



October 16, 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 are provided for your use at the Monday, October 16, 2023, Board Meeting.

The meeting will be held at 2:30 p.m. at the Hinson Administration Building, 444 Appleyard Drive, Tallahassee, Florida 32304.

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jim Murdaugh". The signature is written in a cursive style.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, October 16, 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. September 2023 Minutes
Presented as an information item only.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that allows 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 the 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 (August 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.

Administrative Services

5. Fund Analysis – September
Presented as an information item only.
6. Construction Status Report
Presented as an information item only.
7. Architect Invoices
Authorize payment of architectural invoices as presented.
8. Direct Support Organization Audit Reports
Presented as an information item only.
9. Policy Manual Changes
Approve revision of College policies as presented.
10. Renewal of Professional Services Contract – Legal Services
Approve the renewal of the professional services contract with Andrews, Crabtree, Knox, and Longfellow, LLP for one (1) year.

11. Guaranteed Maximum Price – TCC Control Room & Restroom Additions Project

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, for the TCC Control Room & Restroom Additions Project.

12. Final Payment / Retention Release – TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765

Approve the attached Retention Invoice#5331026485 and approved Inspection reports, authorizing final payment to vendor, Siemens Industry, Inc., for the TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765.

BOARD OF TRUSTEES

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

November 27, 2023

Location: **Center for Innovation**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Monday, September 18, 2023
Business Meeting and Workshop – 2:30 PM

On September 18, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Jonathan Kilpatrick at 2:30 p.m.

Members Present: Chair Jonathan Kilpatrick, Vice Chair Karen Moore, Trustees Eugene Lamb, Frank Messersmith, and Monte Stevens.

Absent: Trustee Charlie Ward

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Barbara Wills, Lei Wang, Nyla Davis, Janet Hartman, Rob Hall, Suzi Baugh, Calandra Stringer, Bill Spiers, Amanda Clements, Dustin Frost, Brendie Hawkins, Chuck Moore, Sheri Rowland, Sila Lott, Alison Fleischmann, Trevoris McDaniel, Amy Bradbury, Jason Fowler, Joe Longfellow, Christen Givens, Wesley Hardin, Shelly Bell, Moseline Augustin, Bob Ballard, and Nicole Benson.

CALL TO ORDER

Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance.

COMMENTS

- i. Board Chair Kilpatrick asked Chuck Moore, TCC Athletic Director, to announce the new hires in the athletic department, Andy Merrill, women's cross-country coach, Corey Hendren, men's basketball coach, and Brynn Baca, women's softball coach.
- ii. Board Members: Trustee Stevens mentioned the financial commitment TCC has made to the athletic department. He wants to give the student-athletes opportunities to compete at the highest level.
- iii. President Murdaugh announced that TCC has been named a 2023 Winner for the Best and Brightest Companies to Work for in the Nation. TCC has also been named one of the Top 101 highest-scoring winners

for the national program. He met with the honors students for Pasta with the President organized by Associate Dean Nick Vick. He mentioned there was an unveiling of the newly renovated TCC Eagle Studio last week. Amazon's grand opening and tour was held on September 14, which he and VP Bell attended. He remarked that TCC as well as Florida Agricultural and Mechanical University and Florida State University are Career Choice Partners with Amazon. President Murdaugh mentioned that Amazon is the presenting sponsor for the Cork and Cleaver event. He met with Commissioner Diaz, Department of Education, who was on campus to tour the Advanced Manufacturing Training Center apprenticeship programs. VP Bell had students and instructors ready for the Commissioner's visit. After the tour and meeting, the Commissioner released information on the visit as a news item. President Murdaugh thanked everyone for bringing the tour and meeting together and mentioned that Trustee Moore attended the meeting on behalf of the Department of Education Foundation and presented a check of more than forty-five thousand dollars for scholarships for our students.

APPROVAL OF MINUTES

1. August 2023 Minutes
Approve minutes as presented.
MOTION: Trustee Messersmith **SECOND:** Vice Chair Moore
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

VP Candice Grause shared recent media coverage and remarked it was a light month due to Hurricane Idalia. The media continues to be very interested in the rebranding story. After Hurricane Idalia, supplies were purchased for students and the community of North Florida College. During the storm, Janet Hartman and team members of the Florida Public Safety Institute kept the campus up and running and didn't close. FPSI was a staging site for the Florida Highway Patrol, Florida Fish and Wildlife Special Response Team, Florida Department of Financial Services Bureau of Fire and Arson, and Florida Department of Correction-Emergency Team on-site. Through the federal response, FPSI had hundreds of ambulances and staff members. FPSI provided space for them to set up meals, and dorm rooms. Janet Hartman received a wonderful thank you letter from Philip Mongeau of Global Medical Response. TCC and local legend, Dot Binger, had a wonderful write-up in

honor of her 99th birthday which included a mention of her service to the institution and her support of the Guardian Ad Litem. We had a couple of stories on the Amazon fulfillment center. They gave thanks to President Murdaugh, VP Bell, and TCC for being an early adopter of the Amazon Career Choice Program here in the community, and their support of our scholarship program through Cleaver and Cork. We had coverage of our 15th Annual Bloodhound Scent Tracking seminar and Commissioner Diaz's visit to TCC's Advanced Manufacturing Training Center, which highlighted our apprenticeship program. Updated everyone on the rebranding timeline and Town Hall meetings.

UNFINISHED BUSINESS

None

PRESENTATIONS

None

NEW BUSINESS

Motion made by Trustee Stevens to set a date for a Rebranding Workshop before the November Board meeting, to take place after October 31, 2023.

Authorize to set a date for Rebranding Workshop

MOTION: Chair Kilpatrick **SECOND:** Trustee Messersmith
Motion passed unanimously.

Approval of Consent Agenda

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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 (July 2023)
Authorize payment of invoices as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Human Resource Report
Approve the report as presented.
Director Davis stated a correction was needed on the outside employment job title of Alexandra Armstrong.
Motion to Approve Consent Agenda.

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

TCC Foundation

5. TCC Foundation Update
Presented as an information item only.

Academic Affairs

6. 2023 Florida College System Affordability Report
Approve the 2023 Florida College System Affordability Report.

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

7. Private School Dual Enrollment Articulation Agreement
Approve the articulation agreement.

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

Administrative Services

8. Fund Analysis – August 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 Stevens **SECOND:** Trustee Moore
Motion passed unanimously.

11. Policy Manual Changes
Approve revision of College policies as presented.

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

12. Guaranteed Maximum Price – TCC Administration Building Lobby
Renovation Project

Approve the attached Construction Manager at Risk Contract and
Guaranteed Maximum Price from Cook Brothers, Inc., for the TCC
Administration Building Lobby Renovation Project.

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

13. Guaranteed Maximum Price – TCC Lifetime Sports Complex Interior
Renovations Project

Approve the attached Construction Manager at Risk Contract and
Guaranteed Maximum Price from Southern Standard Construction, for the
TCC Lifetime Sports Complex Interior Renovations Project.

Approve the recommended construction manager at risk, Allstate
Construction, Inc., for the TCC Dental Hygiene Simulation Lab project.

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

14. FY 2023-2024 Carryforward Spending Plan
Approve the FY 2023-2024 Carryforward Spending Plan.

MOTION: Trustee Messersmith **SECOND:** Trustee Lamb

BOARD OF TRUSTEES

15. Strategic Plan
Approve an extension to the strategic plan until December 2024.

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

PUBLIC COMMENT

None

WORKSHOP

Dr. Sheri Rowland and Dr. Calandra Stringer – Enrollment

PRESIDENT'S REPORT

- TCC presents the 12th Annual Tallahassee Science Festival, on Saturday, September 30, 10-2 p.m. at Kleman Plaza.
- TCC Alumni Hall of Fame Recognition Dinner, Thursday, September 21.
- FSU's Community College Administrator Program will be bringing a group from Mexico to our campus on October 5, 2023.

NEXT MEETING DATE

October 16, 2023

Location: **Main Campus - Hinson Administration Building**

ADJOURNMENT

Chair Kilpatrick called for adjournment at 4:16 p.m.

Jonathan Kilpatrick
Chair

Jim Murdaugh, Ph.D.
President



October 16, 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 (August 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 \$1,172.50 for August 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: September 8, 2023
 Invoice No. 81523
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
08/14/2023	DMH	Review and reply to email	0.10
08/15/2023	DMH	Review and revise bargaining proposals	0.70
08/15/2023	DMH	Draft email to client	0.10
08/17/2023	BRR	Prepare proposals for attorney editing	0.50
08/17/2023	BRR	Assemble current CBA for attorney review	0.10
08/17/2023	BRR	Update bargaining binder	0.10
08/17/2023	DMH	Review email from UFF; emails from client and reply	0.10
08/17/2023	DMH	Finalize proposals for bargaining	1.20
08/17/2023	DMH	Prepare for bargaining	0.60
08/17/2023	DMH	Attend pre-meeting and bargaining	1.30
08/18/2023	DMH	Review and reply to email	0.10
Current Services			4.90
			\$1,172.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.20	\$250.00	\$1,050.00
Beatriz R. Ramirez	0.70	\$175.00	\$122.50

Tallahassee Community College

Invoice Date: September 08, 2023
Invoice No. 81523
Client No. 25480.006

Payments

08/25/2023	Payment	ACH rec'd 8/25/23 Invoice 81123	375.00
			<hr/> 375.00
	Total Current Work		<hr/> \$1,172.50
	Previous Balance Due		\$425.00
	Balance Due		<hr/> \$1,597.50

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



October 16, 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 requests 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 2023-2024 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Nicole Benson	Director of Hospitality	Florida Public Safety Institute Hospitality	September 5, 2023
Sheila Chapel	Director of Simulation Programs	Healthcare Professions/Simulation Program	September 5, 2023

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Britney Clark	Dental Clinic Office Coordinator	Dental Health Programs	September 5, 2023
Antionette Williams	College Admissions Recruiter	Admission and Records	September 5, 2023
Bradley Ryan	Career and Academic Advisor	Student Success and Retention	September 5, 2023
Brandon Roberts	Cashier	Cashiers Office	September 5, 2023
Christopher Henderson	Program Coordinator for Information Technology, Online & Professional Development	Continuing Workforce Education - IT	September 5, 2023
Brandi Roberson	Executive Assistant	Workforce Development	September 11, 2023
Judy Jean	Help Desk Consultant	Information Technology/Help Desk	September 20, 2023
Sierra Witt	Call Center Representative	Call Center	September 21, 2023

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Rodneyka Thornton	Professional Development Coordinator	DJJ - Professional Development & Succession Planning	September 1, 2023
Rebecca Aragon	Program Manager	Traffic Safety Program	September 5, 2023
Tiana Crawford	Career Development Specialist	Compass 180 DOC - Sago Palm CI	September 12, 2023
Jayanti Seiler	Instructional Systems Designer	DJJ - Curriculum Design	September 14, 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
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Dale Owens	Healthcare Professions Advisor	Healthcare Professions	August 31, 2023	Resigned
Rebekah Repasky	Reading Room Facilitator	DOC - Vocational Training	September 1, 2023	Resigned
Jewell Alexius Threatts	Career Navigator, Project Anchor	DJJ - Project Anchor	September 11, 2023	Resigned
Lauren S Fletcher	English Faculty	Communications and Humanities	September 12, 2023	Resigned
Richardo Anthony Delfosse	Regional Civics Coach	Civics Literacy Program - Regions 2	September 12, 2023	Resigned
Raymond Sherlock	Student Accounts Coordinator	Cashiers Office	September 15, 2023	Dismissed
Tracy Jamison	Staff Assistant	Human Resources	September 18, 2023	Dismissed
Devon Kramer	Career Development Specialist Coordinator	Compass 180 DOC	September 20, 2023	Resigned

Maria Teresa E Ilagan	Developer	Information Technology	September 20, 2023	Dismissed
Judy Barber	Career Development Specialist	Compass 180 DOC - Liberty C.I.	September 28, 2023	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
April Clayton	Environmental Service Technician	Facilities	Xtreme Jumps Bounce House	Owner
Brain Kupfer	Professor	Political Science	Grand Canyon University	Instructor
Brandy Harris	Public Safety Officer	Campus Police	FSU Police Department	Police Officer
Bret Ingerman	Vice President for Information Technology	Information Technology	Various	Consultant/Industry Expert
Carol Andresen	Radiologic Technology Faculty	Ghazvini Center for Healthcare Education	Radiology Associates of Tallahassee	MRI Technologist
Catherine O'Neil	Program Director	Workforce Development	4Roots	Market Manager
Cicely Brantley	Professor	History and Social Science	Self-employed	Empowerment
Derek Mitchka	Associate Professor	HCP	Leon County EMS	EMS Responder
Gregory Williams	Staff Assistant	Communication and Humanities	Williams Graphics and Design	Owner
Gregory Williams	Staff Assistant	Communication and Humanities	Crawford and Moultrie Funeral Home	Funeral Attendant
Harry Strawter	Environmental Services Supervisor	Facilities	Strawter's Carport Cleaning Services	Owner
Iris Pendleton	Assistant Professor	Social Science	Flager College	Instructor
Jamie Smith	Learning Commons Specialist	Learning Commons	Leon County Schools, ACE	ESL Instructor
Jennifer Zimmerman	Professor	Science and Math	Self-employed	Registered Dietitian
Jessica Barfield	Elementary Education Faculty	Elementary Education	Albany State University	Adjunct Instructor
Jules Bailey	Librarian Faculty	Library Services	LeRoy Collins Leon County Public Library	OPS Information Professional
Maria Suarez	Professor	Communications and Humanities	Chipola College	Adjunct Instructor
Marjorie Huettel	Professor	Science and Math	Environchron	Consultant
Matthew Schnippert	Professor	Science and Math	Balfour & Co	Photographer
Matthew Schnippert	Professor	Science and Math	Educational Testing Services International Baccalaureate	AP Reader
Matthew Schnippert	Professor	Science and Math	Organization	Reviewer
Maureen O'Neil	Early Childhood Faculty	Social Science	State College of Florida	Adjunct Instructor
Melton Headley	Public Safety Officer	Campus Police	FSU Police Department	Police Officer
Michal Paul	Professor	Science and Math	FL, Department of Education	Course Developer
Moseline Augustin	Store Manager	Financial Services	My Tax My Way	Owner
Nadine Gordon	Professor	Science and Math	Southern New Hampshire University	Adjunct Instructor
Rachel Austin-Hickey	Associate Professor	Science and Math	Springhill Suites	Front Desk Associate
Richard Burns	College Success Coach	Admissions and Records	Florida Blaze Tigers	Self
Robert Hall	Communications Technology Manager	Communications and Marketing	Vasilinda Productions	Technical Director
Rodges Collins	Public Safety Officer	Campus Police	Sentry Security	Manager
Ruthie Foster	Environmental Services Superintendent	Facilities	Target	Associate
Ryan Wright	Library Technical Assistance	Library Services	Florida State University Library	OPS Assistant
Sabrina Martin	Program Coordinator	Admissions and Records	The Black History Project	Teacher
Samantha Harvey	Call Center Representative	Call Center	Pizza Hut	Shift Lead/Delivery Driver
Santiago Molina	Professor	Science and Math	Teen STAR USA	Director
Shekitta Allen	Professor	Learning Commons	Florida State University	Online Mentor
Steven Jones	Public Safety Officer	Campus Police	FSU Police Department	Police Officer
Steven Waites	Senior Engineer Technician	Facilities	Kimbrel Electric	Electrician/Fire Alarm Tech

Susanne Wood	Professor/Lead	Science and Math	Self-employed	Consultant
Tiffany Echols	Police Sergeant	Campus Police	Christian Methodist Episcopal Church	Presiding Elder
Timothy Donaldson	Public Safety Officer	Campus Police	Gadsden County Sheriff	Public Safety Officer
Trey Kimbrel	Construction Services Manager	Facilities	Kimbrel Electric	Owner
Vijay Subramanian	Professor	Science and Math	FL, Department of Education	Course Developer
Wilbert Butler	Professor	Science and Math	STEM Gym, LLC	Owner/Manager
William Spiers	Director of Student Financial Services	Student Financial Services	Thomas Memorial Baptist Church	Music Director

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
Kris Reeves	Assistant Director IT Consulting	User Services	September 1, 2023	Technology Consulting Manager
Margaret Stevens	Staff Assistant	Student Support Services	September 1, 2023	OPS



October 16, 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:

- November 8 – Donuts with Donors, 8:00 – 9:00 am, Ghazvini Center for Healthcare Education
- November 16 – Donor Scholarship Recipient Luncheon – 12:15 – 1:15 pm, Student Union Ballroom
- November 30 – TCC Foundation Holiday Hob Nob, 6:00 – 8:00 pm, The Vaughn's Residence

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.

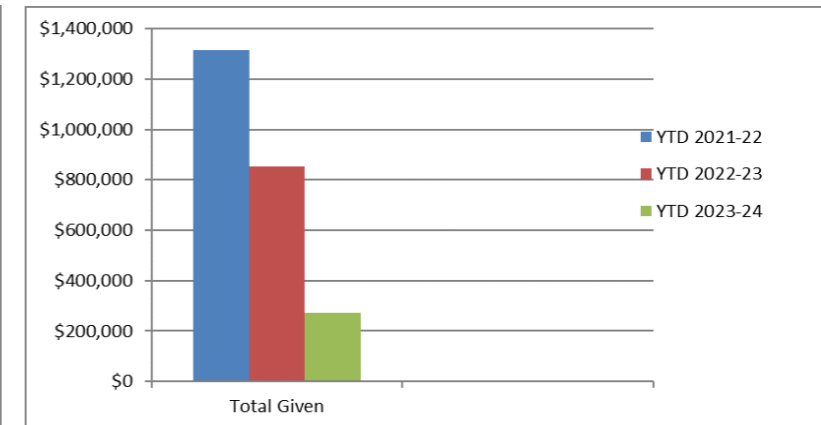
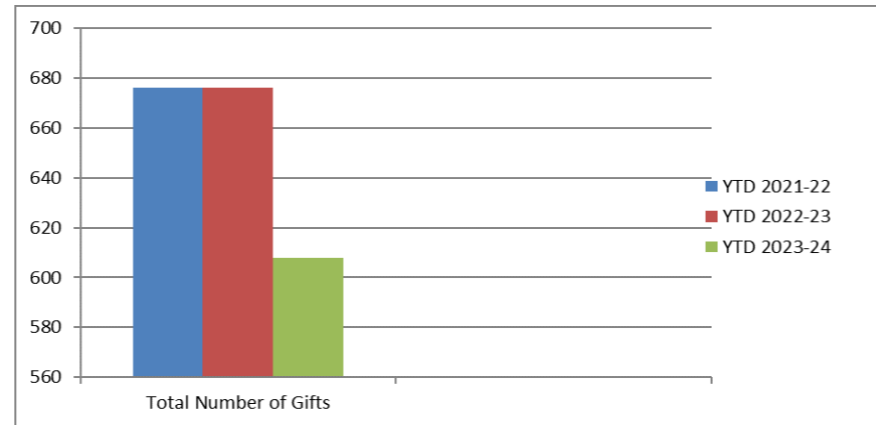
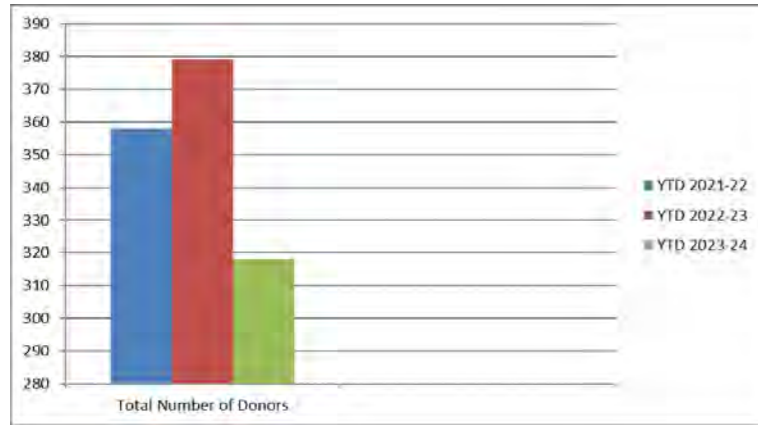
TCC Foundation - Financial Update FY 23/24

July - September 26, 2023

		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Total Received	\$1,313,676	\$500,783	\$170,512
	Scholarship amount	\$248,711	\$173,199	\$101,892
	Program support amount	\$24,383	\$40,365	\$18,419
	Facility support amount	\$16,390	\$107,213	\$20,324
	Unrestricted support amount	\$24,192	\$180,006	\$29,877
	Number of Donors	323	343	290
	Number of Gifts	587	582	375
	Blueprint Donation	1,000,000		
	Net assets of the TCC Foundation	\$23,092,039	\$19,528,342	\$21,826,442

		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Total Received for Alumni	\$47,015	\$25,447	\$33,422
	Number of Donors	91	81	77
	Number of Gifts	181	172	172

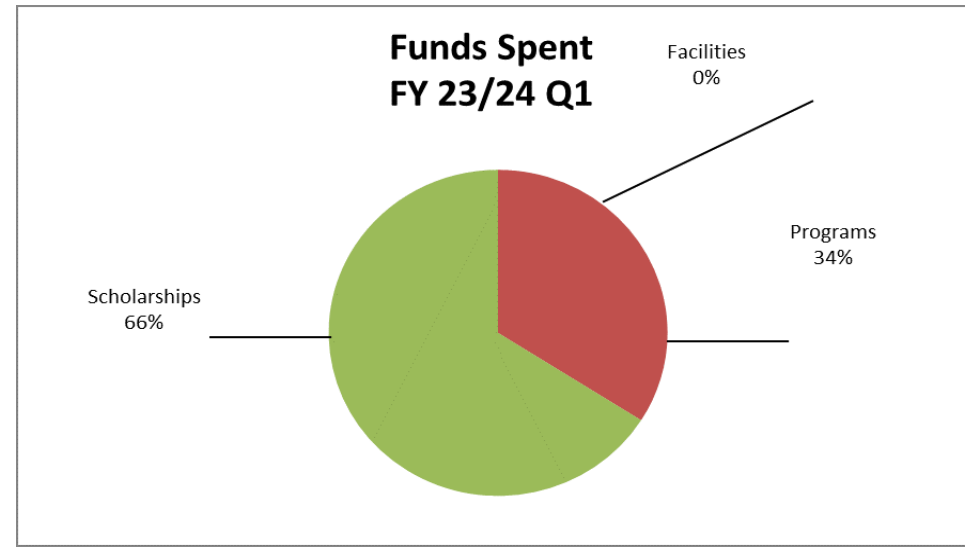
		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Cash	\$1,360,653	\$853,979	\$272,746
	Gift in Kind	\$823	\$0	\$905
	Number of Planned Gifts Confirmed	4	5	0
	Total Raised - Pledges Received	\$135,088	\$564,590	\$79,037
	Grants Received			2 grants total \$88,784
	Grants Applied For			6 grants total \$19,434,566
	Pledges Expected by 6/30/2024			\$329,228



TCC Foundation - Funds Spent FY 23/24

Funds Spent FY 2023-2024 First Quarter

Fund Category	Amount Spent
Facilities	\$0
Programs	\$16,323
Scholarships	\$31,817
Total	\$48,140





October 16, 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 - September

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 9/29/2023.

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 September 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 September 29, 2023**

REVENUE	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$378,721	\$2,411,094	\$12,674,656	\$7,233,281	\$28,933,124	44%
State Support	2,927,991	3,642,644	9,180,635	10,927,931	43,711,723	21%
Other Revenue	159,579	-	493,313	-	-	N/A
TOTAL REVENUE	3,466,292	6,053,737	22,348,603	18,161,212	72,644,847	31%
EXPENSES	September Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	284,509	363,735	946,390	1,091,205	4,364,820	22%
Instructional	1,110,944	1,362,885	3,522,475	4,088,655	16,354,620	22%
Non-Instructional	1,417,313	1,367,194	4,172,769	4,101,582	16,406,328	25%
OPS	675,648	551,162	1,175,462	1,653,487	6,613,948	18%
Personnel Benefits	1,040,669	1,069,178	3,136,186	3,207,533	12,830,131	24%
TOTAL PERSONNEL COSTS	4,529,083	4,714,154	12,953,281	14,142,462	56,569,847	23%
<u>CURRENT EXPENSES</u>						
Services	435,206	376,888	867,348	1,130,663	4,522,651	19%
Material & Supplies	285,962	243,322	752,696	729,967	2,919,866	26%
Other Current Charges	243,315	677,707	1,827,704	2,033,121	8,132,483	22%
TOTAL CURRENT EXPENSES	964,483	1,297,917	3,447,748	3,893,750	15,575,000	22%
CAPITAL OUTLAY	-	41,667	13,059	125,000	500,000	3%
TOTAL EXPENSES	\$5,493,566	\$6,053,737	\$16,414,089	\$18,161,212	\$72,644,847	23%

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

Issued in September 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-018529	9/5/2023	Astro Travel and Tours, Inc.	110,000.00	Transportation Services for Athletics and other College activities.	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-018620	9/18/2023	TeamDynamix Solutions LLC	112,466.03	Annual site license for project and portfolio management and IT service management capabilities.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-018644	9/19/2023	Elder Care Services, Inc.	125,000.00	Catered lunch service for Tallahassee Collegiate Academy Charter School.	Solicitation via ITB 2023-07 - Vended School Meal Services (May 2023).
PO-018665	9/21/2023	Dept of Management Services	130,942.00	Telecommunications services for the College.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
PO-018732	9/28/2023	Siemens Industry, Inc.	261,960.00	Update controls system in conjunction with replacement of chillers and boilers in FPSI central utility plant.	Approved as part of the FY 23-24 Capital Improvement Plan.



October 16, 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 OCTOBER 2023

MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	75%	June 2024	New Survey 3.1 Underway
N/A	Master Plan – Main Campus	95%	January 2024	Underway – DAG Architects
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	TBD	GMP Pending November BOT
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to New Classroom	10%	TBD	Waiting on AV Proposals
PJ-0357	SM 114 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0165	SM 118 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0260	SM 129 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0360	SM 211 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0355	CH 233 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0356	CH 234 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0449	Administration Bldg#27 Lobby	15%	TBD	PO issued for GMP 9/20/2023
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	30%	12/31/2023	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC, Bldg. 06 DH, Bldg. 27 AD See other individual building updates below
PJ-0422	Elevator Upgrades at TPP-N Bldg#11	5%	TBD	PO Issued
PJ-0422	Elevator Upgrades at TPP-S Bldg#11	5%	TBD	PO Issued
PJ-0342	Athletics – LS Interior Renovation	15%	TBD	PO issued for GMP 9/20/2023
PJ-0447	LSC – Metal Coping/Roofing	5%	TBD	Awaiting materials
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP Pending
PJ-0408	Athlete Weight Room	95%	September 2023	Flooring installed Equipment / Sliding Door installed
PJ-0428	CUP Renovation and Infrastructure/Roof	50%	TBD	Work in progress

PJ-0365	CUP Control Room and ADA Restrooms	15%	TBD	GMP pending October BOT approval
PJ-0437	Domestic Water Loop Additional Backflow/Meter/Underground Piping	10%	January 2024	Obtaining Contractor Estimate/ Infrastructure repairs
PJ-0421	State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	95%	September 2023	Work commenced 5/8/2023
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	TBD	PO Issued, Submittal Review in Progress – Equipment ordered and expected by Fall 2024
N/A	Third EXIT Lane from Bus Loop	10%	TBD	To be rescheduled
N/A	Truck Driving Testing Course Striping	10%	TBD	Course being updated per FDOT requirements
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Environmental Abatement complete; Pending LCS and TCC BOT approval
PJ-0415	Annual Bleacher Inspections (100%) / Repairs – Baseball, Softball and Lifetime Sports	100%	September 2023	Complete
PJ-0414	Parking Garage Bldg#37 Inspection (100%) / Survey/Repairs	20%	October 2023	Elevation Survey Underway Structural inspection required Identify repairs to be scheduled
N/A	Dale Mabry Museum	5%	TBD	Survey in Progress, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Pending environmental exemption
PJ-0427	AC Bldg#08 Soffit Repairs	5%	TBD	Temporary repair complete Awaiting permanent materials
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	February 2024	Updating, Commencing October
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	February 2024	On order, Commencing October
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	5%	Fall 2024	Design underway by BKJ
PJ-0436	Solar Powered Covered Walkways	15%	TBD	100% CD's expected September 2023
PJ-0445	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	15%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	5%	TBD	CMAR Advertising/Due 10/31/23
PJ-0390	Light Pole Repairs/Replacement	80%	TBD	Underway
PJ-0387	HVAC OAD Installation	95%	TBD	Underway

PJ-0378	C-Cure Locks / NIST 800-171	5%	TBD	Underway
PJ-0446	Transformer Pat Thomas Lights	100%	September 2023	Complete
TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 563,893 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 2,122,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 28,195 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	January 2024	Underway – DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	January 2024	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	5%	January 2024	PO Issued; Materials on order
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	15%	January 2024	PO Issued
PJ-0413	Range Building Erosion Control	95%	TBD	Gravel backfill TBD
PJ-0438	Cardio Room Improvement	95%	September 2023	Door received and installed
PJ-0439	Conference Center Chiller Repairs and Upgrades	80%	TBD	Parts on order
PJ-0448	Dining Facility HVAC Renovations	90%	TBD	Outside Air Units – Repairs in Progress
PJ-0448	Dorms HVAC Renovations	80%	TBD	Outside Air Units – Repairs in Progress
PJ-0448	Dining Facility Renovations	10%	TBD	Carpet Replacement – Flooring on order
PJ-0448	Dining Facility Renovations	10%	TBD	Roof Access, Awaiting Drawings
PJ-0478	Defensive Tactics HVAC Renovations	10%	TBD	HVAC/Infrastructure Upgrades

N/A	Defensive Tactics Mezzanine Access	10%	TBD	New ladder installation
PJ-0478	Defensive Tactics Plumbing Modifications	80%	TBD	Piping repairs and cleaning, Plumbing fixture upgrades
PJ-0480	FPSI Dorm Elevator Modernization	5%	December 2023	PO Issued, Materials on order
PJ-0481	FPSI HVAC Renovations Dorm Annex Building#09	5%	TBD	Replacing heat pump
PJ-0483	FPSI Dorm Annex Windows	5%	TBD	Obtaining quotes
PJ-0484	FPSI Bridge and Sidewalks	5%	TBD	Obtaining quotes

CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	January 2024	Underway – DAG Architects
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	GMP to November BOT
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	GMP to November BOT
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
N/A	CFI – 3 rd Floor Renovation	5%	TBD	Awaiting Design

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	January 2024	Underway – DAG Architects
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	95%	January 2024	Underway – DAG Architects
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress

FOUNDATION CLASSROOM RENOVATION SUMMARY

TCC PROJECT#	RENOVATED CLASSROOM	COST TO DATE
PJ-0357	SM 114 - Classroom Renovations	\$ 21,744.29
PJ-0165	SM 118 - Classroom Renovations	\$ 42,419.96
PJ-0360	SM 211 - Classroom Renovations	\$ 27,774.36
PJ-0355	CH 233 - Classroom Renovations	\$ 19,166.32
PJ-0356	CH 234 - Classroom Renovations	\$ 19,151.32



October 16, 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 September 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 - \$10,492.50
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$16,196.98
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the September 18, 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. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-017874

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

Project Name:
EN Building | ADA Restroom and Mechanical
Improvements
Date: 7/11/23

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Phase 1- Existing Conditions Drawings	\$5,827.50	100%	\$5,827.50	\$0.00	\$5,827.50
BASIC SERVICES					
Phase 2- Schematic Design	\$9,330.00	50%	\$4,665.00	\$0.00	\$4,665.00
Phase 3- Design Development	\$16,895.00	0%	\$0.00	\$0.00	\$0.00
Phase 4- Construction Documents	\$21,985.00	0%	\$0.00	\$0.00	\$0.00
Phase 5- Permitting/Bid	\$3,158.00	0%	\$0.00	\$0.00	\$0.00
Phase 6- Construction Administration	\$15,057.00	0%	\$0.00	\$0.00	\$0.00
OTHER PROJECT COST					
Reimbursable Expenses	\$200.00	0.00%	\$0.00	\$0.00	\$0.00
GRAND TOTALS					
	\$72,452.50		\$10,492.50	\$0.00	\$10,492.50
Total due Architect/Engineer					\$10,492.50

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



Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
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:
PJ-0399 CIF 22/23 ADA Improvements - EN Bldg#01 - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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	72,452.50	0.00	72,452.50

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the requested architectural and engineering services for the proposed ADA restroom and mechanical improvements to the 1st floor of the EN building located on the TCC Site 1 campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated June 6, 2023. Phases Include: Existing Condition Drawings, Schematic Design, Design Development, Construction Documents, Permitting/Bid, Construction Administration. **REF: TCC RFQ 2022-11				72,452.50

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

Director of Procurement and Auxiliary Services
 Dustin Frost

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-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Verification of Employment: PER FLORIDA STATUTE 448.095, 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 21094_0923
 Date 09/26/2023
 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	16.17	11,225.00	11,225.00	0.00
Task 3 - Existing Conditions	54,500.00	35.96	19,600.00	19,600.00	0.00
Task 4 - Planning Elements	164,500.00	80.51	127,810.94	132,444.00	4,633.06
Task 5 - Decision Themes	31,600.00	20.89	6,600.00	6,600.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	96.15	38,363.75	38,363.75	0.00
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	57.31	203,599.69	208,232.75	4,633.06

Invoice total **4,633.06**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0923	09/26/2023	4,633.06	4,633.06				
	Total	4,633.06	4,633.06	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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

Invoice number 21114_0923
 Date 09/28/2023
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	14.00	8,280.00	8,280.00	0.00
Task 3 - Existing Conditions	41,890.00	21.11	5,212.50	8,842.50	3,630.00
Task 4 - Planning Elements	86,328.00	33.93	24,916.08	29,290.00	4,373.92
Task 5 - Decision Themes	16,985.00	100.00	13,425.00	16,985.00	3,560.00
Task 6 - Master Plan & Graphics	30,825.00	48.69	15,007.50	15,007.50	0.00
Task 7 - Conclusion	1,815.00	30.30	550.00	550.00	0.00
Total	238,798.00	33.83	69,216.08	80,780.00	11,563.92

Invoice total **11,563.92**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0923	09/28/2023	11,563.92	11,563.92				
	Total	11,563.92	11,563.92	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



October 16, 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: 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, 2023, 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 September 19, 2022 meeting.

Recommended Action

Presented as an information item only.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.

FINANCIAL STATEMENTS

MARCH 31, 2023 AND 2022

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
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MARCH 31, 2023 AND 2022

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INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Tallahassee Community College Foundation, Inc. (the Foundation), a component unit of Tallahassee Community College (the College), which comprise the statements of financial position as of March 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as of March 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for 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. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for one year after the date that the financial statements are issued.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

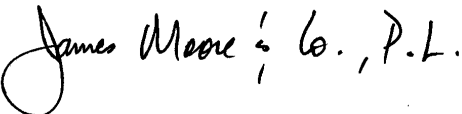
In performing an audit in accordance with GAAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements
- Obtain an understanding of internal control relevant to the audit 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 Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 24, 2023 on our consideration of the Foundation'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 the Foundation's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida
August 24, 2023

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
MARCH 31, 2023 AND 2022

<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
Current assets		
Cash and cash equivalents	\$ 150,640	\$ 56,353
Investments	1,231,445	1,641,480
Current portion contributions receivable	402,814	405,247
Prepaid expenses	-	49,752
Total current assets	<u>1,784,899</u>	<u>2,152,832</u>
Noncurrent assets		
Cash and cash equivalents restricted for endowments	510,140	448,682
Investments restricted for endowments	17,465,168	19,184,371
Noncurrent portion contributions receivable, net	421,614	136,949
Land held for sale	410,000	325,000
Collectibles and other assets	-	5,777
Total noncurrent assets	<u>18,806,922</u>	<u>20,100,779</u>
Total Assets	<u><u>\$ 20,591,821</u></u>	<u><u>\$ 22,253,611</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities		
Accounts payable and accrued expenses	\$ 109,405	\$ 140,150
Total current liabilities	<u>109,405</u>	<u>140,150</u>
Total liabilities	<u>109,405</u>	<u>140,150</u>
Net assets		
Without donor restrictions	1,574,560	1,183,071
With donor restrictions	18,907,856	20,930,390
Total net assets	<u>20,482,416</u>	<u>22,113,461</u>
Total Liabilities and Net Assets	<u><u>\$ 20,591,821</u></u>	<u><u>\$ 22,253,611</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, 2023 AND 2022

	2023			2022		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and revenues						
Private contributions	\$ 266,237	\$ 1,973,312	\$ 2,239,549	\$ 73,003	\$ 1,349,333	\$ 1,422,336
In-kind contributions	603,820	-	603,820	723,798	-	723,798
Investment income, net	(71,858)	(1,358,203)	(1,430,061)	9,993	1,133,360	1,143,353
Special events	1,378,522	-	1,378,522	276,930	25,000	301,930
Miscellaneous	31,662	-	31,662	13,873	-	13,873
Net assets released from restrictions:						
Satisfaction of program and time restrictions	2,637,643	(2,637,643)	-	2,062,879	(2,062,879)	-
Total support and revenues	<u>4,846,026</u>	<u>(2,022,534)</u>	<u>2,823,492</u>	<u>3,160,476</u>	<u>444,814</u>	<u>3,605,290</u>
Expenses						
Program services - educational activities	1,741,660	-	1,741,660	2,146,375	-	2,146,375
General and administrative	392,796	-	392,796	515,126	-	515,126
Development activities	2,320,081	-	2,320,081	472,099	-	472,099
Total expenses	<u>4,454,537</u>	<u>-</u>	<u>4,454,537</u>	<u>3,133,600</u>	<u>-</u>	<u>3,133,600</u>
Increase (decrease) in net assets	<u>391,489</u>	<u>(2,022,534)</u>	<u>(1,631,045)</u>	<u>26,876</u>	<u>444,814</u>	<u>471,690</u>
Net assets, beginning of year	1,183,071	20,930,390	22,113,461	1,156,195	20,485,576	21,641,771
Net assets, end of year	<u>\$ 1,574,560</u>	<u>\$ 18,907,856</u>	<u>\$ 20,482,416</u>	<u>\$ 1,183,071</u>	<u>\$ 20,930,390</u>	<u>\$ 22,113,461</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, 2023

	Educational Activities	General and Administrative	Development Activities	Total
Contract services	\$ 28,190	\$ 78,714	\$ 1,420,359	\$ 1,527,263
Scholarships	811,448	-	-	811,448
Academic and athletic support	604,526	9,520	-	614,046
Rental	7,044	63,811	376,222	447,077
Personnel services	140,844	67,113	218,972	426,929
Hospitality and events	63,715	30,950	60,372	155,037
Materials and supplies	53,761	7,689	85,004	146,454
Advertising	4,397	4,530	57,621	66,548
Professional fees	-	58,088	-	58,088
Miscellaneous	20,304	5,219	32,476	57,999
Travel	1,928	4,234	29,511	35,673
Bad debt	-	26,568	-	26,568
Printing and postage	1,845	7,417	14,546	23,808
Bank fees	-	10,575	12,371	22,946
Insurance	-	7,127	8,314	15,441
Meetings	833	7,063	121	8,017
Honoraria and awards	2,810	1,008	4,167	7,985
Dues and subscriptions	-	3,170	-	3,170
Licenses	-	-	25	25
Training	15	-	-	15
Total expenses	\$ 1,741,660	\$ 392,796	\$ 2,320,081	\$ 4,454,537

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, 2022

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Academic and athletic support	\$ 888,903	\$ 9,259	\$ -	\$ 898,162
Scholarships	708,478	-	-	708,478
Personnel services	253,931	93,988	64,307	412,226
Contract services	87,904	101,600	203,542	393,046
Materials and supplies	86,850	23,233	90,705	200,788
Professional fees	-	149,450	-	149,450
Hospitality and events	21,794	33,941	51,684	107,419
Rental	44,080	15,601	13,549	73,230
Printing and postage	15,972	7,284	13,977	37,233
Bad debt	-	31,956	-	31,956
Honoraria and awards	11,538	14,765	4,640	30,943
Miscellaneous	14,573	5,827	3,690	24,090
Advertising	7,279	1,160	14,120	22,559
Travel	3,054	432	11,707	15,193
Bank fees	-	11,933	-	11,933
Meetings	1,119	5,399	153	6,671
Insurance	-	6,040	-	6,040
Dues and subscriptions	-	2,313	-	2,313
Training	900	945	-	1,845
Licenses	-	-	25	25
Total expenses	<u><u>\$ 2,146,375</u></u>	<u><u>\$ 515,126</u></u>	<u><u>\$ 472,099</u></u>	<u><u>\$ 3,133,600</u></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, 2023 AND 2022

	2023	2022
Cash flows from operating activities		
Cash received from contributors and others	\$ 2,763,760	\$ 1,343,202
Cash received from interest and dividends	388,950	427,787
Cash paid for scholarships and suppliers	(3,825,933)	(2,375,669)
Net cash used in operating activities	(673,223)	(604,680)
Cash flows from investing activities		
Purchases of investments	-	(363,235)
Sales of investments	531,981	790,285
Net cash provided by investing activities	531,981	427,050
Cash flows from financing activities		
Contributions restricted for endowments	296,987	288,041
Increase in cash and cash equivalents, and restricted cash	155,745	110,411
Cash and cash equivalents, and restricted cash beginning of year	505,035	394,624
Cash and cash equivalents, and restricted cash end of year	\$ 660,780	\$ 505,035
Reconciliation of increase (decrease) in net assets to net cash used in operating activities		
Increase (decrease) in net assets	\$ (1,631,045)	\$ 471,690
Adjustments to reconcile increase (decrease) in net assets to net cash used in operating activities:		
Realized and unrealized (gain) loss on investments	1,512,257	(1,034,193)
(Increase) decrease in:		
Prepaid expenses	49,752	(49,752)
Collectibles and other assets	5,777	-
Contributions receivable	(282,232)	211,731
Increase (decrease) in:		
Accounts payable and accrued expenses	(30,745)	83,885
Contributions restricted for endowments	(296,987)	(288,041)
Total adjustments	957,822	(1,076,370)
Net cash provided by (used in) operating activities	\$ (673,223)	\$ (604,680)
Supplemental schedule of non-cash investing and financing activities:		
Prepaid gift cards	\$ -	\$ 22,025
Gift cards used by students	-	(24,454)
	\$ -	\$ (2,429)

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, 2023 AND 2022

(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 and held at its fair value.

(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.

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

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

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

(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:

	2023	2022
Cash and cash equivalents	\$ 150,640	\$ 56,353
Cash restricted for endowment purposes	510,140	448,682
	\$ 660,780	\$ 505,035

(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) **Pronouncements issued**—In February 2016, the FASB issued Accounting Standards Update 2016-02: Leases (Topic 842), to increase transparency and comparability among Foundations by recognizing lease assets and lease liabilities on the Statement of Financial Position and disclosing key information about leasing arrangements. The new standard is effective for fiscal years beginning after December 15, 2021. The Foundation evaluated the effect of implementation of the standard and noted it had no effect on the financial position, results of operations, and cash flows.

(2) **Related Party Transactions:**

Personnel and certain facility costs are provided to the Foundation by the College. For the years ended March 31, 2023 and 2022, the Foundation has recorded these donated services at \$426,929 and \$412,227 for personnel services, \$62,142 and \$62,142 for facility costs, and \$114,361 and \$249,305 for other office expenses, respectively.

In addition, during the years ending March 31, 2023 and 2022, the Foundation utilized the services of vendors owned by board members in the amount of \$23,072 and 24,177, respectively.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

(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 3.60% and 2.42%, after providing for collection losses for the years ended March 31, 2023 and 2022, respectively. A summary of contributions to be collected follows:

	2023	2022
In one year or less	\$ 402,813	\$ 405,247
Between one year and ten years	553,812	160,683
	956,625	565,930
Less:		
Allowance for collection losses	(34,608)	(21,239)
Discounts for time-value of money	(97,589)	(2,495)
	\$ 824,428	\$ 542,196

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, 2023 and 2022, the Foundation was the beneficiary of various promises to give that did not meet recognition criteria of approximately \$3,760,000 and \$3,760,000, respectively. No receivable was recorded for these conditional pledges, nor was future support recognized.

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

Land held for sale currently consists of one (1) parcel of real property. The proceeds are restricted to use in promotion and funding of higher education efforts of children graduating from Wakulla County Schools. As market conditions change, the parcel's appraised value can suffer impairment losses from the determined fair market value recorded at date of donation. A summary of land held for sale, investment, and development is as follows:

	2023	2022
Approximately forty-eight (48) acres, DR. MLK Jr. Road, Crawfordville, Florida	\$ 605,000	\$ 605,000
Impairment loss	(195,000)	(280,000)
	\$ 410,000	\$ 325,000

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

(5) **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, 2023 and 2022:

	2023	2022
Investment pool	\$ 17,465,168	\$ 19,184,371
Bond mutual and exchange traded funds	1,231,445	1,641,480
	\$ 18,696,613	\$ 20,825,851

March 31, 2023

Investment pool consists of 96.1% in mutual funds, 3.9% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2023.

March 31, 2022

Investment pool consists of 94.1% in mutual funds, 5.9% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2022.

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:

	2023	2022
Interest and dividends	\$ 283,213	\$ 663,298
Net realized gain (loss) on investments	127,587	74,638
Net unrealized gain (loss) on investments	(1,797,784)	448,953
Investment fees	(43,077)	(43,536)
	\$ (1,430,061)	\$ 1,143,353

(6) **Commitments:**

As of March 31, 2023 and 2022, the Foundation maintained programmatic grant commitments to the College in the amounts of \$99,500 and \$100,321 for promises to give conditional upon the College's satisfaction of compliance with donor/grantor restrictions.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

(7) Fair Value Measurements:

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.

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, 2023

<u>Description</u>	<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>	<u>Fair Value</u>
Investments restricted for endowment purposes:				
Money market funds	\$ 510,140	\$ -	\$ -	\$ 510,140
Domestic equity securities	8,638,435	-	-	8,638,435
International equity securities	5,765,438	-	-	5,765,438
Domestic bond mutual funds	1,751,369	-	-	1,751,369
International bond mutual funds	745,568	-	-	745,568
FEG pooled investments	-	564,358	-	564,358
Total investments restricted for endowment purposes:	<u>17,410,950</u>	<u>564,358</u>	<u>-</u>	<u>17,975,308</u>
Non-endowed investments:				
Equity mutual funds	315,409	-	-	315,409
Bond mutual and ETF's	916,036	-	-	916,036
Total non-endowed investments:	<u>1,231,445</u>	<u>-</u>	<u>-</u>	<u>1,231,445</u>
Nonfinancial assets:				
Land	-	410,000	-	410,000
Total assets	<u>\$ 18,642,395</u>	<u>\$ 974,358</u>	<u>\$ -</u>	<u>\$ 19,616,753</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

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

Fair Value Measurements at March 31, 2022				
Description	(Level 1)	(Level 2)	(Level 3)	Fair Value
Investments restricted for endowment purposes:				
Money market funds	\$ 408,844	\$ -	\$ -	\$ 408,844
Domestic equity securities	10,271,981	-	-	10,271,981
International equity securities	5,806,280	-	-	5,806,280
Domestic bond mutual funds	1,706,123	-	-	1,706,123
International bond mutual funds	614,057	-	-	614,057
FEG pooled investments	-	785,930	-	785,930
Total investments restricted for endowment purposes:	18,807,285	785,930	-	19,593,215
Non-endowed investments:				
Equity mutual funds	415,718	-	-	415,718
Bond mutual and ETF's	1,225,762	-	-	1,225,762
Total non-endowed investments:	1,641,480	-	-	1,641,480
Nonfinancial assets:				
Land	-	325,000	-	325,000
Total assets	\$ 20,448,765	\$ 1,110,930	\$ -	\$ 21,559,695

(8) **Endowments:**

The Foundation's endowments consist of one hundred fifty (150) 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, 2023 AND 2022

(8) **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, 2023:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 9,064,702	\$ 6,735,091	\$ 15,799,793
	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 9,073,004	\$ 8,811,731	\$ 17,884,735
Investment return, net	-	(1,443,203)	(1,443,203)
Contributions	318,079	-	318,079
Transfers	(326,381)	-	(326,381)
Amounts appropriated for expenditure	-	(633,437)	(633,437)
	\$ 9,064,702	\$ 6,735,091	\$ 15,799,793

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

(8) **Endowments:** (Continued)

Endowment net assets composition by type of fund as of March 31, 2022:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ 9,073,004	\$ 8,811,731	\$ 17,884,735

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 8,732,245	\$ 8,357,258	\$ 17,089,503
Investment return, net	-	1,133,360	1,133,360
Contributions	309,764	-	309,764
Transfers	30,995	-	30,995
Amounts appropriated for expenditure	-	(678,887)	(678,887)
	\$ 9,073,004	\$ 8,811,731	\$ 17,884,735

(9) **Underwater Endowment Funds:**

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Foundation to retain as a fund of perpetual duration. Deficiencies of this nature exist in eleven (11) donor-restricted endowment funds, which together have an original gift value of \$165,175, a current fair value of \$142,967 and a deficiency of \$22,208 as of March 31, 2023. These deficiencies resulted from unfavorable market fluctuations that occurred shortly after the investment of new contributions for donor-restricted endowment funds and continued appropriation for certain programs that was deemed prudent by the Board of Directors.

(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.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

(10) **Concentrations of Credit Risk:** (Continued)

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

Net assets with donor restrictions as of March 31, 2023 and 2022, are restricted for the following purposes:

	2023	2022
Subject to expenditure for specified purpose:		
Scholarships and grants	\$ 836,507	\$ 1,329,229
Academic, student programs, and support	542,649	919,783
Facility Support	576,050	-
Pledges receivable with purpose restrictions, net	655,184	397,163
	2,610,390	2,646,175
Subject to the passage of time:		
Pledges receivable without restrictions, net	106,431	74,479
Land	410,000	325,000
	516,431	399,479
Subject to spending policy and appropriation:		
Accumulated gains and term endowments	6,735,091	8,811,731
Pledges receivable to be held in perpetuity, net	62,813	91,410
Endowment funds restricted in perpetuity	8,983,131	8,981,595
	15,781,035	17,884,736
Total net assets with donor restrictions	\$ 18,907,856	\$ 20,930,390

(12) **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:

	2023	2022
Non-endowed cash and cash equivalents	\$ 150,640	\$ 56,353
Non-endowed investments	1,231,445	1,641,480
Current portion of contributions receivable	402,813	405,247
	\$ 1,784,898	\$ 2,103,080

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2023 AND 2022

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

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.

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.

(13) **Subsequent Events:**

The Foundation has evaluated events and transactions for potential recognition or disclosure in the financial statements through August 24, 2023, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed other than the event noted below.

**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, 2023 and 2022, 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 August 24, 2023.

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 the 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.

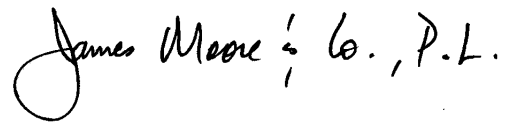
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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 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
August 24, 2023

PUBLIC SAFETY ACADEMY HOUSING, INC.
Havana, Florida

FINANCIAL STATEMENTS

Years Ended March 31, 2023 and 2022

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MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

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THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

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KELLY VAZQUEZ, C.P.A.
SAWYER SCHMOOKLER, C.P.A.

OF COUNSEL
HAROLD A. BROCK, JR. C.P.A.
W. FREDERICK THOMSON, C.P.A.

INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Public Safety Academy Housing, Inc. (a nonprofit organization), which comprise the statements of financial position as of March 31, 2023 and 2022, and the related statements of activities, changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Public Safety Academy Housing, Inc. as of March 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Public Safety Academy Housing, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Safety Academy Housing, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Public Safety Academy Housing, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Safety Academy Housing, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2023, on our consideration of Public Safety Academy Housing, 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 solely 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 the effectiveness of Public Safety Academy Housing, Inc.'s 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 Public Safety Housing, Inc.'s internal control over financial reporting and compliance.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on page 4 be presented to supplement the basic financial statements. Such information, although not a part of 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
June 29, 2023

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, 2023. 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 2023 and 2022.

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 monthly lease payments totaling \$763,500 for the fiscal year ending March 31, 2023, 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, 2023 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 2023 fiscal year.

See independent auditors' report.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF FINANCIAL POSITION
March 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ <u>1,642</u>	\$ <u>68,573</u>
TOTAL CURRENT ASSETS	1,642	68,573
PROPERTY AND EQUIPMENT, Net	<u>4,710,629</u>	<u>4,950,767</u>
	\$ <u><u>4,712,271</u></u>	\$ <u><u>5,019,340</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of mortgage notes payable	\$ 643,956	\$ 678,747
Interest payable	<u>-</u>	<u>5,878</u>
TOTAL CURRENT LIABILITIES	643,956	684,625
LONG-TERM LIABILITIES		
Mortgage notes payable	<u>893,625</u>	<u>1,592,275</u>
TOTAL LIABILITIES	1,537,581	2,276,900
NET ASSETS		
Invested in capital assets, net of related debt	3,173,048	2,673,867
Unrestricted	<u>1,642</u>	<u>68,573</u>
	<u>3,174,690</u>	<u>2,742,440</u>
	\$ <u><u>4,712,271</u></u>	\$ <u><u>5,019,340</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
Years Ended March 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
OPERATING REVENUE		
Lease income	\$ 763,500	\$ 735,500
OPERATING EXPENSES		
Depreciation	240,138	240,466
Contractual services	7,332	7,343
Bank service fees	<u>79</u>	<u>-</u>
	<u>247,549</u>	<u>247,809</u>
OPERATING INCOME	515,951	487,691
NONOPERATING EXPENSE		
Interest expense	<u>83,701</u>	<u>78,400</u>
CHANGES IN NET ASSETS	432,250	409,291
BEGINNING NET ASSETS	<u>2,742,440</u>	<u>2,333,149</u>
ENDING NET ASSETS	\$ <u>3,174,690</u>	\$ <u>2,742,440</u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF CASH FLOWS
Years Ended March 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Rents and fees collected	\$ 763,500	\$ 735,500
Payments to vendors	(7,411)	(7,343)
Payments for interest expense	(89,579)	(72,522)
NET CASH PROVIDED BY OPERATING ACTIVITIES	666,510	655,635
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Principal payments on long-term debt	(733,441)	(602,760)
NET CASH USED IN FINANCING ACTIVITIES	(733,441)	(602,760)
NET (DECREASE) INCREASE IN CASH	(66,931)	52,875
CASH AT BEGINNING OF YEAR	<u>68,573</u>	<u>15,698</u>
CASH AT END OF YEAR	<u>\$ 1,642</u>	<u>\$ 68,573</u>
RECONCILIATION OF CHANGES IN NET ASSETS TO CASH PROVIDED BY OPERATING ACTIVITIES		
Changes in net assets	\$ 432,250	\$ 409,291
Adjustments to reconcile change in net assets to cash provided by (used in) operating activities:		
Depreciation	240,138	240,466
(Decrease) increase in liabilities:		
Interest payable	(5,878)	5,878
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 666,510</u>	<u>\$ 655,635</u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2023 and 2022

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, 2023 and 2022

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, 2023, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2023. Management has performed their analysis through June 29, 2023, 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 \$62,000 and \$65,000 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 \$763,500 and \$735,500 for the years ended March 31, 2023 and 2022, respectively.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment as of March 31, 2023 and 2022, is summarized as follows:

	<u>2023</u>	<u>2022</u>
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>(4,373,811)</u>	<u>(4,133,673)</u>
	<u>\$ 4,710,629</u>	<u>\$ 4,950,767</u>

Depreciation expense for the years ended March 31, 2023 and 2022 amounted to \$240,138 and \$240,466, respectively.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2023 and 2022

NOTES 4 - MORTGAGE NOTES PAYABLE

Mortgage notes payable as of March 31, 2023 and 2022, were as follows:

	2023	2022
<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>	\$ 1,379,525	\$ 2,038,581
<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>	<u>158,056</u> 1,537,581	<u>232,441</u> 2,271,022
<p>Less current portion</p>	(<u>643,956</u>)	(<u>678,747</u>)
	\$ <u>893,625</u>	\$ <u>1,592,275</u>

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2023 and 2022

NOTES 4 - MORTGAGE NOTES PAYABLE (Continued)

As of March 31, 2023, the scheduled maturities of the mortgage notes payable were as follows:

	<u>Principal</u>	<u>Interest</u>
March 31, 2024	\$ 643,956	\$ 34,212
2025	719,417	16,947
2026	<u>174,208</u>	<u>851</u>
	<u>\$ 1,537,581</u>	<u>\$ 52,010</u>

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**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, 2023 and 2022, 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 June 29, 2023.

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 Audit Company". The signature is written in a cursive, flowing style.

Tallahassee, Florida
June 29, 2023



October 16, 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 chapter 7000 – Property.

Overview and Background

The College brings forth a request to modify the College's Policy Manual: creation of Policy 7421 - Restrooms and Changing Facilities provides for appropriate restrooms and changing facilities for students and employees as mandated by F.S. 553.865.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in September 2023.

Recommended Action

Approve revision of College policies as presented.



Book Policy Manual
Section October 2023
Title RESTROOMS AND CHANGING FACILITIES
Code po7421
Status
Legal [F.S. 1000.05](#)

7421 - RESTROOMS AND CHANGING FACILITIES

The College provides appropriate restrooms and changing facilities for students and employees on all its campuses.

Definitions

For purposes of this policy, the following definitions apply:

“Changing facility” means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.

“Female” means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.

“Male” means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.

“Restroom” means a room that includes one or more water closets. This term does not include a unisex restroom.

“Sex” means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

“Unisex changing facility” means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.

“Unisex restroom” means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.

“Water closet” means a toilet or urinal.

Restrooms and Changing Facilities

For restrooms, the College maintains a number of restrooms designated for exclusive use by females and males.

For changing facilities, the College maintains a number of changing facilities designated for exclusive use by females and males.

Access to Restrooms and Changing Facilities

A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- A. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22 or a developmental disability as defined in F.S. 393.063.

- B. For law enforcement or governmental regulatory purposes.
- C. For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk.
- D. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use.
- E. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Violations of this Policy (Students)

Any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex of the College facilities and refuses to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel is subject to discipline in accordance with the Student Code of Conduct. Prior to the administration of discipline, the College will follow the investigative procedure outlined in Policy 8420.

Violations of this Policy (Employees)

Instructional personnel or administrative personnel who willfully enter, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of the College's facilities and refuse to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel are subject to disciplinary action up to and including termination in accordance with the College's Employee Standards of Conduct Policy and employee discipline Policies 1210, 2460, and 3210. A second offense of this nature will result in immediate termination. Prior to the administration of discipline, the College will follow the investigative procedure outlined in Policy 8420.

Violations of this Policy (Excluding Students, Administrative Personnel, and Instructional Personnel)

Any person who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a College facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, a faculty member, a safe-school officer, security personnel, or law enforcement personnel commits the offense of trespass as provided in F.S. 810.08.

This paragraph does not apply to College students or College administrative and instructional personnel.

Exceptions to Policy

This policy does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

- A. External biological sex characteristics that are unresolvably ambiguous.
- B. A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

Complaint Notification

Students, administrative personnel, faculty members, and security and law enforcement personnel have the right to file a complaint with the Attorney General alleging that the educational institution failed to meet the minimum requirements for restrooms and changing facilities under s. 553.865(4) and (5), F.S.

Compliance Reporting

The College shall submit documentation to the State Board of Education regarding compliance with F.S. 553.865, as applicable, within one (1) year after being established or, if the facility was established before July 1, 2023, no later than April 1, 2024.

© Neola 2023



October 16, 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: Renewal of Professional Services Contract – Legal Services

Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2023 through October 31, 2024. With this renewal the College is requesting a minimum increase of 5% to the flat rate from the previous rate, increasing the annual flat rate fee from \$210,000 to \$220,500.

Overview and Background

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College, with options for annual renewals for up to five (5) years.

This approval would be the third annual renewal.

Funding/ Financial Implications

The annual cost for these professional services of \$220,500 were included in the College's annual operating budget.

Past Actions by the Board

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College for five (5) years.

Recommended Action

Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.

PROFESSIONAL SERVICES AGREEMENT
FOR
ATTORNEY SERVICES

THIS AGREEMENT for Professional Services entered the 1st day of November, 2020, by and between The DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE COMMUNITY COLLEGE, 444 Appleyard Drive, Tallahassee, Florida, 32304, hereinafter referred to as the “BOARD” and Andrews, Crabtree, Knox & Longfellow, LLP, hereinafter referred to as the “FIRM.” This Agreement shall bind the parties upon its execution by their representatives upon the date of the last signature.

WHEREAS the FIRM is needed to represent the BOARD, to render legal services for the BOARD and to serve as the legal advisor to the BOARD, the President and others in accordance with this Agreement.

WHEREAS, the FIRM has the expertise necessary to perform the duties and responsibilities outlined in the Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - ENGAGEMENT OF THE FIRM

The BOARD agrees to engage the FIRM and the FIRM agrees to perform the services set forth below. The FIRM understands and agrees that all services contracted for are to be performed solely by the FIRM and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE II - SCOPE OF SERVICES

The FIRM agrees under the supervision of the BOARD or its designees to perform certain professional services more particularly described as follows:

- A. Represent the BOARD in legal matters pertaining to the Tallahassee Community College, hereinafter called the COLLEGE, with respect to preparation and execution of contracts, purchase orders, administrative and personnel matters, real estate transactions, litigation and other legal matters of COLLEGE employees relating to their employment by the COLLEGE. The FIRM shall attend and provide counsel to the BOARD at Board meetings and other conferences called by the BOARD. The FIRM shall be available at all times for consultation with the BOARD, its Chairman and the President and delegated members of the Administrative Staff authorized by the BOARD to confer with the FIRM concerning legal affairs of the COLLEGE. The scope of this agreement excludes legal services provided through assignment by the Florida College System Risk Management Consortium or matters related to governmental relations external to the COLLEGE.
- B. Review and analyze BOARD legal files, data, documents, and other materials concerning the above matters and advise on recommended legal course.
- C. Prepare and file pleadings, or motions, or briefs which may be required and represent the BOARD in any related litigation.
- D. Initiate and conduct discovery, including depositions, on behalf of the BOARD and represent the BOARD in discovery initiated by opposing parties.
- E. Represent the BOARD at trial or on appeal.
- F. Attend and participate in meetings, conference calls, field trips, or the like and report on the status of legal matters.

- G. Acquire specialty legal services when necessary with concurrence of College president. Review specialty attorney service contracts, engagement letters, or retainer agreements. Review specialty attorney service invoices and advise College president as to reasonableness and necessity for specialized legal services.

ARTICLE III - COMPENSATION FEES

- A. The BOARD shall be billed in accordance with Exhibit A, the agreed-upon billing rates for partners, of counsel, associates, and paralegals of the FIRM.
- B. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials, and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.
- C. Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.
- D. Premium rates will not be paid for overtime work.

ARTICLE IV - COMPENSATION COSTS

- A. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior written authorization by the COLLEGE Contract Administrator and shall be reimbursed based upon documented charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
- B. Non-routine office overhead expenses such as long-distance telephone calls, long distance facsimile transmissions, long distance courier services, bulk mailing, bulk third-party copying, blueprints, x-rays, photographs, and computer-assisted legal

resource services must be justified to the BOARD and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$1,000 per month, written approval from the BOARD's Contract Administrator must be obtained by the FIRM, prior to the expenditure of funds. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.

- C. The FIRM shall only bill the BOARD for the proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is also applicable to other clients.
- D. Exceptional non-routine office overhead expenses must be expressly defined in the Agreement or in an Amended Agreement and approved by the Board before being incurred.
- E. The FIRM shall notify the BOARD contract administrator when costs reach \$5,000.00 per month. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

ARTICLE V - FORMAT FOR INVOICES

Each statement for fees and costs shall be submitted after the services have been rendered, in a format that includes, at a minimum, the following information:

- A. Case name and number, if applicable, or other legal matter reference.
- B. Invoice number for the particular bill.
- C. FIRM taxpayer identification number.
- D. Inclusive dates of the month covered by the invoice.
- E. Itemization of the date; hours billed (if hourly); a concise, meaningful description

of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the FIRM performed work; their hourly rate (if hourly) as specified in Exhibit A, and any billing rate that is for some reason different from the one furnished in Exhibit A. If billing is based on other than an hourly rate, the basis for the billing must be explained in this section.

- F. A listing of all invoiced costs to be reimbursed pursuant to Article IV - COMPENSATION COSTS section. Invoiced costs must be accompanied by copies of actual receipts.
- G. The total of only the current bill. Prior balances or payment history should be shown separately, if at all.
- H. A certification statement, signed by the FIRM's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD."
- I. Any other information as may be requested by the BOARD's Contract Administrator.

ARTICLE VI - ADMINISTRATION OF AGREEMENT

- A. The BOARD Contract Administrator is the College Vice President for Administrative Services / Chief Business Officer.
- B. The FIRM Contract Administrator is J. Craig Knox.
- C. All written approvals referenced in this Agreement must be obtained from the parties' Contract Administrators or their designees.

- D. This contract shall be governed by and construed under the laws of the State of Florida and, where applicable, the provisions of Chapter 2-37, Florida Administrative Code.
- E. All notices must be given to the parties' Contract Administrator.

ARTICLE VII - STATUS REPORTING

- A. The FIRM shall provide the President with a monthly status report of current administrative actions and litigation involving TCC;
- B. The FIRM will provide immediate notice by e-mail or facsimile transmission and telephone regarding significant legal developments that will likely result in media inquiries.

ARTICLE VIII - OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the FIRM shall use existing College Agreements, when available and cost effective, to acquire services (e.g., computer assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

ARTICLE IX - PUBLIC RECORDS

All documents prepared pursuant to this Agreement that constitute attorney work product, as defined in Section 119.07(1)(1), Fla. Stat., shall be marked with a notice stating that the information contained in that document is exempt from disclosure for a period of time in accordance with the Public Records Law.

ARTICLE X - SPECIAL CONDITIONS

- A. The FIRM will make affirmative efforts to achieve cost effectiveness by consolidating court hearing, limiting travel, streamlining case processing, using

printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.

- B. Multiple staffing at meetings, hearings, depositions, trials, etc., by the FIRM will not be compensated unless prior written approval from the BOARD's Contract Administrator has been obtained.
- C. The FIRM agrees that all documents shall be promptly returned at the termination of the FIRM's involvement in the case or matter at hand.
- D. All documents intended to be provided to third parties or college employees filed with a court or agency must be sent to the BOARD's Contract Administrator with enough lead time to allow for meaningful review, unless waived by the BOARD's Contract Administrator. Copies of final or as-filed documents should also be sent to the BOARD's Contract Administrator.
- E. All discovery, including depositions, document production, etc., shall be coordinated by the BOARD's Contract Administrator and the FIRM's Contract Administrator to avoid needless duplication of efforts.
- F. All documents prepared pursuant to this Agreement are subject to Florida's Public Records Law. Refusal of the FIRM to allow public access to such records as required by such law shall constitute grounds for unilateral cancellation of this Agreement. Documents prepared for litigation or in anticipation of litigation, including administrative actions, shall not be subject to public access until the action is concluded.

ARTICLE XI - TERM OF CONTRACT

- A. The initial contract shall begin upon execution and shall be effective through

October 31, 2021. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.

- B. If this Agreement is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the FIRM under this Agreement shall be made available to and for the exclusive use of the BOARD.

ARTICLE XII - AMENDMENTS

Either party may, from time to time, request changes under this Agreement. Such changes which are mutually agreed upon shall be incorporated in written amendments to this Agreement.

ARTICLE XIII - ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire Agreement of the parties and is not intended to create any third party beneficiaries. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations or Agreements on this subject.

ARTICLE XIV - INDEPENDENT FIRM

The FIRM is an independent contractor consistent with the Rules of Professional Conduct, and is not an employee or agent of the BOARD. Nothing in this agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the BOARD and the FIRM, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE XV - LIABILITY

The BOARD shall not assume any liability for the acts, omissions, or negligence of the FIRM, its agents, servants, and employees.

The firm shall maintain, during the period of this Agreement, a professional liability insurance policy for the professional services to be rendered.

ARTICLE XVI - NON-DISCRIMINATION

The FIRM shall comply with all federal, state, and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, disability, or national origin in the performance of work.

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates of their signatures.

**THE DISTRICT BOARD OF TRUSTEES
TALLAHASSEE COMMUNITY COLLEGE**

ATTEST:

By:

Jonathan Kilpatrick
Board Chair

Date: _____

FIRM

ATTEST:

By: _____

J. Craig Knox

Date: _____

EXHIBIT A - FEE SCHEDULE

Billing Schedule:

Effective November 1st, 2023, an annual flat fee is to be paid in equal monthly installments. The firm proposes to do the College community's legal work for the fee of \$220,500 per year, plus reasonable expenses.

The above listed schedule of rates is guaranteed through the duration of this Agreement. Adjustment by the parties shall be documented in writing by amendment to the Agreement.



October 16, 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: Guaranteed Maximum Price – TCC Control Room & Restroom Additions Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Control Room & Restroom Additions Project.

Overview and Background

This project includes demolition of an existing restroom and the construction of additions to the Central Utility Plant (CUP) Building#28. Construction area totals approximately 900 square feet which will include: new Control Room and new Restrooms, as well as low voltage/ IT / AV infrastructure. Modifications to existing mechanical systems will be limited to areas impacted by the renovation. The building will remain occupied during construction. Project is located on TCC's Main Campus (Site 1), at 444 Appleyard Drive in Tallahassee, Florida.

The requirements for the GMP solicitation process were reviewed and completed by RAM Construction & Development. The bid specifications were approved by TCC and RAM Construction & Development and released to the public on August 6, 2023 and September 10, 2023. Proposals from sub-contractors were opened on August 29, 2023 and September 14, 2023 respectively and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the construction of the TCC Control Room & Restroom Additions Project is \$791,906.75 with supporting documents attached.

Funding/ Financial Implications

The GMP for this project is \$791,906.75. This construction contract will be funded by State and Local College funds.

Past Actions by the Board

The Board approved the Construction Manager at Risk (CMAR) selection for this project at the June 20, 2023 BOT meeting.

Recommended Action

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, for the TCC Control Room & Restroom Additions Project.



Guaranteed Maximum Price (GMP) Proposal

Prepared For:
Tallahassee Community College

Project:
**Tallahassee Community College
CUP Automated Controls Addition**

Prepared By:
RAM Construction and Development, LLC
20 Ram Blvd
Midway, Florida 32343

September 25, 2023



PROJECT DESCRIPTION:

TCC CUP Addition

DIVISIONAL RECAP			
DIVISION - 1 GENERAL CONDITIONS / ON-SITE SUPERVISION		\$	119,978.65
DIVISION - 2 SITEWORK			
	Demolition & Abatement	\$	18,700.00
	Sitework	\$	7,500.00
DIVISION - 3 CONCRETE		\$	26,777.00
DIVISION - 4 MASONRY		\$	49,190.00
DIVISION - 5 METALS		\$	81,881.00
DIVISION - 6 CASEWORK & TRIM		\$	3,800.00
DIVISION - 7 MOISTURE PROTECTION		\$	79,082.75
DIVISION - 8 DOORS & WINDOWS			
	Doors	\$	11,980.00
	Windows	\$	-
DIVISION - 9 FINISHES			
	Flooring	\$	4,305.00
	Painting	\$	5,145.00
	Drywall	\$	80,500.00
	Ceilings & Wall Panels	\$	-
DIVISION - 10 SPECIALTIES		\$	4,190.00
DIVISION - 11 EQUIPMENT		\$	-
DIVISION - 12 FURNISHINGS		\$	-
DIVISION - 13 SPECIAL CONSTRUCTION		\$	-
DIVISION - 14 CONVEYING SYSTEMS		\$	-
DIVISION - 15 MECHANICAL/PLUMBING			
	Fire protection & related accessories	\$	-
	Plumbing	\$	44,870.00
	HVAC	\$	75,756.00
DIVISION - 16 ELECTRICAL		\$	61,777.00
SUBTOTAL (COST OF WORK)		\$	675,432.40
		Percentage Applied	
	PRE-CONSTRUCTION PHASE FEE	\$	3,780.00
	CONTINGENCY	8.00%	\$ 54,034.59
	CONSTRUCTION FEE (OH & P - DMS FEE		
	CURVE COMPLEXITY "C")	8.00%	\$ 58,659.76
GMP TOTAL		\$	791,906.75

<p>ALTERNATE #1: Provide a price to change the roof insulation in lieu of spray foam to be rigid polyisocyanurate insulation above the structural roof deck (minimum R-25ci; Insulation entirely above roof deck meeting requirement from FBC ECC 402.1.3, climate zone 2).</p> <p>ALTERNATE #2: Provide a price to change the wall insulation in lieu of spray foam to be fiberglass batt insulation in the stud cavity (minimum R-13; Metal framed wall meeting requirement from FBC ECC 402.1.3, climate zone 2).</p>	<p>Deduct</p> <p>Deduct</p>	<p>None</p> <p>\$ (3,800.00)</p>
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October 16, 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: Final Payment / Retention Release – TCC COVID Air Quality Upgrades
Contract – Siemens Project#44OP-315765

Item Description

This item requests approval from the District Board of Trustees for the attached Final Payment / Retention Release Invoice#5331026485, for the TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765. This project is located on TCC's Site 1 - Main Campus and includes 26 buildings.

Overview and Background

In accordance with *TCC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor/Vendor for Construction Projects* and the *State Requirements for Educational Facilities (SREF) Chapter 4 Section 3*. The Contractor/Vendor for this project, Siemens Industry, Inc., has completed all required close-out documents, inspections and has confirmed the upgrades are approved, operational and complete.

Funding/ Financial Implications

This contract was funded by Federal HEERF II & ARP Institutional Grant (GR0001375). The project is complete and Final payment/Retention release to the vendor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Contract for this project at the June 21, 2021, District Board of Trustees meeting.

Recommended Action

Approve the attached Retention Invoice#5331026485 and approved Inspection reports, authorizing final payment to vendor, Siemens Industry, Inc., for the TCC COVID Air Quality Upgrades Contract – Siemens Project#44OP-315765.

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building LB-30

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____
Signature: _____
Title: _____
Date: _____

Siemens Industry, Inc., Building Technologies
Division _____
Tina Shivers
Signature: _____
Title: Project Manager
Date: _____

Exception List Attached No Yes

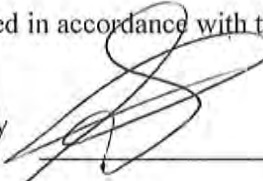
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building LC-30

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____




This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-25 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

	LC-30	
	1	2
AHU-s		
Panel Upgrade(see scope items)	Dec	Dec
Needle Pt. (see scope items) IP Devices	Jan	Jan
AS-Builts Provided		
DVO		
Load firmware/program	Dec	Dec
DVO Device-QFM 2101	Dec	Dec
Configuration file (pts, baonet server)	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul
Implement PPCL	Dec	Dec
Implement Graphics	Dec	Dec
AHU Install	N/A	N/A

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building WD-38

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____

[Signature]

[Signature]

[Signature]

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 6-22-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	WD-38			
	1	2	3	4
Panel Upgrade(see scope items)	Mar	Mar	Mar	Mar
Needle Pt. (see scope items) IP Devices	Mar	Mar	Mar	Mar
AS-Builts Provided				
DVO				
Load firmware/program	Mar	Mar	Mar	Mar
DVO Device-QFM 2101	Mar	Mar	Mar	Mar
Configuration file (pts, baonet server)	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul	23-Jul	23-Jul
Implement PPCL	Mar	Mar	Mar	Mar
Implement Graphics	Mar	Mar	Mar	Mar
AHU Install	N/A	N/A	N/A	N/A

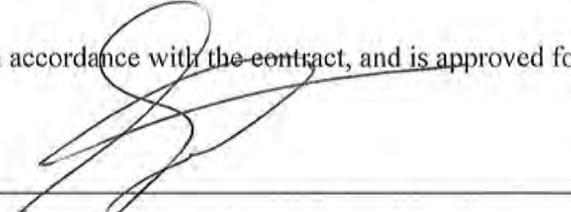
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building HSS-39

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	HSS-39			
	1	2	3	4
Panel Upgrade(see scope items)	Apr	Apr	Apr	Apr
Needle Pt. (see scope items) IP Devices	Mar	Mar	Mar	Mar
AS-Builts Provided				
DVO				
Load firmware/program	Apr	Apr	Apr	Apr
DVO Device-QFM 2101	Apr	Apr	Apr	Apr
Configuration file (pts, bacnet server)	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul	23-Jul	23-Jul
Implement PPCL	Apr	Apr	Apr	Apr
Implement Graphics	Apr	Apr	Apr	Apr
AHU Install	N/A	N/A	N/A	N/A

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building CT-41

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____
Signature: _____
Title: _____
Date: _____

Siemens Industry, Inc., Building Technologies
Division _____
Tina Shivers
Signature: _____
Title: Project Manager
Date: _____

Exception List Attached No Yes

AHU-s	CT-41			
	1	2	3	4
Panel Upgrade(see scope items)	May	May	May	May
Needle Pt. (see scope items) IP Devices	Mar	Mar	Mar	Mar
AS-Builts Provided				
DVO				
Load firmware/program	May	May	May	May
DVO Device-QFM 2101	May	May	May	May
Configuration file (pts, baonet server)	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul	23-Jul	23-Jul
Implement PPCL	May	May	May	May
Implement Graphics	May	May	May	May
AHU Install	N/A	N/A	N/A	N/A

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building SU-35

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____
Signature: _____
Title: _____
Date: _____


Siemens Industry, Inc., Building Technologies
Division _____
Tina Shivers
Signature: _____
Title: Project Manager
Date: _____

Exception List Attached No Yes

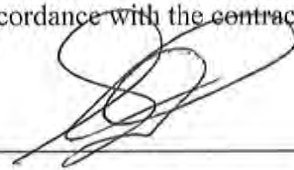
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building TPPS-11

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____
Signature: _____
Title: _____
Date: _____

Siemens Industry, Inc., Building Technologies
Division _____
Tina Shivers
Signature: _____
Title: Project Manager
Date: _____

Exception List Attached No Yes

AHU-s	TPPS-11			
	1	2	3	4
Panel Upgrade(see scope items)	Aug	Aug	Aug	Aug
Needle Pt. (see scope items) IP Devices	Aug	Aug	Aug	Aug
AS-Builts Provided				
DVO				
Load firmware/program	Aug	Aug	Aug	Aug
DVO Device-QFM 2101	Aug	Aug	Aug	Aug
Configuration file (pts, baonet server)	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul	23-Jul	23-Jul
Implement PPCL	Aug	Aug	Aug	Aug
Implement Graphics	Aug	Aug	Aug	Aug
AHU Install	N/A	N/A	N/A	N/A

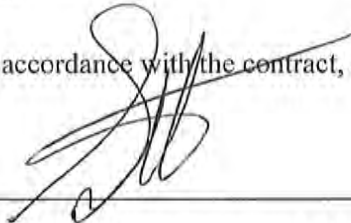
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building DH-06

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 6-22-22 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	DH-06			
	1	2	3	4
Panel Upgrade(see scope items)	Aug	Aug	Aug	Aug
Needle Pt. (see scope items) IP Devices	Aug	Aug	Aug	Aug
AS-Builts Provided				
DVO				
Load firmware/program	Aug	Aug	Aug	Aug
DVO Device-QFM 2101	Aug	Aug	Aug	Aug
Configuration file (pts, bacnet server)	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)	23-Jul	23-Jul		23-Jul
Implement PPCL	Aug	Aug	Aug	Aug
Implement Graphics	Aug	Aug	Aug	Aug
AHU Install	N/A	N/A	N/A	N/A

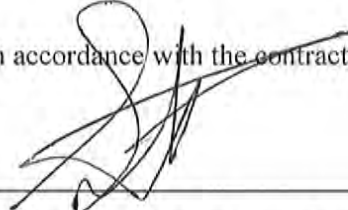
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building AC-08

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-22 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	AC-08					
	1.1	1.2	2.1	2.2	3.1	3.2
Panel Upgrade(see scope items)	Aug-36	Aug-36	Aug	Aug	Aug	Aug
Needle Pt. (see scope items) IP Devices	Aug	Aug	Aug	Aug	Aug	Aug
AS-Builts Provided						
DVO						
Load firmware/program	Aug	Aug	Aug	Aug	Aug	Aug
DVO Device-QFM 2101	Aug	Aug	Aug	Aug	Aug	Aug
Configuration file (pts, baonet server)	23-Mar	23-Mar	23-Mar	23-Mar	23-Mar	23-Mar
Is DVO on (Vigilent)		23-Jul	23-Jul	23-Jul	23-Jul	
Implement PPCL	Aug	Aug	Aug	Aug	Aug	Aug
Implement Graphics	Aug	Aug	Aug	Aug	Aug	Aug
AHU Install	N/A	N/A	N/A	N/A	N/A	N/A

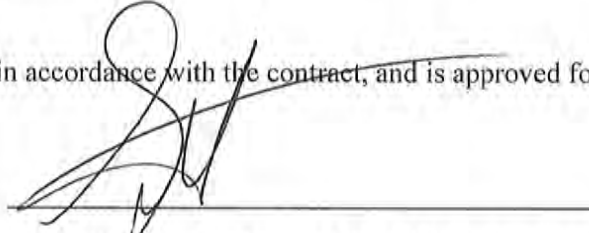
System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building SM-18

Panel Upgrade (if Applicable) _____
Needle Point _____
DVO _____



This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 8-22-23 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	FPSI-ADM			FPSI-DT	FPSI-CLSRM			FPSI-CC			FPSI-RG
	1	2	3	1	1	2	3	1	2	3	1
Panel Upgrade(see scope items)	Oct	Oct	Oct	Nov	Nov	Nov	Nov	Oct	Oct	Oct	N/A
Needle Pt. (see scope items) IP Devices	Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept
AS-Builts Provided											
DVO											
Load firmware/program	Sept	Sept	Sept	Sept	Sept	Sept	Sept	N/A	N/A	N/A	N/A
DVO Device-QFM 2101	Sept	Sept	Sept	Sept	Sept	Sept	Sept	N/A	N/A	N/A	N/A
Configuration file (pts, baonet server)	23-Mar	23-Mar	23-Mar	23-Mar	23-Mar	23-Mar	23-Mar	N/A	N/A	N/A	N/A
Is DVO on (Vigilent)	23-Jul	23-Jul	23-Jul		23-Jul	23-Jul	23-Jul	N/A	N/A	N/A	N/A
Implement PPCL	Sept	Sept	Sept	Sept	Sept	Sept	Sept	N/A	N/A	N/A	N/A
Implement Graphics	Sept	Sept	Sept	Sept	Sept	Sept	Sept	N/A	N/A	N/A	N/A
AHU Install	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

[Handwritten Signature]
8-22-23

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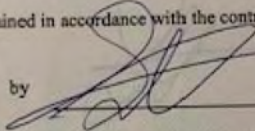
Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building 9

Panel Upgrade (if Applicable) 5
Needle Point (if Applicable) 5
DVO (if Applicable) _____
New AHU Installation (If Applicable) none

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by 

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

AHU-s	CB-09	
	1	2
Panel Upgrade (see scope items)	Feb	Feb
Needle Pt. (see scope items) IP Devices	Feb	Feb
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Builts Provided		
DVO (27,30,35,38,39,41)		
Load firmware/program	N/A	N/A
DVO Device-QFM 2101	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A
Implement PPCL	N/A	N/A
Implement Graphics	N/A	N/A
AHU Install	N/A	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building ~~JPN-4~~ A103

Panel Upgrade (if Applicable) 0
Needle Point (if Applicable) 0
DVO (if Applicable) _____
New AHU Installation (If Applicable) 1 New 02

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No

Yes

	AP-03	
AHU-s	1	2
Panel Upgrade (see scope items)	Apr	Aug
Needle Pt. (see scope items) IP Devices	Apr	June
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Builts Provided		
DVO (27,30,35,38,39,41)		
Load firmware/program	N/A	N/A
DVO Device-QFM 2101	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A
Implement PPCL	N/A	N/A
Implement Graphics	N/A	N/A
AHU Install		N/A
Demo'd	Apr	N/A
Installed	Apr	N/A
Insulation repaired	Apr	N/A
Controls installed	Apr	N/A
Checkout & P2P	May	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building CH-05

Panel Upgrade (if Applicable) _____
Needle Point (if Applicable) _____
DVO (if Applicable) _____
New AHU Installation (If Applicable) 4 New AHU (C)

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

AHU-s	CH-05			
	1	2	3	4
Panel Upgrade (see scope items)	Apr	June	Mar	N/A
Needle Pt. (see scope items) IP Devices	Apr	June	Mar	Apr
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Builts Provided				
DVO (27,30,35,38,39,41)				
Load firmware/program	N/A	N/A	N/A	N/A
DVO Device-QFM 2101	N/A	N/A	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A	N/A	N/A
Implement PPCL	N/A	N/A	N/A	N/A
Implement Graphics	N/A	N/A	N/A	N/A
AHU Install				
Demo'd	Mar	May	Mar	Apr
Installed	Mar	May	Mar	Apr
Insulation repaired	Apr	June	Mar	Apr
Controls installed	Apr	June	Mar	Apr
Checkout & P2P	Apr	June	Apr	May

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building EN-01

Panel Upgrade (if Applicable)
Needle Point (if Applicable)
DVO (if Applicable)
New AHU Installation (If Applicable) 2 New (SO) / Needle pt

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

	EN-01	EN-02	EN-03
	EN-01		
AHU-s	1	2	3
Panel Upgrade (see scope items)	June	Apr	N/A
Needle Pt. (see scope items) IP Devices	June	Apr	May
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Builts Provided			
DVO (27,30,35,38,39,41)			
Load firmware/program	N/A	N/A	N/A
DVO Device-QFM 2101 Configuration file (pts, bacnet server)	N/A	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A	N/A
Implement PPCL	N/A	N/A	N/A
Implement Graphics	N/A	N/A	N/A
AHU Install			N/A
Demo'd	May	Mar	N/A
Installed	May	Apr	N/A
Insulation repaired	May	Apr	N/A
Controls installed	May	Apr	N/A
Checkout & P2P	June	Apr	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building ~~10001~~ ML1704

Panel Upgrade (if Applicable) 2 Panels (S)
Needle Point (if Applicable) (S)
DVO (if Applicable) _____
New AHU Installation (if Applicable) None

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	MLH-04	
	1	2
Panel Upgrade(see scope items)	Aug	Aug
Needle Pt. (see scope items) IP Devices	Aug	Aug
AS-Builts Provided		
DVO		
Load firmware/program	N/A	N/A
DVO Device-QFM 2101	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A
Implement PPCL	N/A	N/A
Implement Graphics	N/A	N/A
	N/A	N/A
AHU Install	N/A	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building SMA-02

Panel Upgrade (if Applicable) Panel @
Needle Point (if Applicable) @
DVO (if Applicable) _____
New AHU Installation (If Applicable) None

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	SMA-02		
	2	3	4
Panel Upgrade(see scope items)	N/A	N/A	Aug
Needle Pt. (see scope items) IP Devices	Aug	Aug	Aug
AS-Builts Provided			
DVO			
Load firmware/program	N/A	N/A	N/A
DVO Device-QFM 2101	N/A	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A	N/A
Is DVO on (Vigilent)	N/A	N/A	N/A
Implement PPCL	N/A	N/A	N/A
Implement Graphics	N/A	N/A	N/A
	N/A	N/A	N/A
AHU Install	N/A	N/A	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building TPPN-11

Panel Upgrade (if Applicable) _____
Needle Point (if Applicable) _____
DVO (if Applicable) _____
New AHU Installation (If Applicable) 1 New

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-18-23 by _____

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division: _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	TPPN-11	
	1	2
Panel Upgrade (see scope items)	May	N/A
Needle Pt. (see scope items) IP Devices	May	June
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Builts Provided		
DVO (27,30,35,38,39,41)		
Load firmware/program	N/A	N/A
DVO Device-QFM 2101	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A
Is DVO on (vigilent)	N/A	N/A
Implement PPCL	N/A	N/A
Implement Graphics	N/A	N/A
AHU Install		N/A
Demo'd	May	N/A
Installed	May	N/A
Insulation repaired	May	N/A
Controls installed	May	N/A
Checkout & P2P	May	N/A

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Siemens Industry, Inc
Building Technologies

System Acceptance Sign-Off Sheet

Project Name: TCC Air Quality Improvements
Project Number: 44op-315765 Building UC-19

Panel Upgrade (if Applicable) None
Needle Point (if Applicable) GD
DVO (if Applicable) _____
New AHU Installation (If Applicable) None

This system has been fully demonstrated and explained in accordance with the contract, and is approved for acceptance by the Customer's Representative on

Date: 1-16-03 by [Signature]

This system is accepted with the full knowledge that the installation must undergo a token debugging period, and the understanding that all items (if any) on the following list will be corrected in a timely manner from the above date. I accept this system with exceptions (if any) as noted by the following detailed list.

Customer: _____

Signature: _____

Title: _____

Date: _____

Siemens Industry, Inc., Building Technologies

Division _____

Tina Shivers

Signature: _____

Title: Project Manager

Date: _____

Exception List Attached No Yes

Siemens Industry, Inc.

113 Progress Drive
Tallahassee, FL 32304

Phone (850) 504-0344

AHU-s	UC-19	
	1	2
Panel Upgrade (see scope items)	N/A	N/A
Needle Pt. (see scope items) IP Devices	Aug	Aug
Redlines (comm tool, graphics screenshot, P2P, SOO) -To Engineer AS-Built Provided		
DVO (27,30,35,38,39,41)		
Load firmware/program	N/A	N/A
DVO Device-QFM 2101	N/A	N/A
Configuration file (pts, bacnet server)	N/A	N/A
Is DVO on (vigilent)	N/A	N/A
Implement PPCL	N/A	N/A
Implement Graphics	N/A	N/A
	N/A	N/A
AHU Install	N/A	N/A