



November 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, November 15, 2021 Board Meeting.

The meeting will be held at the Center for Innovation, 300 West Pensacola Street, Tallahassee FL.

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, November 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. October 18, 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 Resource Report
Approve the report as presented.
3. Attorney Invoice – Bryant Miller Olive (September and October 2021)
Authorize payment of invoices 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.
6. Architect Invoices
Authorize payment of architectural invoices as presented.

TCC Foundation

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

Administrative Services

9. Fund Analysis - October
For information only, no Board action required.
10. Construction Status Report
Presented as an information item only.
11. Direct Support Organization Audit Reports
For information only.

PUBLIC COMMENT

WORKSHOP

PRESIDENT’S REPORT

NEXT MEETING DATE

Tuesday, January 18, 2022

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
October 18, 2021
Business Meeting – 2:30 PM**

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

Members Present: Chair Grant, Trustees Kilpatrick, Lamb, Messersmith, Moore, Stevens and Ward

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

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Rob Hall, Craig Knox, Heather Mitchell, Candice Grause, Calandra Stringer, Nyla Davis, Kim Moore, Bobby Jones, Barbara Wills, Gerald Jones, Kori Pigott, Bill Spiers, Julie Barood, Amanda Clements, Donmetrie Clark, Gregory Williams, Steve Outlaw and Wesley Hardin

COMMENTS

i. Board Chair Grant asked everyone to stand for a moment of silence and the pledge of allegiance. He congratulated Trustee Moore for being recognized by Florida Trend magazine as one of Florida's five hundred (500) most influential business leaders. He congratulated Trustee Messersmith and former Trustee Callaway for being inducted into the TCC Foundation Alumni and Friends Hall of Fame. He wished the President a late happy birthday.

ii. Board Members – Trustee Messersmith indicated the Florida Public Safety Housing Board is discussing possible expansion and the Heroes and Public Safety Board received a large number of award nominees this year. He shared the U.S. Department of Agriculture visited the Wakulla Environmental Institute in reference to a grant and to look at the oyster domes.

Trustee Moore congratulated Trustee Messersmith and former Trustee Callaway for being recognized. She said the Wakulla Low Country Boil was a great event and good cause. She recognized President Murdaugh for his service as President of the United Way.

Trustee Ward complimented the Hall of Fame committee and said he often hears about TCC on the news. Trustee Stevens said he researched to find what it means to be a Top Ten college, recognizing the outstanding leadership and metrics required to be a part of that group.

iii. President Murdaugh – None

APPROVAL OF MINUTES

1. September 20, 2021 Meeting
Request Board approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

VP Moran presented news clips for the Veteran's Success Center Stars and Stripes Lounge opening, selection of Professor Roopali Kambo for the Fulbright art exhibition, TCC Foundation Hall of Fame inductions, student loan payoffs, etc. He introduced Amanda Clements, the new Director of Strategic Communications, who has been focused on the LinkedIn platform.

UNFINISHED BUSINESS

None

PRESENTATIONS

President Murdaugh recognized student, Kori Pigott, as the Florida College System Activities Association Student of the Month for her work in the Theatre Division. She thanked the Board for the opportunities available to her and everything they do.

NEW BUSINESS

Approval of Consent Agenda

2. Human Resources Report
Approve the report as presented.
3. Attorney Invoice – Bryant Miller Olive (August 2021)
Authorize payment of invoices 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.
6. Architect Invoices
Authorize payment of architectural invoices as presented.

Motion was made to approve the consent agenda.

MOTION: Trustee Lamb **SECOND:** Trustee Kilpatrick

Motion passed unanimously.

TCC Foundation

7. TCC Foundation Update
VP Mitchell said they received a large grant for the Athletic campaign and referenced upcoming events, indicating she would be happy to answer any questions.
None required. Report provided for information only.

Academic Affairs

8. Academic Curriculum Changes
Chair Grant stated the building automation systems ad was brilliant.
That the Board approve the recommendation for the program proposed and course additions, as attached.

MOTION: Trustee Kilpatrick **SECOND:** Trustee Stevens

Motion passed unanimously.

Administrative Services

9. Fund Analysis – September
For information only, no Board action required.
10. Construction Status Report
Presented as an information item only.
11. Renewal of Professional Services Contract – Legal Services
Trustee Messersmith told Mr. Knox they are delighted with his interaction.
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.

MOTION: Trustee Messersmith **SECOND:** Trustee Moore

Motion passed unanimously

12. Carry Forward Spending Plan
VP Wills confirmed this is the first time we are doing this, indicating this is now required by the legislature if we have a fund balance greater than five percent (5%). She stated all colleges submitted this year and expanded on the detail provided in the agenda book.
Approval of the FY 2021-22 Carry Forward Spending Plan.

MOTION: Trustee Moore **SECOND:** Trustee Stevens

Motion passed unanimously

13. RFQ 2022-01 Award Recommendation
President Murdaugh indicated the Funding Section should read “This construction contract will be funded by local College funds.”

Trustee Messersmith asked why we discontinued the pre-qualifications for these construction managers, with VP Wills saying this is under the dollar threshold determined previously.

Approve the recommended construction manager at risk, Childers Construction Company, for the TCC Center for Innovation 2nd Floor Renovations project.

MOTION: Trustee Lamb **SECOND:** Trustee Stevens
Motion passed unanimously

14. Master Plan Services

Approve the attached proposal with DAG Architects for Master Plan Services – WEI.

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

PUBLIC COMMENT

Mrs. Regina Capps, parent of a nursing student, expressed concern about the increase in students (possibly without an increase in resources), instructors indicating concerns prior to the increases, the number of clinicals and classes being cancelled, contract nurses being hired and how they will be trained, and the number of instructors that have left since the end of July. She acknowledged these concerns were based on conversations with students, indicating we may disregard if they are irrelevant.

President Murdaugh thanked Ms. Capps for being at our meeting, stating we care. He said we have processes we follow, sharing the Board attorney is involved in all processes. He revealed one (1) of the faculty that left had seventeen (17) student complaints and two (2) other faculty complaints. He said we have not previously seen these types of issues and believe some of it is because of the pandemic, disclosing some of the faculty are afraid to go into the hospitals. He indicated the program has the authority to hire as many nursing faculty as needed (however it is a tight market right now) and apologized on behalf of the college.

Trustee Messersmith shared that during the budget process we allotted additional funds to grow the program. Trustee Moore thanked Mrs. Capps for bringing her thoughts, indicating we want her daughter to get through the program. Trustee Stevens inquired about the time she has been in the program, with Mrs. Capps saying she is in her second year.

Provost Stringer confirmed the student is on track to graduate and we will be providing some additional work to make up for the canceled clinicals. Trustee Stevens asked Mrs. Capps to keep them updated on her daughter's progress. Trustee Lamb thanked Mrs. Capps for coming and sharing comments. Trustee Kilpatrick complimented Mrs. Capps on the concern she shows for her daughter. Chair Grant said we are grateful that Mrs. Capps came to talk with the Board.

WORKSHOP

In lieu of a workshop, the Board of Trustees went into Executive Session.

PRESIDENT'S REPORT

None

NEXT MEETING DATE

November 15, 2021

Location: **Center for Innovation**

ADJOURNMENT

Meeting adjourned at approximately 3:34 p.m.

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

W. Eric Grant
Chair

Jim Murdaugh, Ph.D.
President



November 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 Resource Report

Item Description

This item requests 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 2021-2022 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Vincent Palmer	Director of Business and Workforce Development	Workforce Development	October 11, 2021

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Kimberly Peddie	Dual Enrollment Coordinator	Student Affairs - Dual Enrollment	October 4, 2021
Kyra Lee	Call Center Representative	Student Affairs - Call Center	October 5, 2021
Mercedes Provitt	Call Center Representative	Student Affairs - Call Center	October 5, 2021
Bradley Lewis	Landscaper	Facilities	October 14, 2021
Claudia Simpson	Athletic Trainer	Athletics	October 18, 2021
Chad Williams	Equipment Mechanic	Facilities - Maintenance	October 18, 2021

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Ashley Garrison	Instruction System Designer	Sponsored Programs DJJ	October 1, 2021
Esra Ozdemir	Postsecondary Assessment Specialist	DOE - Postsecondary Assessment	October 1, 2021
Matthew Carter	Training Specialist II	Sponsored Programs DJJ	October 6, 2021
Keller Sheppard	Senior Business Intelligence Analyst	DJJ - Contracted Research	October 6, 2021
Ashley Lagos	Career Development Specialist	Compass 100 DOC - Homestead C.I.	October 8, 2021
Dwight Williams	Career and Technical Education Advisor	Workforce Development	October 11, 2021

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
Rita Williams	Senior Custodian	Facilities - FPSI	October 1, 2021	September 30, 2026

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Montika Porter	Campus Police Officer	Campus Police	September 22, 2021	Resigned
Lauren Schoenberger	Director of Integrated Marketing	Communications and Marketing	September 23, 2021	Resigned
William Bell	Campus Police Sergeant	Campus Police	September 23, 2021	Resigned

Dale Sullivan	Office Manager	Human Resources	September 24, 2021	Resigned
Minerva Gonzales	Custodial Worker	FPSI Custodial	September 24, 2021	Resigned
Anne Hebrock	Staff Assistant	Testing Services	September 30, 2021	Retired
Cynthia Beardsley	Career Development Specialist	Compass 100 DOC - Central Florida Reception Center	September 30, 2021	Resigned
Jiajing Huang	Psychometrician	DOE - Test Development Center	September 30, 2021	Resigned
Lindsey Goodman	Staff Assistant	Advanced Manufacturing	October 4, 2021	Dismissed
Ayanna Young	Media Relations Specialist	Communications and Marketing	October 6, 2021	Resigned
Lisa Velez-Davis	Workday Completion Specialist	Student Affairs - Student Records	October 6, 2021	Dismissed
Karines Musgrove	Professional Development Coordinator	DJJ - Learning Consultant Manager	October 8, 2021	Resigned
Carolann Gegenheimer	Nursing Faculty	Nursing	October 11, 2021	Resigned
Josephine Pena	Student Support Specialist	Student Records	October 13, 2021	Resigned
Adriane Liedy	P06858 Traffic Safety Fiscal Assistant	Dept. of Transportation (FDOT) Physical Plant, Facilities, Planning and Construction	October 14, 2021	Resigned
Muhammad Janneh	Facilities Operations Superintendent		October 15, 2021	Dismissed
Donna Johnson-Byrd	Nursing Faculty	Nursing	October 18, 2021	Resigned
Alycia Malicz	Graphic Design and Brand Coordinator	Communications and Marketing	October 20, 2021	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Kim Manning	Instructional Specialist	TCC Online	Self	Consultant
Peter Wolf	Store Clerk	Purchasing	Academy Sports and Outdoors	Hardlines Manager
Cara Lickteig	Human Resource Specialist	Human Resources	Publix	Cashier

Seeking to Hold Political Office Requests (All Employees)

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

Reclassifications (All Employees)

Name	Position	Department	Effective Date	Prior Position
Kimberly Howell	Staff Assistant	Healthcare Professions	October 11, 2021	OPS
Marlinda Monroe-Johnson	CTE Program Specialist	Workforce Development	October 18, 2021	Career and Academic Advisor
Megan Mellino	Financial Aid Assistant	Financial Aid	October 18, 2021	OPS



November 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: Attorney Invoice – Bryant Miller Olive (September and October 2021)

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$2,475.00 for September 2021 and \$5,539.47 for October 2021.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: October 6, 2021
 Invoice No. 76219
 Client No. 25480.006

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

Purchase Order No. PO-014014

Statement of Legal Services

			Hours
09/03/2021	JCC	Preparation for UFF negotiations	0.80
09/07/2021	JCC	Telephone conference with client (C. Grause) / UFF negotiations; vaccines	0.50
09/07/2021	JCC	Review wage proposal	0.20
09/07/2021	DMH	Review wage proposal	0.20
09/10/2021	JCC	Analyze issues / assignment of courses	0.60
09/10/2021	JCC	Attend collective bargaining / UFF	1.10
09/10/2021	DMH	Attend zoom meeting and bargaining	1.60
09/17/2021	JCC	Review correspondence regarding proposals	0.40
09/17/2021	DMH	Review emails about bargaining	0.10
09/21/2021	JCC	Analyze/update impasse declaration issues	1.30
09/29/2021	JCC	Analyze group health insurance implementation issues	0.80
09/29/2021	JCC	Review faculty agreement	0.50
09/30/2021	JCC	Attend UFF collective bargaining	1.40
09/30/2021	JCC	Review correspondence / faculty member	0.40
Current Services			9.90
			\$2,475.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	8.00	\$250.00	\$2,000.00

Tallahassee Community College

Invoice Date: October 06, 2021
Invoice No. 76219
Client No. 25480.006

Denise M. Heekin 1.90 \$250.00 \$475.00

Payments

10/04/2021 Payment ACH rec'd 10/4/21 Invoice 75737 1,125.00
1,125.00

Total Current Work \$2,475.00
Previous Balance Due \$500.00
Balance Due \$2,975.00

Please Reference Client Number On Checks And Wire Transfers

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

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

**Bryant
Miller
Olive**

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

Invoice Date: October 26, 2021
Invoice No. 76440
Client No. 25480.002

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

Statement of Legal Services

		Hours	
10/05/2021 JCC	Review correspondence / [REDACTED]	0.50	
10/05/2021 JCC	Conference call with client (C. Grause, C. Stringer) / [REDACTED]	0.50	
	Current Services	1.00	\$250.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	1.00	\$250.00	\$250.00

Payments

08/21/2020	Payment	ACH rec'd 8/21/20 Invoice 72545	77.67
			77.67

Total Current Work	\$250.00
Previous Balance Due	\$0.00
Balance Due	\$250.00

Tallahassee Community College

Invoice Date: October 26, 2021
Invoice No. 76440
Client No. 25480.002

Please Reference Client Number On Checks And Wire Transfers

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

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



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

Invoice Date: October 27, 2021
 Invoice No. 76442
 Client No. 25480.006

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

Purchase Order No. PO-014014

Statement of Legal Services

			Hours	
10/01/2021	JCC	Review UFF proposals	0.30	
10/04/2021	JCC	Analyze PERC bargaining and impasse procedures	1.40	
10/05/2021	JCC	Review and analyze College policies and procedures	4.80	
10/06/2021	DMH	Review UFF proposals	0.20	
10/06/2021	DMH	Analyze issues	0.30	
10/06/2021	JYD	Analyze issues and facts regarding annual and continuing employment contracts; legal research regarding Florida statutory and FAC sections on continuing right to employment	1.10	
10/11/2021	DMH	Analyze issue / grievance procedure	0.40	
10/11/2021	JYD	Legal research / continuing contract status and ability to grieve	4.50	
10/14/2021	JCC	Preparation for Executive Session	1.50	
10/18/2021	JCC	Travel to Tallahassee	3.00	No Charge
10/18/2021	JCC	Conference with client and attend Executive Session	4.00	
10/19/2021	DMH	Analyze bargaining issues	0.20	
10/19/2021	JCC	Travel to Miami	3.00	No Charge
Current Services			18.70	\$4,675.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	12.00	\$250.00	\$3,000.00

Tallahassee Community College

Invoice Date: October 27, 2021
Invoice No. 76442
Client No. 25480.006

John Y. Doty	5.60	\$250.00	\$1,400.00
Denise M. Heekin	1.10	\$250.00	\$275.00

Expenses Incurred

Meals	5.92
Travel expenses	575.55
Duplication	33.00
Thru 10/27/2021	<u>\$614.47</u>

Payments

10/21/2021	Payment	ACH rec'd 10/21/21 Invoice 75921	500.00
			<u>500.00</u>

Total Current Work	<u>\$5,289.47</u>
Previous Balance Due	\$2,475.00
Balance Due	<u>\$7,764.47</u>

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



November 15, 2021

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Holocaust Education Task Force FY 21/22

TCC will provide the support of activities related to the Holocaust Education Task Force committee members including travel reimbursement and subgrants to designated sites. The contract amount is for \$100,000 with an indirect cost of 0%.

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This award provides the oversight of contractual services to purchase paid media spots through cable television networks during professional televised sporting events to encourage sobriety and responsible driving. The amount of this award is \$216,000, with an indirect cost rate of 8%. The funding period is from 10/01/21 through 9/30/22.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This award provides the oversight of contractual services to purchase paid media spots during sporting events of major colleges and universities to encourage sobriety and responsible driving. The amount of this award is \$459,000, with an indirect cost rate of 8%. The funding period is from 10/01/21 through 9/30/22.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This award provides the oversight of contractual services to acquire paid media spots during professional sporting events to encourage sobriety and responsible driving. In addition, evaluation services are required to analyze the activated elements within each

professional sporting venue. The amount of this award is \$2,000,000, with an indirect cost rate of 8%. The funding period is from 10/01/21 through 9/30/22.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education - Holocaust Education Task Force FY 21/22

This award is an annual renewal.

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This award is an annual renewal.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This award is an annual renewal.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

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 \$198,148.15.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 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

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 2

This amendment extends the award date to 9/30/2022. The award amount remains the same.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Administrative - Amendment 2

This amendment extends the award date to 9/30/2022. The award amount remains the same.

US Department of Labor – Mine Safety Award - Amendment 1

This amendment extends the award date to 9/30/2022. The award amount remains the same.

Florida Department of Transportation – Traffic Safety Support

This award provides a Traffic Safety support staff positions to be housed at the Florida Department of Transportation State Safety Office to facilitate fiscal documentation management, invoice processing and data analysis support. The amount of this award is \$200,000, with an indirect cost rate of 8%. The funding period is from 10/1/21 through 9/30/22.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

This award provides training for prosecutors and law enforcement officers in the legal, scientific and tactical aspects of DUI prosecution. The amount of this award is \$465,400, with an indirect cost rate of 8%. The funding period is from 10/1/21 through 9/30/22.

Florida Department of Transportation – Florida Teen Traffic Safety Program

This award provides coordinating activities for the alcohol prevention activities at college and high school levels. The amount of this award is \$325,000, with an indirect cost rate of 8%. The funding period is from 10/1/21 through 9/30/22.

Florida Department of Transportation - Speed Measurement Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$45,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$75,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

Florida Department of Transportation - Crash Scene Mapping with Speed Lasers Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$35,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

Florida Department of Transportation - Speed Measurement Instructor Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$30,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

Florida Department of Transportation - Traffic Crash Reconstruction Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$65,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

Florida Department of Transportation - Advanced Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$70,000 with an indirect cost rate of 5%. The funding period is from 10/27/2021 through 9/30/2022.

II. Commitments, Expenditures, Contracts for Service

Storm Ready Services, Inc.- Amendment 1

This amendment increases the contract by \$2,127,673.21 for a total of \$3,751,200. The contract period will end 6/01/2022.

Past Actions by the Board

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

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

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

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

US Department of Labor – Mine Safety Award

The initial award was approved at the September 2021 Board of Trustees meeting.

Florida Department of Transportation – Traffic Safety Support

This award is an annual renewal.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

This award is an annual renewal.

Florida Department of Transportation – Florida Teen Traffic Safety Program

This award is an annual renewal.

Florida Department of Transportation - Speed Measurement Training

This award is an annual renewal.

Florida Department of Transportation - Basic Traffic Homicide Investigation Training

This award is an annual renewal.

Florida Department of Transportation - Crash Scene Mapping with Speed Lasers Training

This award is an annual renewal.

Florida Department of Transportation - Speed Measurement Instructor Training

This award is an annual renewal.

Florida Department of Transportation - Traffic Crash Reconstruction Training

This award is an annual renewal.

Florida Department of Transportation - Advanced Traffic Homicide Investigation Training

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 new awards is \$87,141.85.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 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

Item Description

This item requests that the Board approve the architect invoices submitted for the month of October 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 - \$44,057.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$6,800.00
Fitzgerald Collaborative Group, LLC - \$19,833.40

Past Actions by the Board

The Board last authorized architect invoices at the October 18, 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 invoices as presented.



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 Purchase Order N PO-013623 Project Name: TCC Innovation Center 2nd Floor Tenant Fit Out DATE: 10/26/2021
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Design Documents	\$17,880.00	100%	\$0.00	\$17,880.00	\$0.00
100% Construction Documents	\$15,645.00	100%	\$0.00	\$0.00	\$15,645.00
Bid / Permitting	\$2,235.00	0%	\$2,235.00	\$0.00	\$0.00
Construction Administration	\$8,940.00	0%	\$8,940.00	\$0.00	\$0.00
Engineering Services					
Telecommunications Design	\$1,800.00	35%	\$1,170.00	\$0.00	\$630.00
Audio / Visual Design	\$1,600.00	35%	\$1,040.00	\$0.00	\$560.00
GRAND TOTALS	\$48,100.00		\$13,385.00	\$17,880.00	\$16,835.00
Invoice Total					\$16,835.00
* Amount payable directly to:			()		
* Amount payable directly to:			()		*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-013623
Purchase Order Date	05/11/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0267 CFI - Phase 1 - 2nd Floor Renovation – A/E Add Services - Full Tenant Fit-Out Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu , 850-201-8750 ** REF: TCC RFQ 2020-02; Recommendation for Architectural Services**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	48,100.00	0.00	48,100.00

 Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-013623
Purchase Order Date	05/11/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Additional A/E services to include all tenant space in the project area. ALW previously received authorization to complete the design and documentation of the renovation to several shared spaces and Neighborhood 1. This proposal adds approximately 3,700 sq. ft. to the project area and includes additional shared spaces as well as Neighborhoods 2 and 3 for the Center for Innovation 2nd floor improvements. Specifics per attached proposal dated April 22, 2021. ** REF: TCC RFQ 2020-02; Recommendation for Architectural Services**				44,700.00
2		Engineering services for Telecommunications and Audio/Visual Design as needed.				3,400.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



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-013324-2
	Project Name: TCC Innovation Center Phase 1 - 2nd Floor Renovation
	DATE: 10/26/2021

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Advanced Schematic	\$7,778.00	100%	\$0.00	\$7,778.00	\$0.00
Design Development	\$23,333.00	100%	\$0.00	\$23,333.00	\$0.00
Construcion Documents	\$27,222.00	100%	\$0.00	\$0.00	\$27,222.00
Bid / Permitting	\$3,889.00	0%	\$3,889.00	\$0.00	\$0.00
Construction Administration	\$15,556.00	0%	\$15,556.00	\$0.00	\$0.00
Printing	\$760.00	0%	\$760.00	\$0.00	\$0.00
Additional Design Changes per Owner	\$11,365.00	0%	\$11,365.00	\$0.00	\$0.00
Engineering Services					
FL Model Energy Code Compliance	\$750.00	0%	\$750.00	\$0.00	\$0.00
Telecommunications Design	\$6,600.00	35%	\$4,290.00	\$2,310.00	\$0.00
Intrusion Detection/Access Control/Surveillance	\$3,600.00	0%	\$3,600.00	\$0.00	\$0.00
Audio / Visual Design	\$4,900.00	35%	\$3,185.00	\$1,715.00	\$0.00
Record Drawings	\$1,000.00	0%	\$1,000.00	\$0.00	\$0.00
Special Inspections - 2 way radio comms	\$2,000.00	0%	\$2,000.00	\$0.00	\$0.00
Two-way RF Radio DAS Design	\$1,300.00	0%	\$1,300.00	\$0.00	\$0.00
GRAND TOTALS	\$110,053.00		\$47,695.00	\$35,136.00	\$27,222.00
Invoice Total					\$27,222.00
* Amount payable directly to:			()		
* Amount payable directly to:			()		*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Change Order

Purchase Order Number	PO-013324 - 2
Purchase Order Date	02/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

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

Comments:
PJ-0267 CFI - Phase 1 - 2nd Floor Renovation – A/E Services Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu 850-201-8750
OFFICIAL Change Order No. 1 (INTERNAL CO2) Adding new Line 4 in the amount of \$11,365.00 for Additional Services #1. New PO total is \$110,053.00
INTERNAL CO1 - Correction to RFQ# in item description: ** REF: TCC RFQ 2020-02; Recommendation for Architectural Services**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	110,053.00	0.00	110,053.00

Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Change Order

Purchase Order Number	PO-013324 - 2
Purchase Order Date	02/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Basic A/E services for the design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation 2nd floor; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. New infrastructure for telecom and security on each floor (see attached H2 proposal for further clarity) 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New accessible restroom 4. New second floor tenant arrangements 5. New meeting and common spaces 6. New furnishings Specifics per attached proposal dated February 2, 2021. **REF: TCC RFQ 2020-02; Recommendation for Architectural Services**				77,778.00
2		Printing as needed.				760.00
3		Engineering services as needed.				20,150.00
4		Additional services #1 to revise documents in accordance with Owner-requested floor plan modifications. Per attached proposal dated September 22, 2021.				11,365.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Change Order

Purchase Order Number	PO-013324 - 2
Purchase Order Date	02/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

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

Invoice number 21108_1021
Date 10/25/2021

Project 21108 TCC WEI INFRASTRUCTURE
EXTENSION

Professional Architectural Services
Meetings, Site visit and walk-through, consulting engineer coordination

PHASE 1 - Site 6
PO-014436

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
KH Construction Plans	60,000.00	0.00	0.00	0.00	0.00
KH Surveying Work	9,200.00	0.00	0.00	0.00	0.00
KH NFWMD Permitting	10,000.00	0.00	0.00	0.00	0.00
KH Construction Phase Services	15,000.00	0.00	0.00	0.00	0.00
KH / EGS Geotechnical & Geophysical Services	64,200.00	0.00	0.00	0.00	0.00
Architectural Fees	47,680.00	14.26	0.00	6,800.00	6,800.00
Total	206,080.00	3.30	0.00	6,800.00	6,800.00

Invoice total **6,800.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21108_1021	10/25/2021	6,800.00	6,800.00				
	Total	6,800.00	6,800.00	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.



Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_1021
 Date 10/22/2021

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings - FCG	7,500.00	75.00	5,625.00	5,625.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	0.00	18,150.40	18,150.40
Design Development - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Design Development - Kever McKee	1,083.00	100.00	0.00	1,083.00	1,083.00
90% Construction Documents - FCG	20,638.00	0.00	0.00	0.00	0.00
90% Construction Documents - H2 Eng	12,300.00	0.00	0.00	0.00	0.00
90% Construction Documents-Kever McKee	1,084.00	0.00	0.00	0.00	0.00
Permit Docs - FCG	13,253.50	0.00	0.00	0.00	0.00
Permit Docs - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Permit Docs - Kever McKee	1,083.00	0.00	0.00	0.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	0.00	0.00	0.00	0.00
Bidding - H2 Engineering	2,050.00	0.00	0.00	0.00	0.00
Construction Administration - FCG	18,081.80	0.00	0.00	0.00	0.00
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	100.00	0.00	600.00	600.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	181,190.00	34.01	41,781.60	61,615.00	19,833.40

Additional Services

Conversion of the Outdoor Storage Room 248-FCG	15,440.00	0.00	0.00	0.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_1021
Date 10/22/2021

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	30.42	41,781.60	61,615.00	19,833.40

Invoice total 19,833.40

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0821	08/31/2021	11,352.68		11,352.68			
210208_0921	09/28/2021	21,928.92	21,928.92				
210208_1021	10/22/2021	19,833.40	19,833.40				
	Total	53,115.00	41,762.32	11,352.68	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-grouppllc.com.



November 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

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:

November 19: TCC 1% Club Luncheon for TCC Employees

December 2: TCC Foundation Holiday Hob Nob, 6:00 – 8:00 p.m., AC Marriott Hotel

January 20: TCC Foundation President's Circle Event, 6:00 – 8:00 p.m., Baseball Fieldhouse

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.

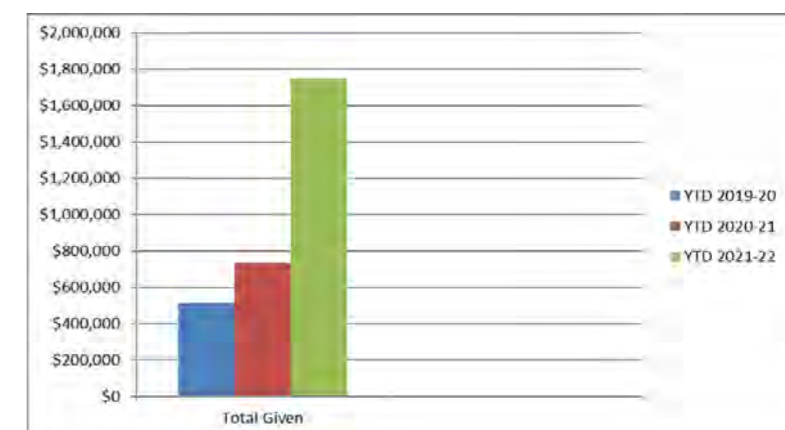
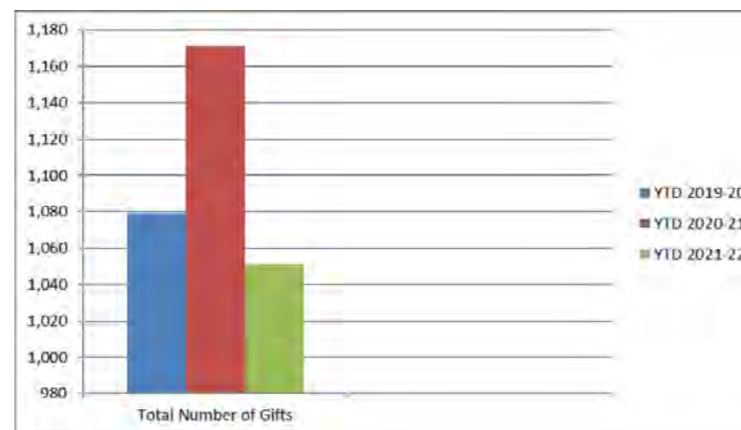
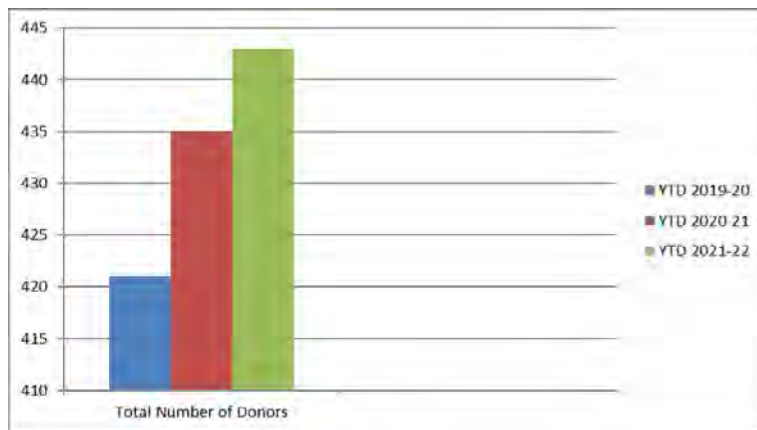
TCC Foundation - Financial Update FY 21/22

July - October 27

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
		Total Received	\$513,472	\$734,401
	Scholarship amount	\$251,835	\$438,953	\$333,887
	Program support amount	\$155,120	\$155,460	\$319,452
	Facility support amount	\$49,283	\$75,083	\$43,515
	Unrestricted support amount	\$57,234	\$64,905	\$54,321
	Athletics Campaign/Blue Print Funds			\$1,000,000
	Number of Donors	421	435	443
	Number of Gifts	1,079	1,171	1,051
	Net assets of the TCC Foundation	\$17,765,904	\$18,287,737	\$22,665,956

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
	Total Received for Alumni	\$64,495	\$43,302	\$57,396
	Number of Donors	101	109	105
	Number of Gifts	301	343	311

TCC Foundation		YTD 19/20	YTD 20/21	YTD 21/22
	Cash	\$481,472	\$734,401	\$1,750,352
	Gift in Kind	\$32,000	\$0	\$823
	Number of Planned Gifts Confirmed	4	3	1
	Total Raised - Pledges Received	\$143,831	\$165,114	\$136,798
	Grants Received			21 grants total \$6,042,34
	Grants Applied For			11 grants total \$5,790,770
	Pledges Expected by 6/30/2022			\$360,194





November 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 – Gift Acceptance

Item Description

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

Overview and Background

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

Funding/ Financial Implications

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

Past Actions by the Board

There are no Funding/Financial implications arising from this gift.

Recommended Action

Accept gift as presented.



MEMORANDUM

TO: Dr. Jim Murdaugh, President, Tallahassee Community College
FROM: Heather Mitchell, Vice President for Resource Development
Executive Director, TCC Foundation
DATE: November 15, 2021
RE: Gift Acceptance – Donation of Art

The TCC Foundation has received a gift of art donated by Marie Cowart. The TCCF policy requires an appraisal for all donated items. An appraisal was conducted by Sally Rude, ISA AM, Appraiser with a total value estimated to be \$1,500.



Title: Toucanet 19/01
Artist: Ralph Hurst
Date Created: 2001
Medium: Occhio alabaster
Dimensions: 11”H x 8”W x 6”D
Fair Market Value: \$1,500

The Foundation would like to transfer these art pieces to the College.



November 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 - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/29/2021.

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 October 28, 2021

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 243,669	\$ 1,933,506	\$ 12,789,207	\$ 7,734,026	\$ 23,202,077	55%
State Support	2,512,565	2,981,647	10,063,407	\$ 11,926,587	35,779,760	28%
Federal Support	206,857	83,333	1,445,185	\$ 333,333	1,000,000	145%
Other Revenue	50,615	105,680	541,912	\$ 422,721	1,268,163	43%
Non-Revenue Sources	-	83,333	-	\$ 333,333	1,000,000	0%
TOTAL REVENUE	3,013,706	5,187,500	24,839,711	20,750,000	62,250,000	40%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	338,156	274,414	1,221,562	1,097,656	3,292,968	37%
Instructional	966,872	1,203,263	4,216,266	4,813,053	14,439,160	29%
Non-Instructional	1,776,130	1,213,858	5,445,969	4,855,434	14,566,301	37%
OPS	662,904	507,279	1,782,547	2,029,118	6,087,354	29%
Personnel Benefits	875,668	884,518	3,372,989	3,538,072	10,614,217	32%
TOTAL PERSONNEL COSTS	4,619,730	4,083,333	16,039,333	16,333,333	49,000,000	33%
<u>CURRENT EXPENSES</u>						
Services	297,295	358,027	1,186,651	1,432,107	4,296,322	28%
Material & Supplies	172,072	209,348	561,613	837,393	2,512,180	22%
Other Current Charges	247,883	515,958	2,292,862	2,063,833	6,191,498	37%
TOTAL CURRENT EXPENSES	717,250	1,083,333	4,041,126	4,333,333	13,000,000	31%
CAPITAL OUTLAY	103,214	20,833	154,874	83,333	250,000	62%
TOTAL EXPENSES	\$ 5,440,193	\$ 5,187,500	\$ 20,235,333	\$ 20,750,000	\$ 62,250,000	33%

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

Issued in October 2021

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-014540	10/6/2021	Honorlock, Inc.	104,400.00	Annual subscription for 6,500 student user licenses for proctoring services.	FAC6A14.0734(2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-014570	10/12/2021	Dell Marketing L.P.	103,213.56	PowerEdge R840 Servers (3 each)	Customer Agreement # RFP No. 15-16-05 Tech Refresh Program. Exempt per FAC 6A-14.0734(2)(G) for IT Purchases Contract # C000000005866
PO-014592	10/14/2021	Dell Marketing L.P.	138,042.30	Dell OptiPlex 7090 SFF Computers (163 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014598	10/14/2021	Dell Marketing L.P.	313,862.40	Dell OptiPlex 5490 AIO Computers (360 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract
PO-014599	10/14/2021	Dell Marketing L.P.	213,600.80	Dell OptiPlex 5490 AIO Computers (245 each)	FL - District Board of Trustees of Valencia College RFP No. 11/12-09; Dell Contract



November 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

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 NOVEMBER 2021

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – AC 212	100%	TBD	Complete
Foundation Classroom Renovation – AC 219	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – AC 220	85%	TBD	Awaiting A/V
Foundation Classroom Renovation – AP 149	100%	TBD	Complete
Foundation Classroom Renovation – SM 119	100%	TBD	Complete
Facilities Room Renovation – TPP 211	85%	TBD	Awaiting A/V
AMTC Welding Lab	100%	TBD	Complete
FPAC Roof Replacement	100%	TBD	Complete
Baseball Fieldhouse Roof Restoration	100%	TBD	Complete
Student Union 1 st Floor/Food Court Renovation	15%	TBD	55% Plan Review with CMAR RFQ advertised
Administration Lobby	10%	TBD	Waterwall on order
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,600 Trip Hazards and Replaced 38 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 191,000 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 9,550 lbs. of CO2 from being released into the atmosphere

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 2 nd Floor Renovation	20%	TBD	100% Drawings with CMAR Awarded

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	15%	TBD	55% Plan Review with CMAR RFQ advertised

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
AC 212 - Classroom Renovations	\$ 46,257.91
AC 219 - Classroom Renovations	\$ 42,278.95
AC 220 - Classroom Renovations	\$ 46,797.68
AP 149 - Classroom Renovations	\$ 35,023.68
SM 118 - Classroom Renovations	\$ 24,087.31
SM 119 - Classroom Renovations	\$ 35,121.12



November 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: Direct Support Organization Audit Reports

Item Description

This item presents the most recent financial audit reports of the direct support organizations (DSO) affiliated with the College for the Board's review.

Overview and Background

Per Florida Statutes 1004.70(6), the College's DSOs must be audited annually and the results be submitted to the Board for review. For the fiscal year ending March 31, 2021, audits were completed for both the Public Safety Academy Housing, Inc. and the Tallahassee Community College Foundation, Inc.

Funding/ Financial Implications

No funding requirements.

Past Actions by the Board

The Board last reviewed the audited financial statements for these DSOs at the October 26, 2020 meeting.

Recommended Action

For information only.

PUBLIC SAFETY ACADEMY HOUSING, INC.
Havana, Florida

FINANCIAL STATEMENTS

Years Ended March 31, 2021 and 2020

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OF COUNSEL
W. FREDERICK THOMSON, C.P.A.

INDEPENDENT AUDITORS' REPORT

Board of Directors
Public Safety Academy Housing, Inc.
Havana, Florida

We have audited the accompanying financial statements of Public Safety Academy Housing, Inc. (a Florida non-profit organization) which comprise the statements of financial position as of March 31, 2021 and 2020, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluation of the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Public Safety Academy Housing, Inc. as of March 31, 2021 and 2020, and the changes in net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Matters

In accordance with *Government Auditing Standards*, we have also issued a report dated October 11, 2021, on our consideration of Public Safety Academy Housing, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the result of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on Page 3 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiring with management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Tallahassee, Florida
October 11, 2021

PUBLIC SAFETY ACADEMY HOUSING, INC.
Management's Discussion and Analysis

The discussion and analysis of Public Safety Academy Housing, Inc.'s financial statements provides an overview of the financial activities for the year ended March 31, 2021. Management has prepared the financial statements and the related footnote disclosures along with the discussion and analysis. Responsibility for the completeness and fairness of this information rests with the preparers. The discussion and analysis contains activities of the Public Safety Academy Housing Inc. for fiscal years 2021 and 2020.

Public Safety Academy Housing, Inc. was incorporated on February 26, 2003, as a direct support organization of Tallahassee Community College for the purpose of financing and constructing a housing facility at the College's Florida Public Safety Institute. The housing facility was financed by a \$9 million mortgage note and was completed on January 4, 2006. Upon completion, Public Safety Academy Housing, Inc. executed an agreement with the College whereby the College leases the housing facility from Public Safety Academy Housing, Inc. and is responsible for operating and maintaining the facility. During the fiscal year ended March 31, 2015, the Organization refinanced its original mortgage rate and borrowed an additional \$575,000 in a separate mortgage note payable to renovate and refurbish the dormitory. All revenues generated by the facility are retained by the College. In exchange, Public Safety Academy Housing, Inc. receives a monthly lease payments totaling \$766,719 for the fiscal year ending March 31, 2021, for its mortgage payments and operating expenses.

By design, Public Safety Academy Housing, Inc. was limited in its establishment to obtaining the financing and constructing the housing facility, with all post completion activities to be the responsibility of the College. Accordingly, 2021 financial activities consist of monthly lease receipts, mortgage payments, and the recognition of certain costs (depreciation) incurred during prior years but recognized as current year expenses. The nature of Public Safety Academy Housing, Inc.'s future activities can be expected to remain consistent with those of the 2021 fiscal year.

See independent auditors' report.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF FINANCIAL POSITION
March 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ <u>15,698</u>	\$ <u>5,838</u>
TOTAL CURRENT ASSETS	15,698	5,838
PROPERTY AND EQUIPMENT, Net	<u>5,191,233</u>	<u>5,436,642</u>
	\$ <u><u>5,206,931</u></u>	\$ <u><u>5,442,480</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of mortgage notes payable	\$ <u>605,079</u>	\$ <u>598,881</u>
TOTAL CURRENT LIABILITIES	605,079	598,881
LONG-TERM LIABILITIES		
Mortgage notes payable	<u>2,268,703</u>	<u>2,930,062</u>
TOTAL LIABILITIES	2,873,782	3,528,943
NET ASSETS		
Invested in capital assets, net of related debt	2,317,451	1,907,699
Unrestricted	<u>15,698</u>	<u>5,838</u>
	<u>2,333,149</u>	<u>1,913,537</u>
	\$ <u><u>5,206,931</u></u>	\$ <u><u>5,442,480</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
Years Ended March 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
OPERATING REVENUE		
Lease income	\$ 766,719	\$ 751,250
OPERATING EXPENSES		
Depreciation	245,409	253,450
Contractual services	<u>7,313</u>	<u>7,221</u>
	<u>252,722</u>	<u>260,671</u>
OPERATING INCOME	513,997	490,579
NONOPERATING EXPENSE		
Interest expense	<u>94,385</u>	<u>124,567</u>
CHANGES IN NET ASSETS	419,612	366,012
BEGINNING NET ASSETS	<u>1,913,537</u>	<u>1,547,525</u>
ENDING NET ASSETS	\$ <u><u>2,333,149</u></u>	\$ <u><u>1,913,537</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF CASH FLOWS
Years Ended March 31, 2021 and 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Rents and fees collected	\$ 766,719	\$ 751,250
Payments to vendors	(7,313)	(7,221)
Payments for interest expense	(94,385)	(124,567)
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 665,021	 619,462
 CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Principal payments on long-term debt	(655,161)	(625,339)
 NET CASH USED IN FINANCING ACTIVITIES	 (655,161)	 (625,339)
 NET INCREASE (DECREASE) IN CASH	 9,860	 (5,877)
 CASH AT BEGINNING OF YEAR	 <u>5,838</u>	 <u>11,715</u>
 CASH AT END OF YEAR	 \$ <u>15,698</u>	 \$ <u>5,838</u>
 RECONCILIATION OF CHANGES IN NET ASSETS TO CASH PROVIDED BY OPERATING ACTIVITIES		
Changes in net assets	\$ 419,612	\$ 366,012
Adjustments to reconcile change in net assets to cash provided by operating activities:		
Depreciation	<u>245,409</u>	<u>253,450</u>
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 \$ <u>665,021</u>	 \$ <u>619,462</u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2021 and 2020

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Formation and Nature of Business - Public Safety Academy Housing, Inc. (the "Organization") was incorporated on February 26, 2003 as a direct support organization of Tallahassee Community College (the "College"), within the meaning of Section 240.331, Florida Statutes, or any successor provision. The Organization was formed, among other purposes, to make available housing to participants in programs affiliated with the Florida Public Safety Institute. At the direction of the Board of Trustees of Tallahassee Community College, income derived by the Organization, subject to the assignment of revenue and other amounts derived from the operation of the facility, may be transferred to the Tallahassee Community College. The Organization is a component unit of Tallahassee Community College and is included in the College's annual report.

A summary of significant accounting policies follows.

Basis of Accounting - The Organization follows financial reporting requirements for enterprise funds, which use the accrual basis of accounting. Under this method, revenue is recorded when earned and expenses are recognized when incurred.

Property and Equipment - Cost directly associated with the construction of the housing complex, including interest incurred from financing during the construction period is capitalized to the cost of the building, and depreciation is provided over the building's estimated life of thirty-nine (39) years on a straight line basis.

Furniture and equipment with a value of or costing over \$500 is recorded at cost and depreciated over its estimated useful life of five (5) to seven (7) years on a straight line basis.

Income Taxes - The Organization is exempt from income taxes on income from related activities under Section 501(c)(3) of the U.S. Internal Revenue Code and corresponding state tax law. Accordingly, no provision has been made for federal or state income taxes. Additionally, the Organization has been determined not to be a private foundation under Section 509(a) of the Internal Revenue Code.

The Organization has reviewed and evaluated the relevant technical merits of each of its tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes, and determined that there are no uncertain tax positions that would have a material impact on the financial statements of the Organization.

Cash Equivalents - For purposes of the statement of cash flows, all highly liquid instruments with a maturity of three (3) months or less are considered to be cash equivalents.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2021 and 2020

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Election to Apply FASB Accounting Standards Codification - The Organization has elected to apply all FASB Accounting Standards Codification, except for those that conflict with GASB pronouncements, as permitted by GASB Statement No. 62, “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA pronouncements.”

Subsequent Events - Management has performed an analysis of the activities and transactions subsequent to March 31, 2021, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2021. Management has performed their analysis through the date of this report.

NOTE 2 - RELATED PARTY TRANSACTIONS

On May 21, 2004, the College entered into a long-term lease to rent ten (10) acres of land to the Organization in order to build the housing complex. Terms of the lease grants the Organization the use of the land for a ninety-nine (99) year term at less than fair market value rates of \$1 each year, paid in advance.

In November 2005, the Organization executed an agreement with the College to operate the housing complex. Terms of the agreement include monthly lease revenue that varied between \$55,000 and \$67,404 for the fiscal year, with automatic annual lease renewals unless thirty (30) day prior notice of cancellation is given by either party. Total lease income earned amounted to \$766,719 and \$751,250 for the years ended March 31, 2021 and 2020, respectively.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment as of March 31, 2021 and 2020, is summarized as follows:

	2021	2020
Building	\$ 8,491,790	\$ 8,491,790
Furniture and equipment	<u>592,650</u>	<u>592,650</u>
	9,084,440	9,084,440
Accumulated depreciation	<u>(3,893,207)</u>	<u>(3,647,798)</u>
	<u>\$ 5,191,233</u>	<u>\$ 5,436,642</u>

Depreciation expense for the years ended March 31, 2021 and 2020 amounted to \$245,409 and \$253,450, respectively.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2021 and 2020

NOTES 4 - MORTGAGE NOTES PAYABLE

Mortgage notes payable as of March 31, 2021 and 2020, were as follows:

	2021	2020
<p>\$6,017,876 refinanced mortgage note payable executed November 10, 2014 with Gadsden County, Florida and assigned to a commercial lender; bearing interest at 2.75% through December 31, 2017, then at 3.34% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 2.45%; payable in monthly installments of principal and interest, maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	\$ 2,581,085	\$ 3,168,375
<p>\$575,000 mortgage note payable executed November 10, 2014, with Gadsden County, Florida and assigned to a commercial lender. The note bears interest at 3.99% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 3.25%; payable in monthly installments of principal and interest; maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	<div style="text-align: right;"> <u>292,697</u> 2,873,782 </div>	<div style="text-align: right;"> <u>360,568</u> 3,528,943 </div>
<p>Less current portion</p>	<div style="text-align: right;"> <u>(605,079)</u> </div>	<div style="text-align: right;"> <u>(598,881)</u> </div>
	<div style="text-align: right;"> <u>\$ 2,268,703</u> </div>	<div style="text-align: right;"> <u>\$ 2,930,062</u> </div>

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2021 and 2020

NOTES 4 - MORTGAGE NOTES PAYABLE (Continued)

As of March 31, 2021, the scheduled maturities of the mortgage notes payable were as follows:

	<u>Principal</u>	<u>Interest</u>
March 31, 2022	\$ 605,079	\$ 60,503
2023	678,643	49,759
2024	698,651	32,304
2025	719,417	14,310
Thereafter	<u>171,992</u>	<u>710</u>
	<u>\$ 2,873,782</u>	<u>\$ 157,586</u>

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KELLY VAZQUEZ, C.P.A.

OF COUNSEL
W. FREDERICK THOMSON, C.P.A.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Public Safety Academy Housing, Inc.
Havana, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Public Safety Academy Housing, Inc. (a Florida nonprofit organization), which comprise the statements of financial position as of March 31, 2021 and 2020, and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated October 11, 2021.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Public Safety Academy Housing, Inc.'s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of Public Safety Academy Housing, Inc. are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Thomson Block & Company". The signature is written in a cursive, flowing style.

Tallahassee, Florida
October 11, 2021

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OF COUNSEL
W. FREDERICK THOMSON, C.P.A.

MANAGEMENT LETTER

Board of Directors
Public Safety Academy Housing, Inc.
Tallahassee, Florida

In planning and performing our audit of the financial statements of Public Safety Academy Housing, Inc. (the "Organization") as of and for the years ended March 31, 2021 and 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audits, we have become aware of matters that are an opportunity for strengthening internal control and operating efficiency. This letter does not affect our report dated October 11, 2021, on the financial statements of the Organization.

We will review the status of these comments during our next audit engagement. We have already discussed these matters previously with management and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing any recommendations. Our comments are summarized as follows:

Prior Year's Recommendations

Reconciliation of Loan Principal Payments with Bond Document - RESOLVED:

In the prior year, while reviewing the reconciliation of principal payments for both loans with the bond documents, we noted the various discrepancies due to the changes in interest rates and corporate tax rate. Management worked with the financial institution and remedied the discrepancies in the current year.

Current Year's Recommendations

None.

We wish to thank the Executive Director and his staff for their support and timely assistance during our audit.

The report is intended solely for the information and use of the Board of Directors, management, and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Thomson Block Budget Company

October 11, 2021

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.

FINANCIAL STATEMENTS

MARCH 31, 2021 AND 2020

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
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MARCH 31, 2021 AND 2020

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Tallahassee Community College Foundation, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of Tallahassee Community College Foundation, Inc. (the Foundation), a component unit of Tallahassee Community College (the College), as of and for the year ended March 31, 2021, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

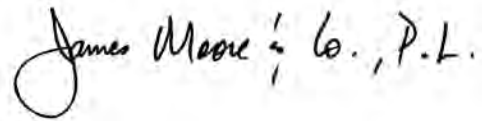
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tallahassee Community College Foundation, Inc. as of March 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

The financial statements of Tallahassee Community College Foundation, Inc. for the year ended March 31, 2020, were audited by another auditor who expressed an unmodified opinion on those statements on August 24, 2020.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 1, 2021 on our consideration of Tallahassee Community College Foundation, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tallahassee Community College Foundation, Inc.'s internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style with a large initial 'J'.

Tallahassee, Florida
September 1, 2021

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
MARCH 31, 2021 AND 2020

<u>ASSETS</u>		
	<u>2021</u>	<u>2020</u>
Current assets		
Cash and cash equivalents	\$ 208,456	\$ 104,455
Investments	2,191,846	1,988,729
Current portion contributions receivable	578,566	847,394
Prepaid expenses	-	2,400
Total current assets	<u>2,978,868</u>	<u>2,942,978</u>
Noncurrent assets		
Cash and cash equivalents restricted for endowments	186,168	111,407
Investments restricted for endowments	18,026,862	12,043,049
Noncurrent portion contributions receivable, net	175,361	226,903
Land held for sale	325,000	325,000
Collectibles and other assets	5,777	25,655
	<u>18,719,168</u>	<u>12,732,014</u>
Total Assets	<u><u>\$ 21,698,036</u></u>	<u><u>\$ 15,674,992</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities		
Accounts payable and accrued expenses	\$ 56,265	\$ 44,654
Total current liabilities	<u>56,265</u>	<u>44,654</u>
Total liabilities	<u>56,265</u>	<u>44,654</u>
Net assets		
Without donor restrictions	1,156,195	889,041
With donor restrictions	20,485,576	14,741,297
Total net assets	<u>21,641,771</u>	<u>15,630,338</u>
Total Liabilities and Net Assets	<u><u>\$ 21,698,036</u></u>	<u><u>\$ 15,674,992</u></u>

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED MARCH 31, 2021 AND 2020

	2021			2020		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenues						
Private contributions	\$ 65,201	\$ 1,021,581	\$ 1,086,782	\$ 44,295	\$ 978,127	\$ 1,022,422
In-kind contributions	664,099	-	664,099	604,039	-	604,039
Investment income, net	271,559	5,712,789	5,984,348	15,722	(1,433,562)	(1,417,840)
Special events	281,712	-	281,712	204,808	-	204,808
Miscellaneous	13,219	30,683	43,902	5,422	26,925	32,347
Net assets released from restrictions:						
Satisfaction of program and time restrictions	1,020,774	(1,020,774)	-	1,416,165	(1,416,165)	-
Transfers	-	-	-	27,208	(27,208)	-
Total support and revenues	<u>2,316,564</u>	<u>5,744,279</u>	<u>8,060,843</u>	<u>2,317,659</u>	<u>(1,871,883)</u>	<u>445,776</u>
Expenses						
Program services - educational activities	1,331,912	-	1,331,912	1,422,670	-	1,422,670
General and administrative	423,050	-	423,050	630,343	-	630,343
Development activities	294,448	-	294,448	221,805	-	221,805
Total expenses	<u>2,049,410</u>	<u>-</u>	<u>2,049,410</u>	<u>2,274,818</u>	<u>-</u>	<u>2,274,818</u>
Increase (decrease) in net assets	<u>267,154</u>	<u>5,744,279</u>	<u>6,011,433</u>	<u>42,841</u>	<u>(1,871,883)</u>	<u>(1,829,042)</u>
Net assets, beginning of year	889,041	14,741,297	15,630,338	846,200	16,613,180	17,459,380
Net assets, end of year	<u>\$ 1,156,195</u>	<u>\$ 20,485,576</u>	<u>\$ 21,641,771</u>	<u>\$ 889,041</u>	<u>\$ 14,741,297</u>	<u>\$ 15,630,338</u>

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MARCH 31, 2021

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Academic and athletic support	\$ 536,131	\$ 1,900	\$ -	\$ 538,031
Personnel services	276,986	99,803	62,872	439,661
Scholarships	362,036	-	-	362,036
Contract services	21,300	77,245	148,301	246,846
Materials and supplies	43,882	25,171	32,539	101,592
Professional fees	-	83,885	-	83,885
Rental	40,431	14,568	13,740	68,739
Hospitality and events	19,645	21,157	15,316	56,118
Honoraria and awards	1,236	46,541	2,425	50,202
Printing and postage	14,531	12,692	10,438	37,661
Miscellaneous	11,716	7,280	2,715	21,711
Advertising	3,647	10,199	3,896	17,742
Bank fees	-	8,296	-	8,296
Insurance	-	4,909	-	4,909
Dues and subscriptions	-	3,457	21	3,478
Meetings	-	2,407	803	3,210
Travel	-	974	1,357	2,331
Bad debt	-	2,164	-	2,164
Training	371	402	-	773
Licenses	-	-	25	25
Total expenses	<u>\$ 1,331,912</u>	<u>\$ 423,050</u>	<u>\$ 294,448</u>	<u>\$ 2,049,410</u>

The accompanying notes to the financial statements
are an integral part of this statement.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED MARCH 31, 2020

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Scholarships	\$ 502,668	\$ -	\$ -	\$ 502,668
Academic and athletic support	445,286	20,281	213	465,780
Personnel services	261,775	116,398	54,508	432,681
Materials and supplies	132,726	48,821	34,725	216,272
Contract services	10,178	127,304	58,769	196,251
Hospitality and events	40,494	17,795	36,849	95,138
Honoraria and awards	11,684	45,090	5,933	62,707
Facility costs	-	60,583	-	60,583
Professional fees	-	56,941	-	56,941
Advertising	7,031	13,361	13,514	33,906
Miscellaneous	-	32,251	1,096	33,347
Printing and postage	1,648	16,336	5,737	23,721
Bad debt	-	21,065	0	21,065
Rental	1,145	14,495	4,950	20,590
Travel	2,964	11,919	4,099	18,982
Meetings	4,135	8,164	844	13,143
Dues and subscriptions	411	5,809	568	6,788
Bank fees	-	6,297	-	6,297
Insurance	-	5,617	-	5,617
Training	525	952	-	1,477
Licenses	-	864	-	864
Total expenses	<u>\$ 1,422,670</u>	<u>\$ 630,343</u>	<u>\$ 221,805</u>	<u>\$ 2,274,818</u>

The accompanying notes to the financial statements
are an integral part of this statement.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED MARCH 31, 2021 AND 2020

	2021	2020
Cash flows from operating activities		
Cash received from contributors and others	\$ 1,040,084	\$ 1,152,245
Cash received from interest and dividends	349,718	331,912
Cash paid for scholarships and suppliers	(1,329,422)	(1,639,678)
Net cash provided by (used in) operating activities	60,380	(155,521)
Cash flows from investing activities		
Purchases of investments	(524,146)	(15,361,997)
Sales of investments	210,444	14,950,579
Proceeds from sale of land held for investment	-	100,000
Net cash used in investing activities	(313,702)	(311,418)
Cash flows from financing activities		
Contributions restricted for endowments	432,084	419,131
Increase (decrease) in cash and cash equivalents, and restricted cash	178,762	(47,808)
Cash and cash equivalents, and restricted cash beginning of year	215,862	195,554
Cash and cash equivalents, and restricted cash end of year	\$ 394,624	\$ 147,746
Reconciliation of increase (decrease) in net assets to net cash provided by (used in) operating activities		
Increase (decrease) in net assets	\$ 6,011,433	\$ (1,829,042)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by (used in) operating activities:		
Realized and unrealized (gain) loss on investments	(5,873,228)	1,538,752
Realized loss on land held for sale, investment and development	-	211,000
Non-cash contributions	(22,000)	(43,076)
(Increase) decrease in:		
Prepaid expenses	2,400	5,000
Collectibles and other assets	41,878	50,652
Due from Tallahassee Community College	-	10,962
Contributions receivable	320,370	346,762
Increase (decrease) in:		
Accounts payable and accrued expenses	11,611	(27,400)
Contributions restricted for endowments	(432,084)	(419,131)
Total adjustments	(5,951,053)	1,673,521
Net cash provided by (used in) operating activities	\$ 60,380	\$ (155,521)
Supplemental schedule of non-cash investing and financing activities:		
Prepaid gift cards	\$ 22,000	\$ 22,000
Gift cards distributed to students	(44,278)	(29,756)
Equipment, furniture, and supplies	-	11,076
Equipment, furniture, and supplies gifted to College	-	(11,076)
Artwork	-	10,000
Artwork gifted to College	-	(10,000)
	\$ (22,278)	\$ (7,756)

The accompanying notes to the financial statements
are an integral part of these statements.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(1) **Summary of Significant Accounting Policies:**

(a) **Nature of organization**—Tallahassee Community College Foundation, Inc. (the Foundation) was incorporated on February 23, 1981, as a Florida non-profit corporation under the provisions of 1004.70 Florida Statutes – Community College Direct Support Organizations. The Foundation was organized to aid the advancement of Tallahassee Community College (the College) and to support attending students by means of academic scholarships and student loans. The Foundation receives revenue primarily from private contributions, donated services from the College, fund raising events, and earnings from its managed investment pools.

(b) **Basis of presentation and classification of net assets**—The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the Foundation's net assets and changes thereto are classified and reported as follows:

Net assets without donor restrictions - consists of amounts that are available for use in carrying out the supporting activities of the Foundation and are not subject to donor-imposed stipulations.

Net assets with donor restrictions - consists of amounts that are available for the purposes restricted by donors and grantors, a time restriction, or to be held in perpetuity with earnings restricted for a specific purpose. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

(c) **Land held for sale**—Land held for sale consists of real property donated to the Foundation, recorded at its fair market value at date of contribution, and held at its fair value less estimated costs to sell.

(d) **Collectibles**—Inexhaustible collectibles consist of silver trays and paintings and are valued at their fair market value at the date of the gifts. Collectibles that are exhaustible are capitalized and included with other assets in the financial statements.

(e) **Income Taxes**—The Foundation is exempt from income taxes on income from related activities under Section 501(c)(3) of the U.S. Internal Revenue Code and corresponding state tax law. Accordingly, no provision has been made for federal or state income taxes. Additionally, the Foundation has been determined not to be a private foundation under Section 509(a) of the Internal Revenue Code.

Due to its tax-exempt status, the Foundation is not subject to U.S. federal income tax or state income tax. The Foundation's Form 990 has not been subject to examination by the Internal Revenue Service or the state of Florida for the last three (3) years.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(1) **Summary of Significant Accounting Policies:** (Continued)

(f) **Advertising Costs**—The Foundation expenses advertising costs as incurred

(g) **Cash and cash equivalents**—For the purposes of reporting cash flows, the Foundation considers all highly liquid investments with an original maturity of three months or less to be cash, cash equivalents, or restricted cash.

The following are amounts for cash, cash equivalents, and restricted cash reported within the statement of financial position that sum to the total of the same such amounts shown in the statement of cash flows:

	2021	2020
Cash and cash equivalents	\$ 208,456	\$ 36,339
Cash restricted for endowment purposes	186,168	111,407
	\$ 394,624	\$ 147,746

(h) **Use of estimates**—The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(i) **Functional Allocation of Expenses**—The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. In-kind salaries and benefits provided by the College are allocated based on management’s estimate of time and effort. All other expenses are recorded based on the nature of the expense directly related to the functional category.

(j) **Fair Value Measurements**—The Foundation’s investments are stated at fair value (see Note 6). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

(k) **Reclassifications**—In order to facilitate the comparison of financial data, certain March 31, 2020 account balances have been reclassified to conform to the current year reporting format. These reclassifications had no effect on net assets.

(2) **Related Party Transactions:**

Personnel and certain facility costs are provided to the Foundation by the College. For the years ended March 31, 2021 and 2020, the Foundation has recorded these donated services at \$439,661 and \$432,681 for personnel services, \$60,583 and \$60,583 for facility costs, and \$163,855 and \$110,775 for other office expenses, respectively.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(3) Contributions Receivable:

Contributions receivable consist of unconditional promises to give for the Foundation's Major Gifts Campaign and College Employee Giving Program. The present value of estimated future cash flows have been calculated using a discount rate of 0.92% and 3.25%, after providing for collection losses for the years ended March 31, 2021 and 2020, respectively. A summary of contributions to be collected follows:

	2021	2020
In one year or less	\$ 578,566	\$ 847,394
Between one year and ten years	215,299	294,514
	778,865	1,141,908
Less:		
Allowance for collection losses	(33,923)	(53,899)
Discounts for time-value of money	(6,015)	(13,712)
	\$ 753,927	\$ 1,074,297

The Foundation is the beneficiary of conditional promises to give. A conditional promise requires a future event to take place before the promise becomes binding on the donor. Typically, the Foundation has no control over the required event. As of March 31, 2021 and 2020, the Foundation was the beneficiary of various promises to give that did not meet recognition criteria of approximately \$3,617,378 and \$3,478,631, respectively. No receivable was recorded for these conditional pledges, nor was future support recognized.

(4) Investments:

Investments are carried at fair value; realized and unrealized gains and losses are reflected in investment income, net, in the Statement of Activities. The following are the major types of investments held by the Foundation at March 31, 2021 and 2020:

	2021	2020
Investment pool	\$ 18,026,862	\$ 12,111,165
Bond mutual and exchange traded funds	2,191,846	1,988,729
	\$ 20,218,708	\$ 14,099,894

March 31, 2021

Investment pool consists of 96.5% in mutual funds, 3.5% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2021.

March 31, 2020

Investment pool consists of 93% in mutual funds, 6% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2020.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(4) **Investments:** (Continued)

The investment return, which is included in revenue and support as a component of investment income, is composed of the following for the years ended March 31:

	<u>2021</u>	<u>2020</u>
Interest and dividends	\$ 391,920	\$ 379,564
Net realized and unrealized gain (loss) on investments	5,629,182	(1,538,752)
Investment fees	(36,754)	(47,652)
Realized loss on land sale	—	(211,000)
	<u>\$ 5,984,348</u>	<u>\$ (1,417,840)</u>

(5) **Land Held for Sale:**

Land held for sale currently consists of one (1) parcel of real property. As market conditions change, the parcel's appraised value can suffer impairment losses from the determined fair market value recorded at date of donation. Prior year additions consisted of a parcel donated to the Foundation, the disposition of which is restricted to Foundation use until May 1, 2020, after which it may be sold, and the proceeds restricted to use in promotion and funding of higher education efforts of children graduating from Wakulla County Schools. A summary of land held for sale, investment, and development is as follows:

	<u>2021</u>	<u>2020</u>
Approximately forty-eight (48) acres, DR. MLK Jr. Road, Crawfordville, Florida	\$ 605,000	\$ 605,000
Impairment loss	(280,000)	(280,000)
	<u>\$ 325,000</u>	<u>\$ 325,000</u>

(6) **Fair Value Measurements:**

The FASB guidance on fair value measurements defines fair value as the price that would be received for an asset or paid to transfer a liability (an exit price) in the Foundation's principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date.

This guidance establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(6) **Fair Value Measurements:** (Continued)

The guidance describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the Foundation has the ability to access as of the measurement date. The fair values of debt and equity investments that are readily marketable are determined by obtaining quoted prices from nationally recognized securities exchanges.

Level 2: Significant other observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable market data. The fair values of the Foundation's Level 2 closely-managed investment funds and land held for sale and investment are based on program management's estimate of the underlying value of the net assets and market appraisals of similar assets, respectively.

Level 3: Significant unobservable inputs that reflect a reporting entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of the fair value hierarchy. The lowest level of significant input determines the placement of the entire fair value measurement in the hierarchy.

Fair Value Measurements at March 31, 2021

Description	(Level 1)	(Level 2)	(Level 3)	Fair Value
Investments restricted for endowment purposes:				
Money market funds	\$ 178,559	\$ -	\$ -	\$ 178,559
Domestic equity securities	9,238,717	-	-	9,238,717
International equity securities	5,934,663	-	-	5,934,663
Domestic bond mutual funds	1,561,670	-	-	1,561,670
International bond mutual funds	584,319	-	-	584,319
FEG pooled investments	-	707,493	-	707,493
Total investments restricted for endowment purposes:	<u>17,497,928</u>	<u>707,493</u>	<u>-</u>	<u>18,205,421</u>
Non-endowed investments:				
Equity mutual funds	550,243	-	-	550,243
Bond mutual and ETF's	1,641,603	-	-	1,641,603
Total non-endowed investments:	<u>2,191,846</u>	<u>-</u>	<u>-</u>	<u>2,191,846</u>
Nonfinancial assets:				
Land	-	325,000	-	325,000
Total assets	<u>\$ 19,689,774</u>	<u>\$ 1,032,493</u>	<u>\$ -</u>	<u>\$ 20,722,267</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(6) **Fair Value Measurements:** (Continued)

Fair Value Measurements at March 31, 2020				
Description	(Level 1)	(Level 2)	(Level 3)	Fair Value
Investments restricted for endowment purposes:				
Money market funds	\$ 68,116	\$ -	\$ -	\$ 68,116
Domestic equity securities	5,801,913	-	-	5,801,913
International equity securities	3,891,392	-	-	3,891,392
Domestic bond mutual funds	1,092,268	-	-	1,092,268
International bond mutual funds	470,931	-	-	470,931
FEG pooled investments	-	786,545	-	786,545
Total investments restricted for endowment purposes:	11,324,620	786,545	-	12,111,165
Non-endowed investments:				
Equity mutual funds	435,514	-	-	435,514
Bond mutual and ETF's	1,553,215	-	-	1,553,215
Total non-endowed investments:	1,988,729	-	-	1,988,729
Nonfinancial assets:				
Land	-	325,000	-	325,000
Total assets	\$ 13,313,349	\$ 1,111,545	\$ -	\$ 14,424,894

(7) **Endowments:**

The Foundation's endowments consist of one hundred thirty (133) donor restricted funds. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. Donor-restricted endowments are classified as net assets with donor restrictions.

Interpretation of Relevant Law—Florida has adopted the Uniform Prudent Management of Institutional Funds Act (UPMIFA), which became effective on July 1, 2012. Unless a donor imposes a restriction to the contrary, all endowment funds at the Foundation adhere to the spending policy adopted by the Foundation's Board of Directors. Although UPMIFA does not preclude the Foundation from spending below the original gift value of donor-restricted endowments, the Foundation considers a fund to be "underwater" if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument.

The Foundation has adopted a policy to not spend from "underwater" endowments unless directed otherwise by the donor.

With regard to donor restricted endowments, the Foundation respects and enforces the donor's restriction to preserve the historic gift value of the fund.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(7) **Endowments:** (Continued)

Endowment Spending Policy—The maximum endowment spending is equal to 4% of a five (5) year moving average of endowment fund balances starting from the most recent calendar year end. If an endowment does not have five (5) years of historical returns, then the calendar year end balance would be averaged to the extent available. The payout is subject to the following provisions:

1. No disbursement will be made if the endowment fund balance is less than corpus, defined as donor restricted contributions to be held in perpetuity, at the time of the spending calculation.
2. The endowment spending payout is limited to the lesser of the maximum endowment spending calculated above, or the amount by which the endowment fund balance exceeds corpus.

Endowment Investment Policy—The endowment investment policy adopted by the Foundation’s Board of Directors seeks long-term growth of principal to preserve and grow Foundation assets, cover expenses, and maintain the approved spending rate of the funds. The Foundation maximizes the probability that the funds will meet or exceed an annualized target rate of return, adjusted for inflation, by having a target rate of return equal to the Board-adopted spending policy’s percentage amount plus inflation and expenses. The Board of Directors considers and seeks to minimize appropriate risks when overseeing the funds managed by its contracted investment advisor and selecting its investment strategies. The strategies for achieving the Foundation’s investment objectives include a well-diversified portfolio, target allocations in each investment category, guidelines and restricted investments, benchmarks for performance of each asset class, low fees, performance measurement, regular monitoring, and detailed reports.

Endowment net assets composition by type of fund as of March 31, 2021:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 8,732,245	\$ 8,357,258	\$ 17,089,503
	With Donor Restrictions		
	Original Gift Amount	Original Gift Amount	Original Gift Amount
Endowment net assets, beginning of year	\$ 8,137,796	\$ 3,153,589	\$ 11,291,385
Investment return, net	-	5,712,789	5,712,789
Contributions	464,630	-	464,630
Transfers	129,819	-	129,819
Amounts appropriated for expenditure	-	(509,120)	(509,120)
	\$ 8,732,245	\$ 8,357,258	\$ 17,089,503

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(7) **Endowments:** (Continued)

Endowment net assets composition by type of fund as of March 31, 2020:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 8,137,796	\$ 3,153,589	\$ 11,291,385

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 7,652,826	\$ 5,168,429	\$ 12,821,255
Investment return, net	-	(1,181,368)	(1,181,368)
Contributions	245,854	-	245,854
Transfers	239,116	(269,416)	(30,300)
Amounts appropriated for expenditure	-	(564,056)	(564,056)
	\$ 8,137,796	\$ 3,153,589	\$ 11,291,385

(8) **Net Assets with Donor Restrictions:**

Net assets with donor restrictions as of March 31, 2021 and 2020, are restricted for the following purposes:

	2021	2020
Subject to expenditure for specified purpose:		
Scholarships and grants	\$ 1,031,376	\$ 818,576
Academic, student programs, and support	1,438,444	1,464,593
Pledges receivable with purpose restrictions, net	517,392	720,019
	2,987,212	3,003,188
Subject to the passage of time:		
Pledges receivable without restrictions, net	98,861	121,724
Land	325,000	325,000
	408,861	446,724
Subject to spending policy and appropriation:		
Accumulated gains and term endowments	8,357,258	3,153,589
Pledges receivable to be held in perpetuity, net	137,674	232,554
Endowment funds restricted in perpetuity	8,594,571	7,905,242
	17,089,503	11,291,385
Total net assets with donor restrictions	\$ 20,485,576	\$ 14,741,297

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(9) Board Designated Net Assets Without Restriction:

On January 26, 2012, the Board unanimously approved the designation of \$500,000 from net assets without restriction to the HPE Surgical Technology Program and the Ghazvini Fund in the amounts of \$404,500 and \$95,500, respectively, for the purpose of funding and supporting the College’s healthcare initiative program. As of 2021 and 2020, board designated net assets without restriction remaining for the HPE Surgical Technology Program and the Ghazvini Fund amounted to \$102,695 for each year, respectively.

(10) Concentrations of Credit Risk:

The more significant concentrations of credit risk are as follows:

- (a) **Demand and Time Deposits**—The Foundation maintains cash and time deposits with several financial institutions and brokerage houses. The Foundation has no policy requiring collateral or other security to support its deposits, although all demand and time deposits with the financial institutions are federally insured up to FDIC limits. At brokerage houses, amounts are insured by the Securities Investor Protection Corporation (SIPC) up to the SIPC limits.
- (b) **Financial Instruments**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include investments. The investments are held in high quality institutions and companies with high credit ratings.
- (c) **Contributions Receivable**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include contributions receivable. The contributions receivable is made up of pledge receivables from donors.

(11) Liquidity and Availability of Resources:

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	2021	2020
Cash and cash equivalents	\$ 387,015	\$ 104,455
Non-endowed investments	2,191,846	1,988,729
Current portion of contributions receivable	563,566	807,397
	\$ 3,142,427	\$ 2,900,581

It is the Foundation’s policy to employ cash at all times in short term cash equivalents to provide safety, liquidity and return. The Foundation regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment return of its available funds. The Foundation has various sources of liquidity at its disposal, including cash, cash equivalents, bond mutual funds and exchange traded funds.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2021 AND 2020

(11) **Liquidity and Availability of Resources:** (Continued)

For the purposes of analyzing resources available to meet general expenditures over a twelve (12) month period, the Foundation considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. Endowment spending and endowed assets are not included in this calculation, refer to Note 7 for information on the Endowment spending policy of the Foundation.

(12) **Commitments:**

As of March 31, 2021 and 2020, the Foundation maintains programmatic grant commitments to the College in the amounts of \$403,301 and \$440,498 for promises to give conditional upon the College's satisfaction of compliance with donor/grantor restrictions.

(13) **Subsequent Events:**

The Foundation has evaluated events and transactions for potential recognition or disclosure in the financial statements through September 1, 2021, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors,
Tallahassee Community College Foundation, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tallahassee Community College Foundation, Inc. (a Florida non-profit organization), which comprise the statements of financial position as of March 31, 2021 and 2020, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated September 1, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida
September 1, 2021