



March 20, 2023

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, March 20, 2023, Board Meeting.

The meeting will be held at Florida Public Safety Institute, 75 College Drive, Havana, FL 32333. 2:30 p.m.

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
Florida Public Safety Institute
75 College Drive, Havana, FL 32333
Monday, March 20, 2023
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. February Board Minutes 2023
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Attorney Invoice – Bryant Miller Olive (January 2023)
Authorize payment of invoices as presented.

3. Human Resource Report
Approve the report as presented.

TCC Foundation

4. TCC Foundation Update
Presented as an information item only.
5. TCC Foundation – Gift Acceptance for Panorex Radiography Machine
Accept gift as presented.

Academic Affairs

Administrative Services

6. Fund Analysis - February 2023
Presented as an information item only.
7. Construction Status Report
Presented as an information item only.
8. Architect Invoices
Authorize payment of architectural invoices as presented.
9. Policy Manual Changes
Approve revision of College policies as presented.
10. Annual SREF Fire, Sanitation and Casualty Inspection
Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

April 17, 2023

Location: Wakulla Environmental Institute

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
Ghazvini for Healthcare Education Center
1528 Surgeons Drive
Tallahassee, FL 32308
Monday, February 20, 2023
Business Meeting and Workshop – 2:30 PM

On February 20, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Eugene Lamb at 2:30 pm.

Members Present: Chair Lamb, Vice Chair Jonathan Kilpatrick, Trustees Frank Messersmith, Karen Moore, and Charlie Ward.

Absent: Monte Stevens

Others Present: President Jim Murdaugh, Heather Mitchell, Jennifer Carr, Gerald Jones, Suzi Baugh, Bret Ingerman, Craig Knox, Bill Spiers, Don Herr, Wes Hardin, Sheri Rowland, Calandra Stringer, Barbara Wills, Bobby Jones, Anthony Jones, Deidra Green, Nyla Davis, Donmetrie Clark, Kim Moore, Candice Grause, Dustin Frost, Chuck Moore, Amanda Clements and Joey Walter

CALL TO ORDER

Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance.

COMMENTS

i. Board Chair Lamb enjoyed the Cherry Hall Alexander African American Calendar events-honoree luncheon and unveiling and attended an event in Quincy. He asked if the Trustees had any comments.

ii. Board Members: Trustee Frank Messersmith enjoyed attending the African American History Calendar event. Trustee Jon Kilpatrick attended the President's Circle event at the Transportation and Logistics Center of Excellence, which has a lot to be proud of, and mentioned the social media on the African American History calendar was outstanding. Trustee Karen Moore looking forward to Cleaver and Cork fundraising event. Trustee Charlie Ward thanked the social media team for covering all aspects of the school and it was a nice touch to speak to honorees and their families at the African American History Calendar event.

iii. President Murdaugh mentioned TCC is the first college to be included in the Best and Brightest Places to Work and thanked everyone at the College for the great work that made that happen. He noted that Trustee Messersmith was installed as a vice resident of the Wakulla County Chamber of Commerce. He announced our Eyrie and Talon publications were awarded six awards, three each from the Florida College Publication Association, and two stories were published in the Democrat. And that TCC has been approved by the Florida Department of

Education as the first college in the state of Florida to be a charter school authorizer. President Murdaugh commented on the annual Achieving the Dream conference in Chicago, as TCC's Student Government Association President Tommy McCall, was one of the six Dream Scholars in the nation. President Murdaugh recognized two FSU students attending the Board meeting observers.

APPROVAL OF MINUTES

1. January 2023 Minutes
Approve minutes as presented.

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

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

VP Candice Grause thanked Amanda Clements for her social media work for the College; she shared media coverage from January to today; including coverage for AS degree in medical lab technology; lots of coverage of our stand-out basketball program; the start of the softball, and baseball seasons; 850 business magazine covered naming of Associate Dean's and President Murdugh's NACCE award; Alumni & Friends Hall of Fame induction; Charter School Authorizer news-- first College in Florida to be named as a charter school authorizer; healthcare recruitment fair at Wakulla Center from this past weekend; African American History calendar unveiling in its 23rd year; coming up soon is the Cleaver and Cork with Chef Michael Symon; Moore is celebrating their 30th anniversary-thanked Trustee Moore for being on the Board; wonderful story of Board Chair Lamb and his son, Brian; items coming up- branding change from TCC2FSU to Aspire; press conference on Thursday establishment of the charter school; reopening of the Student Union after the remodel; gearing up for the summer and fall registration; 536 TV, online and print media mentions.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Heather Mitchell announced updates on Cleaver and Cork events with Iron Chef-Chef Michael Symon-the dinner is completely sold out with a waiting list. Local Chefs-Justin Timineri, Skylar Stafford, and Katie Spetman are scheduled for cooking demonstrations; VP Mitchell recognized sponsors: Capital City Bank Chief Brand Officer, Brooke Hallock, \$20,000 donation for Chef Sponsor, support programs, and student scholarships; HCA Florida Capital Hospital, Michael Rowden and Rachel Stiles, \$10,000 donation for Technology Sponsor-Student Scholarships and an upcoming donation is in the works that will help Ghazvini Healthcare; Southern Standard Construction, Wayne Mayo, Vanessa Anderson, and Jason Knapp \$10,000 donation, Sous Chef Sponsor, student scholarships; Tallahassee Memorial Hospital, Stephanie Derzypolski, Sous Chef Sponsor, \$10,000.00 for student scholarships.

VP Sheri Rowland announced this month's student spotlight is about student leadership and asked Dr. Gerald Jones to introduce our Student Government Association president, Tommy McCall. Tommy McCall read the poem that he presented at the Achieving the DREAM conference held in Chicago, IL.

President Murchurch noted that the TCC Forensics Team won the Florida Intercollegiate Forensics Association State Title, this is their seventh consecutive win and the 23rd Title in the last 25 years. TCC captured state championships in all 13 events and boasted the top six overall individual speakers at the competition.

NEW BUSINESS

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2. Attorney Invoice – Bryant Miller Olive (December 2022)
Authorize payment of invoices as presented.
3. Human Resource Report
Approve the report as presented.
4. Sponsored Programs – Provider February 2023
Authorize funding for the awards and contracts as presented.
Motion to Approve Consent Agenda.

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

Motion passed unanimously.

TCC Foundation

5. TCC Foundation Update

Presented as an information item only.

Academic Affairs

6. 2023-2024 Early College Program Agreements
Approve the Early College Program agreements.
MOTION: Trustee Moore **SECOND:** Trustee Ward
Motion passed unanimously.
7. Academic Curriculum Changes
Approve the proposed curriculum changes.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Moore
Motion passed unanimously.

Administrative Services

8. Fund Analysis - January 2023
Presented as an information item only.
9. Construction Status Report
Presented as an information item only.
10. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Trustee Messersmith **SECOND:** Trustee Kilpatrick
Motion passed unanimously.
11. Disposal of Real Property
Approve the disposal of real property identified as Building 02, located at: 201 MLK Jr Blvd, under TCC's Gadsden Service Center Site 2 Campus, 223 Pat Thomas Pkwy, Quincy, FL. 32351.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Moore
Motion passed unanimously.
12. Spot Survey 2.7
Approve the attached Educational Plant Spot Survey 2.7.
MOTION: Trustee Messersmith **SECOND:** Trustee Moore
Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

Tour of the Ghazvini Simulation Center by VP Calandra Stringer

PRESIDENT'S REPORT

President Murdaugh announced that TCC's Spring Break is March 13-17 and that there would be a press conference on Thursday to unveil the name and brand of the new charter school. The next President's Leadership Institute meeting will be held at the Center for Innovation, on Friday, and invited the Board members to attend. Some of the local elected leaders that were invited are Representatives; Allison Tant, Jason Shoaf, Gallop Franklin III, Senator Corey Simon, and Sheriff Walt McNeil. A reception will be held after the event and DOE officials have been invited. The 14th Annual Black History Breakfast will be held at the Florida Public Safety Institute on Friday, starting at 8:30 am.

Trustee Moore proposed to Chair Lamb that the November Board meeting be moved from November 20 to November 27. Chair Lamb asked the Board if any had a problem with the change, and none disagreed. Chair Lamb agreed to move the November Board meeting date.

NEXT MEETING DATE

March 20, 2023

Location: **Florida Public Safety Institute**

ADJOURNMENT

Chair Lamb called for adjournment at 3:33 p.m.

Eugene Lamb Jr.
Chair

Jim Murdaugh, Ph.D.
President



March 20, 2023

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 (January 2023)

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 October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$25.00 for January 2023.

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: February 8, 2023
 Invoice No. 80068
 Client No. 25480.006

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

Purchase Order No. PO-015825 - 1

Statement of Legal Services

				Hours	
01/31/2023	DMH	Review and reply to email from UFF		0.10	
		Current Services		0.10	\$25.00
		Recapitulation			
		<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
		Denise M. Heekin	0.10	\$250.00	\$25.00
		Payments			
01/24/2023	Payment	ACH rec'd 1/24/23 Invoices 79494, 79690		825.00	
				825.00	
		Total Current Work			\$25.00
		Previous Balance Due			\$225.00
		Balance Due			\$250.00

Tallahassee Community College

Invoice Date: February 08, 2023
Invoice No. 80068
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

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

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



March 20, 2023

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 request Board approval for personnel actions.

Overview and Background

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 2022-2023 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Catherine O'Neil	Program Director of Integrated Education & Training	CTE Outreach and Recruitment/DOE	February 13, 2023

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Racquel Wyatt	Call Center Representative	Call Center	February 2, 2023
Zac Link	Career and Academic Advisor	Advising	February 6, 2023
Erica Saunders	Staff Assistant	Student Success and Retention	February 7, 2023
Frankie Bryant	Landscaper	Facilities	February 8, 2023
Joseph Kean	Lead Instructor, Welding Technologies	Advanced Manufacturing	February 13, 2023
Holly Pelletier	Staff Assistant	Facilities	February 20, 2023

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Gregory Conterio	Career Development Specialist	Compass 100 DOC - Homestead C.I.	January 27, 2023
Colby English	Career Development Specialist	Compass 100 DOC - Florida State Prison	February 6, 2023
Cara Sneider	Career Development Specialist	Compass 100 DOC - DeSoto C.I.	February 7, 2023
Jason Schiess	Lead Instructor, Hospitality/Retail Management	DJJ - Project Anchor	February 13, 2023
Caroline Simpkins	Mathematics Content Specialist	Test Development Center/DOE	February 13, 2023
John Beeler	Pre-Release Employment Navigator	Compass 100 DOC - Columbia C.I.	February 15, 2023

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
Kelly Warren	Executive Director, FCSAA	Sponsored Programs/FCSAA	February 1, 2023	February 28, 2028
Terry Pendleton	Contracts and Grants Manager	Financial Services	March 1, 2023	March 31, 2028
Karen Miller	Mining Coordinator	FPSI	March 1, 2023	March 31, 2028
Jessie Clayton	Learning Commons Specialist	Learning Commons	April 1, 2023	April 30, 2028

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Flora Allen	Staff Assistant	Workforce Development	February 6, 2023	Resigned
Michael Cho	Simulation Lab Coordinator	Healthcare Professions	February 6, 2023	Resigned
Anna Robertson	Staff Assistant	Facilities	February 8, 2023	Resigned
Antoinette Farmer	Student Support Specialist	Admission and Records	February 17, 2023	Dismissed
Garry Smith	Landscaper	Facilities	February 17, 2023	Retired
Earl Shinn	HVAC/Building Automation Specialist	Facilities	February 17, 2023	Resigned
Richard Bittinger	Technology Consultant	Information Technology	February 24, 2023	Dismissed

Outside Employment Requests (All Employees)

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

Seeking to Hold Political Office Requests (All Employees)

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

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Will Scarboro	Business Analyst	Academic Affairs	February 1, 2023	Information Specialist
Sandra Auguste	Program and Logistics Coordinator	DJJ - Project Anchor	February 13, 2023	OPS
Sarah Grissett	Office Manager	Campus Police	February 13, 2023	Staff Assistant



March 20, 2023

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:

- March 27: Visits with a VP Featuring VP Candice Grause, 12:00 – 12:30 p.m., ZOOM
- April 12: President's Ice Cream Social, 12:00 – 2:00 p.m., TCC Main Campus
- April 13: College Innovation Fund Forum, 11:45 a.m. – 12:45 p.m., ZOOM
- April 18: Blue & Gold Society Awards Luncheon, 12:00 – 1:00 p.m., WD105
- April 19: President's Circle Reception, 5:30 – 7:00 p.m., CH 137

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

Presented as an information item only.

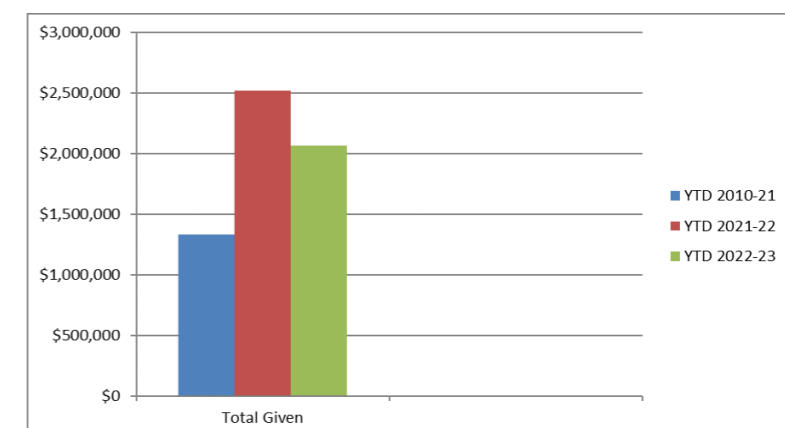
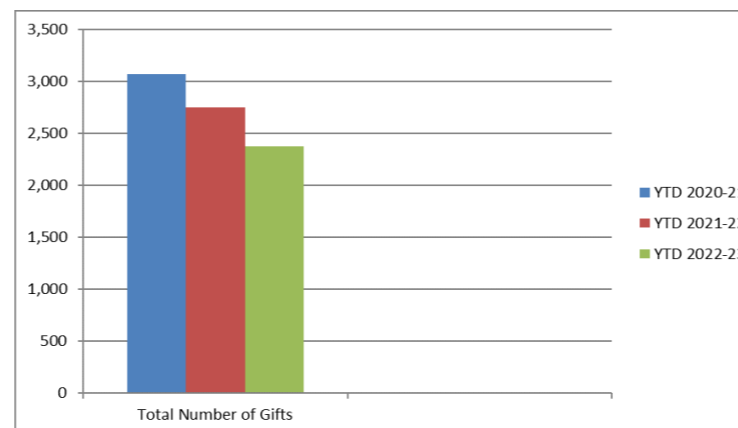
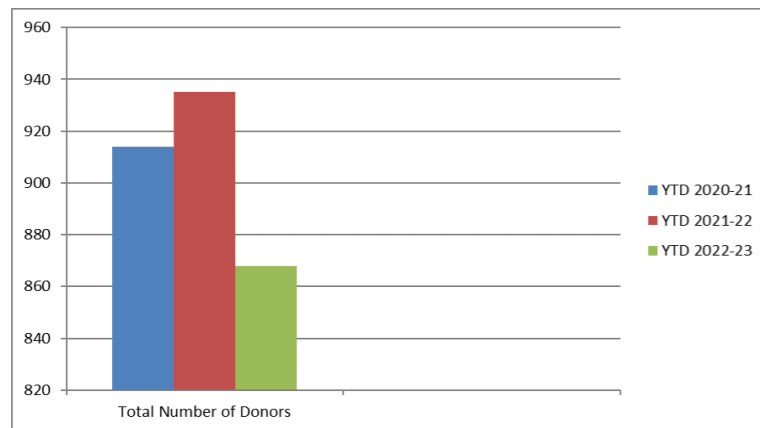
TCC Foundation - Financial Update FY 22/23

July - February

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received	\$1,330,075	\$2,519,443
	Scholarship amount	\$687,522	\$546,575	\$834,834
	Program support amount	\$405,917	\$755,172	\$801,254
	Facility support amount	\$97,131	\$77,847	\$147,634
	Unrestricted support amount	\$139,505	\$139,849	\$282,585
	Number of Donors	914	935	868
	Number of Gifts	3,070	2,755	2,379
	Blueprint Donation		1,000,000	
	Net assets of the TCC Foundation	\$21,112,305	\$22,239,181	\$20,964,943

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received for Alumni	\$115,168	\$146,633
	Number of Donors	159	126	116
	Number of Gifts	749	623	488

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Cash	\$1,330,075	\$2,514,215
	Gift in Kind	\$0	\$5,228	\$0
	Number of Planned Gifts Confirmed	3	4	5
	Total Raised - Pledges Received	\$191,514	\$393,858	\$820,090
	Grants Received			26 grants total \$8,194,500
	Grants Applied For			30 grants total \$14,197,855
	Pledges Expected by 6/30/2023			\$294,590





March 20, 2023

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 for Panorex Radiography Machine

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 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..

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: March 20, 2023
RE: Gift Acceptance – Panorex Radiography Machine

The TCC Foundation has received a donation of a Panorex Radiography Machine for the TCC Dental Program. This is being donated by Dr. Woods, a local dentist.

The machine that is he donating is a couple of years old, but much newer than the one our program is currently using. This equipment has been valued at \$5,000.

Staff has conferred with TCC's Dental Program Chair, and Dr. Burtoft has agreed that they would like to accept this item.

As such, the Foundation would like to transfer this equipment to the College for the Dental Program's use.





March 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - February

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 2/28/2023.

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 February is attached to this item.

Past Actions by the Board

N/A.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of February 28, 2023

REVENUE	February Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 560,986	\$ 2,070,227.83	\$ 22,451,715	\$ 16,561,823	\$ 24,842,734	90%
State Support	3,901,420	3,080,652	22,562,967	\$ 24,645,219	36,967,829	61%
Federal Support	43,856	41,667	914,401	\$ 333,333	500,000	183%
Other Revenue	384,524	47,917	1,568,061	\$ 383,333	575,000	273%
Non-Revenue Sources	-	83,333	-	\$ 666,667	1,000,000	0%
TOTAL REVENUE	4,890,786	5,323,797	47,497,144	42,590,375	63,885,563	74%
EXPENSES	February Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	291,834	317,146	2,365,110	2,537,170	3,805,756	62%
Instructional	1,009,256	1,133,698	8,500,096	9,069,587	13,604,381	62%
Non-Instructional	1,319,954	1,342,102	10,021,169	10,736,816	16,105,224	62%
OPS	531,674	508,165	3,893,573	4,065,320	6,097,979	64%
Personnel Benefits	969,452	897,685	7,260,291	7,181,482	10,772,223	67%
TOTAL PERSONNEL COSTS	4,122,170	4,198,797	32,040,239	33,590,375	50,385,563	64%
<u>CURRENT EXPENSES</u>						
Services	234,185	364,752	2,671,304	2,918,018	4,377,027	61%
Material & Supplies	100,924	236,344	1,653,982	1,890,755	2,836,133	58%
Other Current Charges	175,387	503,070	4,224,844	4,024,560	6,036,840	70%
TOTAL CURRENT EXPENSES	510,496	1,104,167	8,550,130	8,833,333	13,250,000	65%
CAPITAL OUTLAY	-	20,833	208,415	166,667	250,000	83%
TOTAL EXPENSES	\$ 4,632,666	\$ 5,323,797	\$ 40,798,784	\$ 42,590,375	\$ 63,885,563	64%

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

Issued in February 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-017074	2/7/2023	Building Hope Services, LLC	135,214.00	For the creation of a Board Governance Program for Board Member Recruitment, Training, and Matching for charter schools.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-017185	2/22/2023	Learning Labs Inc.	231,664.00	For the purchase of equipment, materials, and supplies needed for the HVAC Program at Gadsden Re-Entry Center.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) Services or commodities available only from a single or sole source.



March 20, 2023

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 *FEBRUARY 2023*

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
5 Year Educational Plant Survey	35%	June 2023	In progress – Finalizing Inventory
Master Plan – Main Campus	30%	June 2023	In progress – DAG Architects
Student Union Office Renovation - Transfer Services	40%	April 2023	In progress
TCC COVID Air Quality Upgrades to HVAC	99%	February 2023	Scope includes multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvements
AP 160 Classroom Renovation	15%	TBD	Converting to a Dental Sim Lab. Design and development underway; Initial design complete; MEP Underway
CH 141,144,145 Foreign Language Labs Conversion to new Classroom	10%	TBD	Design and development underway
Student Union Bldg#35 1 st Floor/Food Court Renovation	95%	March 2023	Pending punch list completion
Administration Bldg#27 Lobby	15%	TBD	Further design and development underway
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	5%	12/31/2023	See individual building updates below
Elevator Upgrades at SU Bldg#35	10%	TBD	PO issued; materials on order
Elevator Upgrades at DH Bldg#06	10%	TBD	PO issued; materials on order
Elevator Upgrades at AC Bldg#08	10%	TBD	PO issued; materials on order
Athletics – LS Interior Renovation	15%	TBD	CM Awarded to Southern Standard Construction, GMP in progress / 100% CD's delivered 2/24/23.

Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction, GMP in progress
Baseball Fieldhouse Window Replacement	20%	TBD	Drawings received; Receiving updated quotes; Contractor mobilizing
Athlete Weight Room	80%	March 2023	Awaiting flooring and equipment
CUP Renovation and Infrastructure	50%	TBD	Work in progress
CUP Control Room and ADA Restrooms	15%	TBD	100% drawings expected February
State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	10%	TBD	Materials ordered
State DM - Roof Restoration Mailroom (MR) Bldg#57	10%	TBD	Materials ordered
State DM - 15KV Electrical Underground Infrastructure	15%	TBD	100% CD's delivered. Release ITB on March 6th
Northside Driveway Extension	10%	TBD	Survey and Storm Water Runoff being reviewed, gates being relocated and drive modified
Truck Driving Testing Course Striping	10%	April 2023	Course being updated per FDOT requirements
Transfer of Electrical Bldg#16 to Leon County School Board	25%	April 2023	Environmental Survey Phase I complete; Correcting survey discrepancies; Pending LCS and TCC BOT approval
Annual Bleacher Inspections – Baseball, Softball and Lifetime Sports	10%	April 2023	PO issued
Parking Garage Bldg#37 Inspection/Survey	10%	April 2023	PO issued
Rain Gutter Repairs – SU Bldg#35 and AD Bldg#27	95%	April 2023	In progress
Dale Mabry Museum	5%	TBD	Dale Mabry Museum Foundation received Grant for relocation of Quonset Hut and Site Improvement
LSC – Metal Coping	5%	TBD	Design and costing in progress
LSC – Metal Roofing	5%	TBD	Costing in progress
Truck Driving Program Expansion	5%	TBD	Renovation of the TT Bldg#31, MR Bldg#57 and Truck Driving Testing Areas

AC Bldg#08 Soffit Repairs	5%	TBD	Temporary repair complete. Awaiting permanent materials.
AC Bldg#08 Charter School Life Safety Evaluation and Code Review	20%	TBD	Underway
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 438,241 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,883,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 21,912 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
Master Plan	35%	June 2023	In Progress – DAG Architects
Disposal of Gadsden Modular Building GTC	60%	March 2023	Disposing of excess property; Pending demolition

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
Master Plan	35%	June 2023	In Progress – DAG Architects
State DM - Elevator Door Lock Monitoring Systems Bldg#3	5%	April 2023	PO Issued
State DM - Replace Chillers, Pumps and Install VFD's at Bldg#4	5%	January 2024	PO Issued
Range Building Erosion Control	20%	TBD	A/E Services underway
Cardio Room Improvement	10%	TBD	Plans Review Complete

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
Master Plan	25%	June 2023	In Progress – DAG Architects
CFI 2 nd Floor Renovation	99%	December 2022	Furniture on order, Estimated Ship Date March 2023

State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	CM Awarded; DD's in progress
State DM - CFI Exterior Staircases	10%	TBD	CM Awarded; DD's in progress
CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles.

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Master Plan	35%	June 2023	In Progress – DAG Architects
Ghazvini Simulator Expansion	99%	December 2022	Door locks, misc. items and punch list being finalized
Ghazvini Patio Solar Panel System	40%	April 2023	Construction underway
DAS System	10%	April 2023	Pending completion of Solar Panels
Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH
Ghazvini Nursing Program Expansion	5%	TBD	Conceptual drawings being prepared – FCG Architects

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
WEI Master Plan	45%	April 2023	In progress
Infrastructure	10%	TBD	In progress
Irrigation Well	10%	TBD	In progress
Sink Hole Remediation	95%	TBD	Awaiting final inspection results

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 118 - Classroom Renovations	\$ 42,419.96
CH 233 - Classroom Renovations	\$ 19,166.32
CH 234 - Classroom Renovations	\$ 19,151.32
SM 114 - Classroom Renovations	\$ 21,744.29
SM 211 - Classroom Renovations	\$ 27,774.36
SM 129 – Classroom Renovations	\$ 42,569.77



March 20, 2023

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 February 2023.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$5,600.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$105,504.75
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the February 20, 2023 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 12



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

FROM: BKJ Inc. Architecture
 1621 Physicians Drive
 Tallahassee, Florida 32308

Project Name:
 Student Union (SU- bldg #35)
 Lobby/1st Floor Renovations
 2/27/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ 38,020.00	\$ -
Phase 6- 100% Construction Documents	\$ 44,260.00	100%	\$ 44,260.00	\$ 44,260.00	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	100%	\$ 13,905.00	\$ 13,905.00	\$ -
Phase 8- Construction Administration	\$ 32,460.00	100%	\$ 32,460.00	\$ 32,460.00	\$ -
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
ADDITIONAL SERVICES					
Energy Forms (required)	\$ 800.00	100%	\$ 800.00	\$ 800.00	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ 3,300.00	\$ -
Commissioning- Lighting (required)	\$ 3,000.00	100%	\$ 3,000.00	\$ 900.00	\$ 2,100.00
Commissioning- Mechanical (TBD)	\$ 5,000.00	100%	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
ADDITIONAL SERVICES No. 4					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
ADDITIONAL SERVICES No. 5					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
ADDITIONAL SERVICES No. 6					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -
GRAND TOTALS	\$ 259,132.50		\$ 257,632.50	\$ 252,032.50	\$ 5,600.00
Total due Architect/Engineer					\$5,600.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(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-014007 - 5
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect & Engineering Professional Service Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168
Change Order#1 - Increasing PO by \$30,835.00 for Additional Services #1 & #2. New PO total is \$233,805.00.
Change Order#2 - Increasing PO by \$8,930.00 for Additional Services #3. New PO total is \$242,735.00
Change Order#3 - Increasing PO by \$5,737.50 for Additional Services #4. New PO total is \$248,472.50
Change Order#4 - Increasing PO by \$6,965.50 for Additional Services #5. New PO total is \$255,437.50
Change Order#5 - Increasing PO by \$3,695.00 for Additional Services #6. New PO total is \$259,132.50

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	259,132.50	0.00	259,132.50

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-014007 - 5
Purchase Order Date	07/09/2021
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		For the full architectural/ engineering (A/E) services from advanced schematic design through construction administration services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes developing the previously approved preliminary schematic design through advanced schematic design, design development, construction documents, permit submittal and construction administration services. Specifics per attached proposal dated June 29, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				259,132.50

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.



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

Invoice number 23007_0223
 Date 02/24/2023
 Project 23007 TCC MAIN CAMPUS AP BLDG
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	0.00	100.00	0.00	10,487.25
Design Development	13,983.00	0.00	0.00	13,983.00	0.00
Construction Documents	24,470.25	0.00	0.00	24,470.25	0.00
Bidding & Negotiations	3,495.75	0.00	0.00	3,495.75	0.00
Construction Administration	17,478.75	0.00	0.00	17,478.75	0.00
Total	69,915.00	0.00	15.00	59,427.75	10,487.25

Invoice total 10,487.25

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0223	02/24/2023	10,487.25	10,487.25				
	Total	10,487.25	10,487.25	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.



Destin
 Atlanta
 Pensacola
 Melbourne
 Tallahassee
 Panama City

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

Invoice number 22109_0223
 Date 02/24/2023
 Project 22109 TCC - GHAZVINI MED LAB
 ADDITION

Professional Architectural Services

PO-017137

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Stipulated Lump Sum for Professional Architectural Services	11,125.00	0.00	81.57	2,050.00	9,075.00
Total	11,125.00	0.00	81.57	2,050.00	9,075.00

Invoice total 9,075.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22109_0223	02/24/2023	9,075.00	9,075.00				
	Total	9,075.00	9,075.00	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.



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

Invoice number 21094_0223
 Date 02/24/2023
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	5.04	3,500.00	3,500.00	0.00
Task 3 - Existing Conditions	54,500.00	15.00	4,575.00	8,175.00	3,600.00
Task 4 - Planning Elements	163,200.00	40.00	5,137.50	65,280.00	60,142.50
Task 5 - Decision Themes	31,600.00	0.00	0.00	0.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	58.74	8,437.50	23,437.50	15,000.00
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	362,033.00	27.73	21,650.00	100,392.50	78,742.50

Invoice total **78,742.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1222	12/22/2022	405.00			405.00		
21094_0123	01/26/2023	3,210.00	3,210.00				
21094_0223	02/24/2023	78,742.50	78,742.50				
	Total	82,357.50	81,952.50	0.00	405.00	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.



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

Invoice number 23001_0223
 Date 02/24/2023
 Project 23001 TCC FPSI FIRING RANGE
 EROSION

Professional Architectural Services

PO-016803

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Stipulated Lump Sum for Professional Architectural and Civil Engineering Svcs	7,200.00	0.00	100.00	0.00	7,200.00
Total	7,200.00	0.00	100.00	0.00	7,200.00

Invoice total 7,200.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23001_0223	02/24/2023	7,200.00	7,200.00				
	Total	7,200.00	7,200.00	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.



March 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 4000 – Program, 5000 – Students, 6000 – Finances, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual: revisions of policies within chapters 4000 – Program, 5000 – Students, 6000 – Finances, and 8000 – Operations.

Highlights of these changes include:

4145 – Testing for Placement Services – Policy revised to include alternative placement measures.
5440 – Disruptive Students – Policy revised to include designee.
6330 – Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services – Policy revised to include requirements or changes in Florida Statute.
6334 – Prequalification of Contractors for Educational Facilities Construction – Policy corrected to match existing process.
8310 – Public Records – Policy revised to change the general records schedule referenced.
8530 – The Americans with Disabilities Act – Policy revised to change designee.
8545 – Relations with Special Interest Groups – Policy revised to include designee.

The policies may be reviewed at:

<https://www.tcc.fl.edu/about/college/district-board-of-trustees/college-procedures/policy-revisions/>

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in November 2022.

Recommended Action

Approve revision of College policies as presented.



March 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Annual SREF Fire, Sanitation and Casualty Inspection

Item Description

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

Overview and Background

The State Requirements for Educational Facilities (SREF) and Florida Statutes mandate that the College perform annual safety inspections for all TCC sites and facilities. During the current FY 2022/23 the following deficiencies were noted for each site.

Main Campus had 14 minor deficiencies in the Fire and Life Safety category and four deficiencies in the Casualty section. All deficiencies have been resolved.

Florida Public Safety Institute had three minor deficiencies noted in the Fire section and one deficiency in the Casualty section. All deficiencies have been resolved.

TCC Satellites had four minor Fire and Life Safety deficiencies, two at the Ghazvini Center for Healthcare Education and two at the Center for Innovation, which all have been resolved.

Funding/ Financial Implications

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

Past Actions by the Board

The District Board of Trustees last approved the annual SREF report at the January 18, 2022 meeting.

Recommended Action

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

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2022-2023**

College Facility: Tallahassee Community College FIRE DISTRICT: Tallahassee
SCHOOL / FACILITY: Main Campus & Off Site Facilities
ADDRESS: 444 Appleyard Drive, Tallahassee, FL 32304

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 18

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

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

October 18, 2022
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

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

SIGNATURE DATE

FIRE INSPECTOR CERTIFICATION NUMBER

 10/24/2022
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) YES NO

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

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2022/2023 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
	JB	01 Building: No deficiencies noted						1
	JB	02 Building: No deficiencies noted						2
FFPC 1, 4.5.8.1	JB	03 Building: FACP in trouble x2				WAITESST	2-17-23	3
	JB	04-Building: No deficiencies noted						4
FFPC 1, 4.5.8.1	JB	05-Mezzanine: Smoke duct detector not installed			0	WAITESST	2-17-23	5
	JB	06 Building: No deficiencies noted						6
FFPC 1, 4.5.8.1	JB	08 Building: FACP in trouble x 1			0	WAITESST	10-25-22	7
	JB	09 Building: No deficiencies noted						8
FFPC 1, 4.5.8.1	JB	11-Building: FACP in trouble x2			0	WAITESST	11-28-22	9
FFPC 1, 4.5.8.1	JB	11-Mezzanine: Smoke duct detector not installed			0	WAITESST	10-24-22	10
NFPA 80, 20.9.1	JB	12-Stage: Stage rigging inspection required - ANSI E1.47			0	SUTTONJ	02-01-23	11
FFPC 1, 4.5.8.1	JB	15-Gym: Magnetic door hardware broken - south gym			0	HOLLEMAC	10-24-22	12
FFPC 1, 4.5.8.1	JB	15-182: Double exit door leaf not opening - check access system			0	HOLLEMAC	01-24-23	13
FFPC 1, 4.5.8.1	JB	15-Gym: FACP in trouble x2			0	WAITESST	10-24-22	14
FFPC 1, 14.3.3	JB	15 Building: Storage in exit corridor - near offices - display cabinets, etc - remove all			0	CHARLES.MOORE	10-27-22	15
	JB	16 Building: No deficiencies noted						16
FFPC 1, 4.5.8.1	JB	17 Building: FACP in trouble x1			0	WAITESST	10-24-22	17
	JB	18 Building: No deficiencies noted						18
	JB	19 Building: No deficiencies noted						19
	JB	20 Building: No deficiencies noted						20
	JB	21 Building: No deficiencies noted						21
	JB	22 Building: No deficiencies noted - leased						22
	JB	23 Building: No deficiencies noted						23
FFPC 1, 14.5.2.3	JB	27-194: Exit door with lockset - required exit - remove close function - suggest egress evaluation			0	HOLLEMAC	10-22-22	24
FFPC 1, 4.5.8.1	JB	27-234: Rated double doors missing upper hardware - doors must latch closed			0	HOLLEMAC	10-24-22	25
FFPC 1, 4.5.8.1	JB	27-288: Stairwell door not closing - 2nd floor			0	HOLLEMAC	11-02-22	26
	JB	28 Building: No deficiencies noted						27
FFPC 1, 4.5.8.1	JB	30-172: Rated door not latching - 2nd floor southwest stair door not latching			0	HOLLEMAC	10-24-22	28
FFPC 1, 14.5.1.1	JB	31 Building: Leased storage bay without egress walk door - roll up doors only - temporary metal stairs only egress/access			0	WAITESST	01-24-23	29
	JB	32 Building: No deficiencies noted						30

CODE NUMBER	Insp. Initials	SREF 2022/2023 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
	JB	33-Building: No deficiencies noted				31
	JB	34-Building: No deficiencies noted				32
	JB	35-Building: No deficiencies noted				33
	JB	36-Building: No deficiencies noted				34
	JB	37 Building: No deficiencies noted				35
	JB	38-Building: No deficiencies noted				36
	JB	39-Building: No deficiencies noted				37
	JB	41-Building: No deficiencies noted				38
	JB	42 Building: No deficiencies noted				39
	JB	43 Building: No deficiencies noted - leased				40
	JB	44-Building: No deficiencies noted - storage				41
	JB	45-Building: No deficiencies noted - leased				42
	JB	46-Building: No deficiencies noted - leased				43
	JB	47-Building: No deficiencies noted - leased				44
	JB	48-Building: No deficiencies noted				45
	JB	49-Building: Demo complete - empty lot				46
	JB	50-Building: No deficiencies noted				47
	JB	52-Building: No deficiencies noted - leased				48
	JB	53-Building: No deficiencies noted - leased				49
FFPC 1, 4.5.8.1	JB	54-Building: Fire alarm magnetic holders not working	0	HOLLEMAC	11-04-22	50
FFPC 1, 14.3.3	JB	54-Storage: Storage in stair - remove all materials from 2nd floor exit - carpet and materials	0	BURKEJ	10-28-22	51
	JB	54-Storage: Cardboard boxes stored very high - boxes leaning into exit pathway - POSS products	0	POSS	10-24-22	52
	JB	55-Building: No deficiencies noted - paint / welding				53
	JB	56-Building: No deficiencies noted - storage				54
	JB	57-Building: No deficiencies noted				55
	JB	58-Building: No deficiencies noted - potting shop				56
NFPA 25, 5.1	JB	General: All fire sprinkler risers have annual inspections - quarterly inspections required - no quarterly tags in place	0	X	X	57
		Note: Rated doors should be checked campus wide for function and ensure all hardware in place / good repair		X	X	58
						59
						60

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2022-2023**

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

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 4

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

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

October 18, 2022
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

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

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

 10/24/2022
COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) YES NO

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

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2022-2023**

College Facility: Tallahassee Community College FIRE DISTRICT: Gadsden County
SCHOOL / FACILITY: TCC Florida Public Safety Institute
ADDRESS: Hwy 90, Quincy, FL 32333

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 3

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


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

October 19, 2022
INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

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

SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

 10/24/2022
COMM COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209
FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) ___ YES ___ NO

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

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2022/2023 Fire Safety Deficiencies - Pat Thomas Law Enforcement Academy			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
		Bldg.1 Def. Tactics						1
	JB	North Hall: No deficiencies noted						2
								3
		Bldg. 2 Range Bldg.						4
	JB	No deficiencies noted						5
								6
		Bldg. 3 Classroom Bldg.						7
	JB	No deficiencies noted						8
								9
		Bldg. 4 Administration						10
FFPC 1, 4.5.8.1	JB	Elevator: No communications - car alarm and no voice working at time of inspection			0	THOMAS.BEVIS	10-27-22	11
								12
		Bldg. 5 Portable						13
	JB	No deficiencies noted						14
								15
		Bldg. 8 Cafeteria						16
FFPC 1, 4.5.8.1	JB	Lobby: FACP in trouble x1			0	EASTMANG	2-1-23	17
	JB	Kitchen: Check ventilation on hood #1 - low flow observed at time of inspection				EASTMANG	2-1-23	18
								19
		Bldg. 9 Dorm Annex						20
	JB	No deficiencies noted						21
								22
		Bldg. 10 South Dorm						23
	JB	No deficiencies noted						24
								25
		Bldg. 11 North Dorm						26
	JB	No deficiencies noted						27
								28
		Bldg. 12 Ammo Mechanical Storage						29
	JB	No deficiencies noted						30