Dean Solomon would normally provide this report, but is currently covering clinicals, simulations and labs.

She disclosed twenty-seven percent (27%) of our healthcare students are low income, with VP Moore saying ninety percent (90%) of the workforce healthcare program students receive some form of funding. Provost Stringer said our nursing program is ranked seventh (7<sup>th</sup>) in the United States, with VP Moore

sharing workforce healthcare programs are in the top twenty (20) in Florida. Chair Messersmith said he thinks it is great to attach a workforce program to the GED program.

President Murdaugh said this has been a difficult time for our community and he is thrilled the CEOs from our two (2) hospitals are here to share information with us. TMH CEO Mark O'Bryant said the quality of life includes the quality of health, but healthcare is dependent upon a high functioning workforce. He disclosed the one institution that seeks out input on a routine basis on how to assist them is TCC.

Ryan Smith, Chief Clinical Officer, said they hire about three hundred (300) nurses a year, sharing we assist by offering needed programs. He shared future roles to support include radiology technology advanced imaging and medical technology. Mr. O'Bryant said they would like to explore partnerships with our electrical, HVAC, and other programs.

President Murdaugh shared this year our ask of the legislature was one million three hundred thousand dollars (\$1,300,000), primarily for nursing program equipment and indicated we appreciate the hospital partnership. Mr. O'Bryant said they would be happy to discuss this ask with their lobbyists. Trustee Moore said when at TMH the percentage of people who attended TCC is high and our partnership is essential.

CRMC CEO Alan Keesee thanked us, providing some statistics on the current COVID situation and sharing many of our graduates were on the front lines. He said they have over three hundred fifty (350) nurse openings today and the medical technology lab professional need has increased. He stated the *Be Essential* campaign has been a big part of filling the healthcare need. Micah Roden, VP, Human Resources, said more than thirty percent (30%) of their nurses come from TCC and they are some of their most successful. Mr. Keesee thanked TCC for producing excellent talent.

Trustee Kilpatrick asked about the impact the need for traveling nurses has had on their hospitals, with Mr. Roden saying it has had a significant impact. He said the hope is the need will decrease as the serious situation gets better. Mr. Keesee said immunizations/testing has increased the need for nurses.

President Murdaugh asked about the future, with Mr. O'Bryant saying this is the first time we have seen the numbers going down in most areas and Leon County has the most vaccinated seniors in the State of Florida. Chair Messersmith thanked the hospitals for the opportunity provided to our students. Trustee Moore said we are appreciative of the partnerships and their large workforce. President Murdaugh said we are here to provide support, indicating they have the commitment of our Board and team.

## **PRESIDENT'S REPORT**

None

## **NEXT MEETING DATE**

March 22, 2021      Location: **Main Campus**

## **ADJOURNMENT**

Meeting adjourned at approximately 3:30 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on March 22, 2021.

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**Frank Messersmith**  
Chair

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



March 22, 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	Department	Effective Date
<i>None to Report</i>		

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Frances Youmans	Nursing Faculty	Nursing Faculty	February 11, 2021
Kiara Hannan	Call Center Representative	Call Center	February 18, 2021
Kirsten Dickey	Call Center Representative	Call Center	February 18, 2021
Synnamon Solomon	Call Center Representative	Call Center	February 18, 2021
Heather Hamlin	Simulation Program Manager	Healthcare Professions	February 22, 2021

**Original Appointments - Faculty**

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

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Jessica Cahill	Career Development Specialist	Compass 100 DOC Hamilton C.I.	February 8, 2021
Mary Metz	Special Education Assistant	DOC New River C.I.	February 11, 2021
Laura Skillman	Assessment Coordinator	DOE Postsecondary Assessment	February 16, 2021

**Re-Appointments (All Employees)**

Name	Position	Department	Effective Date	Prior Position
Gerald Jones	Associate Vice President of Student Affairs	Student Affairs	January 21, 2021	Dean, Student Services

**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
Dennis Braun	Business & Workforce, Director	Workforce Development	January 29, 2021	Resigned
Kevin Fair	Student Support Specialist	Student Records	January 29, 2021	Resigned
Chiquita Lockwood	Public Safety Officer	Campus Police	January 29, 2021	Resigned
Garrison Farlin	Campus Police Officer	Campus Police	January 31, 2021	Resigned
Martin Chavez	Senior Science Lab Assistant	Science Lab	February 2, 2021	Resigned
Lee Paxton	Mining Field Analyst & Training Specialist	Florida Mine	February 3, 2021	Resigned
Saritza Legault	Career Development Specialist	Compass 100 DOC Hernando C.I.	February 4, 2021	Resigned
Arnold Morgan	Landscaper	Landscape	February 11, 2021	Resigned
Sonia James	Program Coordinator, Online Training	Business & Industry Services	February 12, 2021	Resigned
Lavonne Harvey	Career Development Specialist	Compass 100 DOC Avon Park C.I.	February 16, 2021	Dismissed
Brittnee Barfield	Business Operations Manager	Controller	February 19, 2021	Resigned
Shannon Williams	Career Development Specialist	Compass 100 DOC Reception Center	February 29, 2021	Resigned



**Outside Employment Requests (All Employees)**

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

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

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



March 22, 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 Invoice(s)

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**Item Description**

This item requests that the Board approve the architect invoice submitted for the month of March 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. - \$4,257.50  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the February 15, 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\_0221  
Date 02/19/2021

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	2,292.50	2,292.50	0.00
Task 2 - Conceptual Design Options	4,257.50	100.00	0.00	4,257.50	4,257.50
Subtotal	6,550.00	100.00	2,292.50	6,550.00	4,257.50
Total	6,550.00	100.00	2,292.50	6,550.00	4,257.50

Invoice total **4,257.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
20086_0221	02/19/2021	4,257.50	4,257.50				
	Total	4,257.50	4,257.50	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.*



March 22, 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 – Support for Implementation and Maintenance of Charter Schools Federal Grant – Amendment 9

This amendment reallocates funds for salary, fringe, and equipment. The amendment also decreases unused funds. The amendment has a net effect of a decrease of \$347,448.

Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program - Amendment 1

This amendment reallocates funds to purchase nursing software. The award amount remains the same.

Florida Department of Education – Troops to Teachers - Amendment 1

This amendment reallocates funds to Other Professional Fees and Services for recruiters to attend events and participate in additional state-wide recruiting events.

Florida Department of Education - Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act CTE, Entrepreneurship Education & Training

This award provides support to establish an Entrepreneurship Academy for Gadsden County Schools to advance career and technical education through entrepreneurship education and training. The total amount of this award is \$100,000 with an indirect cost rate of 5%.

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

None at this time.

### **Past Actions by the Board**

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

Amendment 8 was approved at the October 2020 Board of Trustees meeting.

Florida Department of Education – Carl D. Perkins Postsecondary Vocational Education Program

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

Florida Department of Education – Troops to Teachers

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

### **Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new award is \$4,762.00.

### **Recommended Action**

Authorize funding for the awards and contracts as presented.



March 22, 2021

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

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

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

**SUBJECT:** Sponsored Programs – Fiscal Agent

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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 Transportation – Traffic Records Coordinating Committee Support - Amendment 1

This amendment increases the award by \$21,328 for Contractual Services. The total amount of this award is \$48,828

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

None at this time.

### **Past Actions by the Board**

##### Florida Department of Transportation – Traffic Records Coordinating Committee Support

Initial award was approved at the October 2020 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 \$1,015.00.

### **Recommended Action**

Authorize funding for the awards and contracts as presented.



March 22, 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 – January

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**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 \$1350.00 for the month of January 2021.

**Recommended Action**

Authorize payment of invoices as presented.



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

Invoice Date: February 8, 2021  
 Invoice No. 74230  
 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
12/08/2020	JCC Telephone conference with client (C. Grause) / UFF negotiations	0.20
01/12/2021	JCC Analyze likely issues / UFF bargaining issues	1.40
01/14/2021	JCC Review current collective bargaining agreement and analyze potential legal issues	1.60
01/22/2021	JCC Conference call with client (C. Grause, Bargaining Team) / Preparation for negotiations	1.00
01/27/2021	JCC Legal research / continuation of waivers	1.20
<b>Current Services</b>		5.40
		\$1,350.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	5.40	\$250.00	\$1,350.00

Payments

12/10/2020	Payment	ACH rec'd 12/10/20 Invoice 71863 costs	483.80
01/21/2021	Payment	ACH rec'd 1/21/21 Invoice 73817	75.00
			558.80

Total Current Work	\$1,350.00
Previous Balance Due	\$0.00
Balance Due	\$1,350.00



Tallahassee Community College

Invoice Date: February 08, 2021  
Invoice No. 74230  
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



March 22, 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.

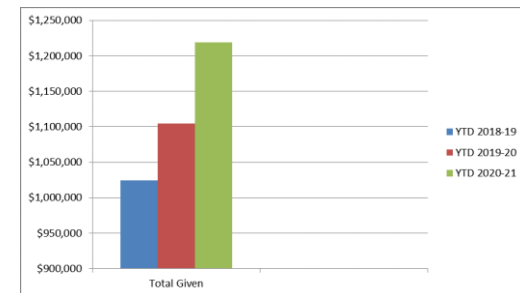
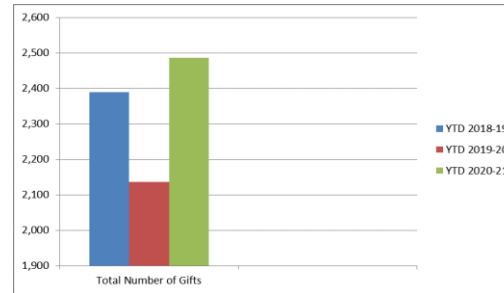
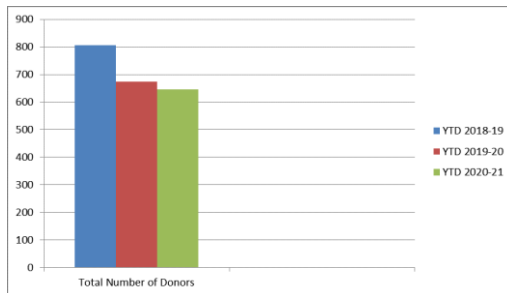
**Recommended Action**

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





March 22, 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 MARCH 2021

### MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – AC 212	5%	TBD	Underway
Foundation Classroom Renovation – AC 219	5%	TBD	Underway
Foundation Classroom Renovation – AC 220	5%	TBD	Underway
Foundation Classroom Renovation – AP 149	5%	TBD	Underway
Foundation Classroom Renovation – SM 119	15%	TBD	Underway
Foundation Classroom Renovation – CT 107	90%	TBD	Waiting on A/V
Foundation Classroom Renovation – HSS 110	90%	TBD	Waiting on A/V
Foundation Classroom Renovation – HSS 259	90%	TBD	Waiting on A/V
AMTC Welding Lab	15%	TBD	Work has commenced
FPAC Dressing Rooms	90%	TBD	Underway
FPAC Roof Replacement	35%	TBD	Finishing wall panels
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 157,648 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)

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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 ENVIRONMENTAL 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
SM 128 - Classroom Renovations	\$ 32,415.94
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	\$ 21,134.60
AC 212 - Classroom Renovations	\$ 0.00
AC 219 - Classroom Renovations	\$ 0.00
AC 220 - Classroom Renovations	\$ 0.00
AP 149 - Classroom Renovations	\$ 0.00
SM 119 - Classroom Renovations	\$ 0.00



March 22, 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 - February

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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 2/25/2021

**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 February 25, 2021**

<b>REVENUE</b>	<b>February 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	\$ 492,916	\$ 2,053,219	\$ 22,408,697	\$ 16,425,751	\$ 24,638,626	91%
State Support	\$ 2,309,630	\$ 2,797,583	\$ 18,476,941	\$ 22,380,663	\$ 33,570,994	55%
Federal Support	\$ 25,749	\$ 40,833	\$ 395,450	\$ 326,667	\$ 490,000	81%
Other Revenue	\$ 57,205	\$ 210,833	\$ 2,240,828	\$ 1,686,667	\$ 2,530,000	89%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
<b>TOTAL REVENUE</b>	<b>\$ 2,885,501</b>	<b>\$ 5,217,754</b>	<b>\$ 43,521,917</b>	<b>\$ 40,819,747</b>	<b>\$ 62,613,051</b>	<b>70%</b>
<b>EXPENSES</b>	<b>February 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	\$ 273,023	\$ 277,903	\$ 2,196,322	\$ 2,223,225	\$ 3,334,838	66%
Instructional	\$ 914,535	\$ 1,053,712	\$ 7,835,067	\$ 8,429,696	\$ 12,644,544	62%
Non-Instructional	\$ 1,227,740	\$ 1,467,835	\$ 10,202,763	\$ 11,742,676	\$ 17,614,014	58%
OPS	\$ 474,645	\$ 436,607	\$ 3,647,590	\$ 3,492,857	\$ 5,239,286	70%
Personnel Benefits	\$ 798,295	\$ 877,531	\$ 6,567,210	\$ 7,020,246	\$ 10,530,369	62%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 3,688,238</b>	<b>\$ 4,113,588</b>	<b>\$ 30,448,951</b>	<b>\$ 32,908,701</b>	<b>\$ 49,363,051</b>	<b>62%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	\$ 326,606	\$ 339,089	\$ 2,142,372	\$ 2,712,713	\$ 4,069,070	53%
Material & Supplies	\$ 85,199	\$ 195,744	\$ 1,205,786	\$ 1,565,955	\$ 2,348,933	51%
Other Current Charges	\$ 94,918	\$ 548,500	\$ 4,860,555	\$ 4,387,998	\$ 6,581,997	74%
<b>TOTAL CURRENT EXPENSES</b>	<b>\$ 506,723</b>	<b>\$ 1,083,333</b>	<b>\$ 8,208,713</b>	<b>\$ 8,666,667</b>	<b>\$ 13,000,000</b>	<b>63%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 20,833</b>	<b>\$ -</b>	<b>\$ 166,667</b>	<b>\$ 250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,194,960</b>	<b>\$ 5,217,754</b>	<b>\$ 38,657,665</b>	<b>\$ 41,742,034</b>	<b>\$ 62,613,051</b>	<b>62%</b>



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

**Issued in February 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-013323	2/8/2021	Miami Heat Limited Partnership	175,000.00	Advertising and promotional benefits with Miami Heat	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013352	2/15/2021	Marlins Stadium Operator, LLC	175,000.00	Advertising and promotional benefits with Marlins Stadium	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013353	2/15/2021	Florioda Panthers Hockey Club, LTD	175,000.00	Advertising and promotional benefits with Florida Panthers Hockey Club	Exempt per FAC 6A-14.0734(2)(e) - Services or commodities available only from a single or sole source.
PO-013361	2/18/2021	Wm. J. Redmond & Son, Inc.	181,232.00	Machinery, equipment and supplies for CNC Machining Program at Jefferson Correctional Facility	Per Dekalb County Bid No. 20-519, Catalog discount - Career Technical & Agricultural Materials, Supplies & Equipment
PO-013364	2/18/2021	Florida State University - Florida Virtual Campus (FLVC)	183,090.37	FLVC Services for December 2020 - June 30, 2021	Exempt per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-013366	2/19/2021	Learning Labs, Inc.	202,344.12	Machinery, equipment and supplies for the Welding Program at Liberty Correctional Facility	Per Orange County Public Schools Bid NO. PBX1810387