



September 18, 2023

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, September 18, 2023, Board Meeting.

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

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jim Murdaugh". The signature is fluid and cursive.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, September 18, 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. August 2023 Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the

Chair. This action item will be considered in the regular order of business as an individual action item.

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

2. Attorney Invoice – Bryant Miller Olive (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.

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

Administrative Services

8. Fund Analysis - August
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.
11. Policy Manual Changes
Approve revision of College policies as presented.

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.

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.

14. FY 2023-2024 Carryforward Spending Plan

Approve the FY 2023-2024 Carryforward Spending Plan.

BOARD OF TRUSTEES

15. Strategic Plan

Approve an extension to the strategic plan until December 2024.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

October 16, 2023

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

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Monday, August 21, 2023
Business Meeting and Workshop – 2:30 PM

On August 21, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Eugene Lamb at 2:30 p.m.

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

Absent: None

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Barbara Wills, Anthony Jones, Craig Knox, 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, Angela Long, Trevoris McDaniel, Walt McNeil, Margaret Bowman, Erin Rock, Amy Bradbury, Bret Ingerman, Heather Mitchell, Christen Givens, Wesley Hardin, Shelly Bell, Moseline Augustin, and Al Wynn.

CALL TO ORDER

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

COMMENTS

- i. Board Chair Lamb mentioned it was great to see the return of staff at the Eagles Rise event. He welcomed Shelly Bell to Tallahassee Community College and mentioned he was acquainted with her and her husband for many years.
- ii. Board Members: Vice Chair Kilpatrick complimented Eagles Rise and the Health Care Professions Pinning Ceremony. Trustee Moore echoed the comments of the other trustees about the Eagles Rise. She shared President Murdaugh did a great job while he attended the Tallahassee Chamber's Annual Conference where he spoke on a panel with President Richard McCullough from Florida State University and

President Larry Robinson from Florida Agricultural and Mechanical University. Trustee Ward echoed the sentiments of the other Trustees of the Eagles Rise event. He congratulated Chair Lamb on his award from the Association of Community College Trustees. Trustee Stevens also congratulated Chair Lamb and thanked him for his dedication to education in this state. He mentioned he attended the Health Care Professions Pinning Ceremony. He mentioned that he is very excited that the Charter School has started, and the students are getting a world-class education like the students attending Tallahassee Community College.

- iii. President Jim Murdaugh said the Charter School opened and complimented Jessica Chapman and her team and, Karen Moore as the founder on a remarkable job. It opened with the support of a lot of people on campus who made sure everything was in place so they could launch with a great beginning. He recognized Shelly Bell, the new Vice President of Workforce Development. Her ideas are creative and exciting, and we look forward to her taking us to the next level. He thanked everyone who attended the two press conferences held on campus in August. The first press conference announced a new dual-enrollment partnership with Leon County Schools to feed students into the new bachelor's degrees in elementary Ed and ESE. The second press conference announced a \$150,000 gift from Loyalty Credit Union for the Heroes in Public Safety Program. He congratulated Chair Lamb, who was awarded the 2023 Southern Region Trustee Leadership Award from the Association of Community College of Trustees, and shared that he will now compete for the National award. President Murdaugh thanked the trustees who attended the Eagles Rise event. He mentioned in a recent Florida Trend article that The Moore Agency was one of the Best Companies to work for in Florida, which makes fourteen consecutive years with this honor, and added that Trustee Moore has visited one hundred countries and only 1% of the world population has achieved this distinction. He congratulated Al Wynn, who was recently appointed to chair the U.S. Department of Agriculture Natural Resources Conservation Service State Technical Subcommittee on Oyster Restoration and Aquaculture.

APPROVAL OF MINUTES

1. June 2023 Minutes
Approve minutes as presented.
MOTION: Trustee Stevens **SECOND:** Trustee Moore
Motion passed unanimously.

BOARD OF TRUSTEES

2. The District Board of Trustees 2023 Board Self-Evaluation Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2023 Board Self-Evaluation as presented.

MOTION: Vice Chair Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.

3. Election of Officers
Trustee Messersmith made a motion that Vice Chair Kilpatrick and Trustee Moore be elected to the positions of Chair and Vice Chair, respectively, of the District Board of Trustees, Tallahassee Community College.

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

INFORMATION AND NEWS ITEMS

VP Candice Grause shared recent media coverage which included two different mentions of congratulations to our Tallahassee Engaged in Meaningful Productivity of Opportunity (TEMPO) graduates who came through our adult education program, new Softball Head Coach Brynn Baca and a feature on Janet Hartman becoming the first female to lead the Florida Public Safety Institute. There was coverage of Shelly Bell becoming our new Vice President of Workforce Development, a wonderful story of our amazing Dental Hygiene Program and the services that they provide to our community. A piece in the Tallahassee Democrat about the Tallahassee Collegiate Academy. Two great pieces about our partnership with Leon County Schools. There were three different stories on Trustee Lamb and his Association of Community College Trustees award. A lot of coverage, including a national level with Community College Daily for our rebrand. And Dr. Murdaugh on the panel for higher education during the Tallahassee Chamber of Commerce annual conference.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Mitchell introduced two donors. Tazumi and Scott Searce who are donating \$12,500 for scholarships for nursing students at TCC and Leon County Sheriff Walt McNeil, who donated \$20,000 for a Chevrolet Tahoe for the TCC Police Department.

NEW BUSINESS

None

Approval of Consent Agenda

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4. Attorney Invoice – Bryant Miller Olive (June 2023)
Authorize payment of invoices as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. 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 Stevens
Motion passed unanimously.

TCC Foundation

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

Academic Affairs

8. Amendment to Lab Fee for 2023-2024
Approve the fee amendment.

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

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

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

Administrative Services

10. Fund Analysis - July 2023
Presented as an information item only.

11. Construction Status Report
Presented as an information item only.

12. Architect Invoices
Authorize payment of architectural invoices as presented.

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

13. Tuition and Fee Waiver – Persons over 60 Years of Age
Authorize the College to create and utilize a tuition and fee waiver for persons over 60 years of age.

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

14. Tuition and Fee Waiver – Out-of-State Fees for Intercollegiate Student Athletes
Authorize the College to create and utilize a tuition and fee waiver for the out-of-state fees for intercollegiate student athletes.

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

15. RFQ 2023-08 Award Recommendation
Approve the recommended construction manager at risk, Allstate Construction, Inc., for the TCC Dental Hygiene Simulation Lab project.

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

PUBLIC COMMENT

None

WORKSHOP

VP Grause – Rebranding

PRESIDENT’S REPORT

- The campus will close for the Labor Day holiday, September 4.
- Hunger Summit organized by Second Harvest, August 31.

NEXT MEETING DATE

September 18, 2023

Location: **Main Campus-Hinson Building**

ADJOURNMENT

Chair Kilpatrick called for adjournment at 3:54 p.m.

Jonathan Kilpatrick
Chair

Jim Murdaugh, Ph.D.
President



September 18, 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 (July 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 \$425.00 for July 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: August 10, 2023
 Invoice No. 81389
 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	
07/05/2023	DMH	Review emails	0.10	
07/13/2023	DMH	Prepare for and attend bargaining session	1.50	
07/18/2023	DMH	Draft email to opposing counsel	0.10	
Current Services			1.70	\$425.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.70	\$250.00	\$425.00

Payments

07/20/2023	Payment	ACH rec'd 7/20/23 Invoice 80834	517.50
			517.50

Total Current Work	\$425.00
Previous Balance Due	\$375.00
Balance Due	\$800.00

Tallahassee Community College

Invoice Date: August 10, 2023
Invoice No. 81389
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

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

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



September 18, 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: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education – Support for Implementation of K – 12 Scholarships Program - Amendment 1

This amendment extended the award period to 10/31/2023. The award amount remains the same.

Florida Department of Education - Division of Public Schools K-12 Augment Positions - TCC - Amendment 1

This amendment extended the award period to 9/30/2024. The award amount remains the same.

Florida Department of Education – Support for Implementation and Maintenance of The Charter Schools Federal Grant - Administration - Amendment 5

This amendment reallocated funds to allow for stipends for the 2023 CSP request for proposals. The award amount remains the same.

Florida Department of Education – Troops to Teachers - Amendment 8

This amendment reallocated funds from Travel, Materials & Supplies, and Other Professional Fees to Salary & Fringe and extended the award through August 31, 2023. The award amount remains the same.

National Science Foundation - HBCU - RISE 22 - 25 - Amendment 1

The amendment increases the award amount by \$24,520 and extends the period of performance to August 31, 2024. New award amount is \$49,040 with an indirect cost rate of 42%.

Florida Department of Transportation – Florida Teen Traffic Safety Program - Amendment 4

This amendment reallocated funds from Speakers and Presenters to Computer Software and Licenses, Office Supplies, and Travel. The award amount remains the same.

Florida Education Foundation – Florida Civics & Debate Initiative

This award provides funding to support the vision and fulfillment of the mission of the Florida Civics & Debate Initiative. The amount of this award is \$156,088.42, with an indirect cost rate of 5%. The funding period is from date of execution through 6/30/2024.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education – Support for Implementation of K – 12 Scholarships Program

Initial award was approved at the January 2023 Board of Trustees meeting.

Florida Department of Education - Division of Public Schools K-12 Augment Positions - TCC

Initial award was approved at the November 2022 Board of Trustees meeting.

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

Amendment 4 was approved at the October 2022 Board of Trustees meeting.

Florida Department of Education – Troops to Teachers

Amendment 7 was approved at the June 2022 Board of Trustees meeting.

National Science Foundation - HBCU - RISE 22 - 25

Initial award was approved at the January 2022 Board of Trustees meeting.

Florida Department of Transportation – Florida Teen Traffic Safety Program

Amendment 7 was approved at the April 2023 Board of Trustees meeting.

Florida Education Foundation

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$9,952.78.

Recommended Action

Authorize funding for the awards and contracts as presented.



September 18, 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
<i>None to Report</i>			

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Tianna Morey	Student Financial Advisor	Student Financial Services	August 1, 2023
Cayla Cummings	Staff Assistant	Advising	August 14, 2023
Mechelle Henderson	Campus Police Dispatcher	TCC Campus Police	August 14, 2023
Christina Christie	Student Conduct Coordinator	Student Affairs	August 16, 2023
Ray Sherlock	Student Accounts Coordinator	Student Financial Services	August 16, 2023

Original Appointments - Faculty

Name	Position	Department	Effective Date
Yolanda Forman-Payton	Nursing Faculty	Healthcare Professions	August 10, 2023
Tina Thompson	Nursing Faculty	Healthcare Professions	August 10, 2023
Megan Rochford	Nursing Clinical Faculty	Healthcare Professions	August 10, 2023
Natalie Montgomery	Elementary Education Faculty	BS Elementary Education	August 10, 2023
Daniella Azur Petit	Math Faculty	Science and Math	August 10, 2023
Nicole Martin	English Faculty	Communications and Humanities	August 22, 2023

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Dylan Jackson	Staff Assistant	Florida Rebuild/Wakulla Environmental Institute	August 1, 2023
Daniel Martin	Contracts and Grants Coordinator	Sponsored Programs	August 1, 2023
Whitney Johnson	Program Logistics Coordinator	DOC - Vocational Training	August 1, 2023
Michael Wallace	Statewide Regional Coordinator (DJJ)	DJJ Statewide Regional	August 1, 2023
Mary Kate Rearer	Elementary Mathematics Content Specialist	DOE - Test Development Center	August 7, 2023
Dasia Powell	Statewide Regional Coordinator (DJJ)	DJJ Statewide Regional	August 7, 2023
Rebecca Aragon	Program Manager	Traffic Safety Program	August 9, 2023
Dorothy Hurst-Tedrow	Career Development Specialist	Compass 180 DOC - Polk C.I.	August 11, 2023
Kyle Charbonneau	Career Development Specialist	Compass 180 DOC - Okeechobee C.I.	August 21, 2023
Kiana Cogdell	Postsecondary Assessment Specialist	DOE - Postsecondary Assessment	August 21, 2023

Seeking to Hold Political Office Requests (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
Caitlin Williams	Nursing Clinical Faculty	Healthcare Professions	July 31, 2023	Resigned

Gideon Nnaji	Engineering Technology Faculty	Engineering Technology & Manufacturing Faculty	July 31, 2023	Resigned
Jacqueline Power	Special Education Assistant	DOC - South Florida Reception Center	July 31, 2023	Contract Not Renewed/End of Grant
Keller Sheppard	Senior Business Intelligence Analyst	DJJ - Contracted Research	July 31, 2023	Resigned
Kristin Forehand	Special Education Assistant	DOC - Holmes C.I.	July 31, 2023	Contract Not Renewed/End of Grant
Lottie Rembert	Special Education Assistant	DOC - Desoto Annex	July 31, 2023	Contract Not Renewed/End of Grant
Lynn Fitzpatrick Sleeth	Nursing Faculty	Healthcare Professions	July 31, 2023	Resigned
Maxine Smith	Special Education Assistant	DOC - Central Florida Reception Center	July 31, 2023	Contract Not Renewed/End of Grant
Sharisse Turner	Dean, Transitional Studies	Academic Affairs	July 31, 2023	Retired
Julie Desir	Career Navigator, Project Anchor	DJJ - Project Anchor	August 1, 2023	Resigned
Kenneth Frederickson	Production Coordinator	Communications and Humanities	August 2, 2023	Resigned
Gabrielle Mulligan	Career Development Specialist	Compass 180 DOC - Sumter C.I.	August 3, 2023	Resigned
Elizabeth Pulliam	Biology Associate Professor	Science and Math	August 9, 2023	Retired
James Marujo	Career and Academic Advisor	Advising	August 10, 2023	Resigned
Jennifer Robinson	Humanities Faculty	Humanities Faculty	August 10, 2023	Resigned
Benjamin Glass	Maintenance Technician I	Facilities	August 11, 2023	Resigned
David "Greg" Eastman	Facilities Maintenance Superintendent	FPSI - Facilities	August 11, 2023	Resigned
Deidre Dume	Admissions Navigator	Admissions and Records and Records	August 11, 2023	Resigned
Gina L Henderson	Developmental Writing Faculty	Communications and Humanities	August 11, 2023	Resigned
Ta'Niyah Brown	Call Center Representative	Call Center	August 18, 2023	Resigned
Annabella Wells	Call Center Representative	Call Center	August 24, 2023	Resigned
Taylor Johnson	Coordinator, Student Life and Leadership	Student Access Services	August 25, 2023	Resigned
Terrance Lamar Roulhac	College Success Coach	Talent Search	August 25, 2023	Resigned
Gabriela Santos	Staff Assistant	BIT Office Management	August 28, 2023	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Patrick McDermott	College Success Faculty	Social Science	Self Employed	Santa Claus
Patrick McDermott	College Success Faculty	Social Science	Southern New Hampshire University	HR Consultant & Adjunct Faculty
Sheri Rowland	Vice President for Student Affairs	Student Affairs	Achieving the Dream	ATD Coach
Troy Mahler	College Registrar	Admissions and Records	Travel by Troy	Independent Travel Agent
Matthew Frick	Custodian	Facilities	Bealls	Sales Associate
Amy Bradbury	Director, Sponsored Programs & Financial Services	Sponsored Programs	Self Employed	Consultant/Contractor

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
Abi Mustapha	Program Coordinator	Student Support Services	August 1, 2023	Student Accessibility Advisor
Correy Figueroa	Intramural Coordinator and Assistant Coach	Athletics - Men's Basketball	August 1, 2023	Professional Service Contract
DeJa Jeffery	Intramural Coordinator and Assistant Coach	Athletics - Women's Basketball	August 1, 2023	Professional Service Contract
Derrick Young	HVAC Program Specialist	Advanced Manufacturing	August 1, 2023	Call Center Representative
Jarrett Clifton	Baseball Assistant Coach	Athletics - Baseball	August 1, 2023	Professional Service Contract

Miesha Nelson	Student Financial Advisor	Student Financials	August 1, 2023	OPS
Therese Willis	Executive Assistant	FPSI	August 1, 2023	Staff Assistant
Kelly Thayer	Director of Teaching and Learning Academy	Associate V.P., Academic Affairs	August 7, 2023	English Faculty
Chris Chamberlin	Math Faculty	Science and Math	August 10, 2023	Adjunct
Jessica Barfield	Elementary Education Faculty	BS Elementary Education	August 10, 2023	Adjunct
Jessica Jones	Associate Dean	Business, Industry and Technology	August 10, 2023	Computer Programming Faculty
Joshua Peebles	EMS/Paramedic Faculty	Healthcare Professions	August 10, 2023	Adjunct
Kelsie Parker	English Faculty	English Faculty	August 10, 2023	Adjunct
Krista Hellmann	College Success Faculty	Social Science	August 10, 2023	Adjunct
Matt Schnippert	Chemistry Faculty	Science and Math	August 10, 2023	Adjunct
Shareese Hardy	Nursing Faculty	Healthcare Professions	August 10, 2023	Adjunct
Wade Henning	Math Faculty	Science and Math	August 10, 2023	Adjunct
Carl Saltzberg	Biological Science Faculty	Science and Math	August 21, 2023	Adjunct
Fredrica Jenkins	Simulation Lab Technician, HCP	Simulation Programs	August 21, 2023	Staff Assistant
Grayson Cox	Psychology Faculty	Social Science	August 21, 2023	Adjunct
Meredith Field	Career and Academic Advisor	Advising	August 21, 2023	OPS
John Nearing	Technology Consultant	Information Technology	August 22, 2023	Event Support Specialist



September 18, 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:

- September 21 – TCC Hall of Fame Induction Banquet, 6:00 – 9:00 p.m., Student Union Ballroom
- October 12 - President's Circle Reception, 5:30 – 7:00 p.m., Announcing Cleaver and Cork Chef, Poco Vino

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

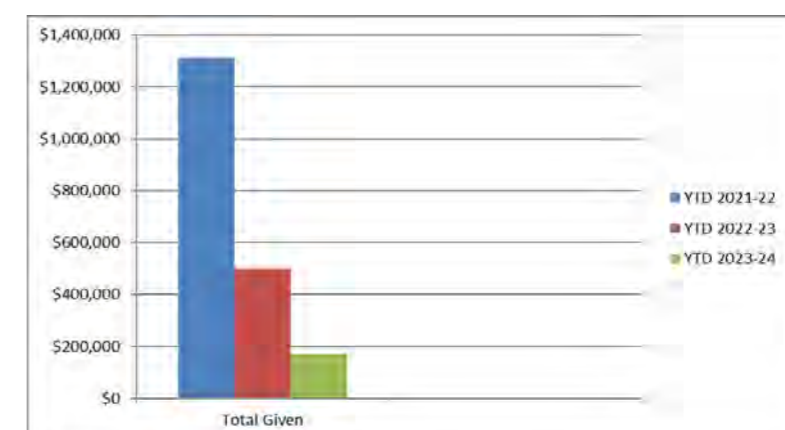
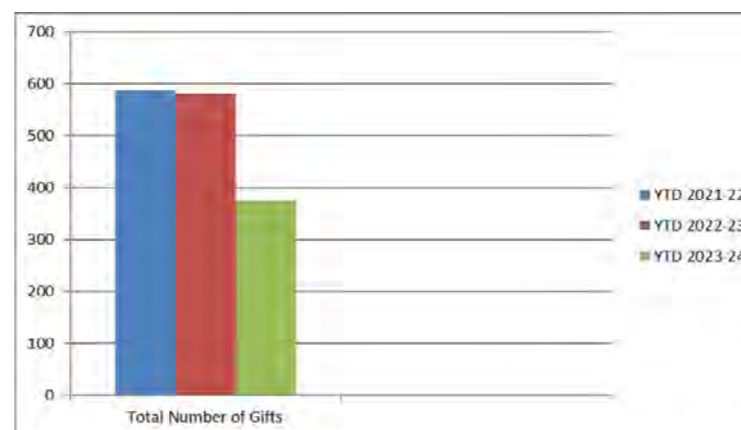
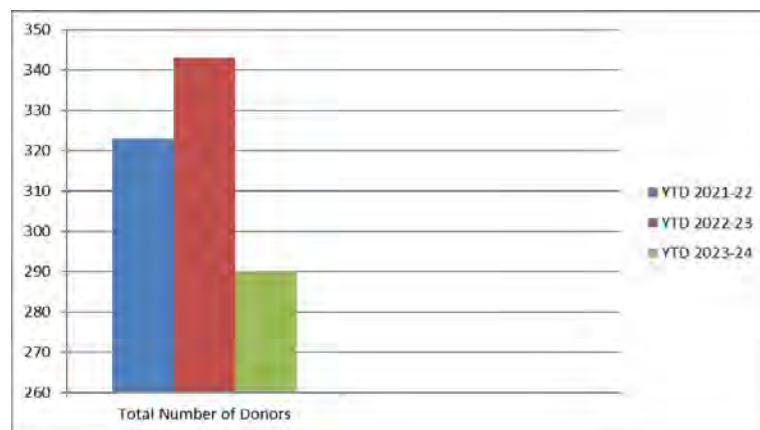
Presented as an information item only.

TCC Foundation - Financial Update FY 23/24 July - August

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Total Received	\$1,313,676	\$500,783
	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

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Total Received for Alumni	\$32,320	\$19,294
	Number of Donors	81	79	74
	Number of Gifts	159	156	117

TCC Foundation		YTD 21/22	YTD 22/23	YTD 23/24
		Cash	\$1,312,853	\$500,783
	Gift in Kind	\$823	\$0	\$905
	Number of Planned Gifts Confirmed	4	5	0
	Total Raised - Pledges Received	\$120,758	\$564,350	\$76,485
	Grants Received			0 grants total \$0
	Grants Applied For			2 grants total \$1,931,250
	Pledges Expected by 6/30/2024			\$339,633





September 18, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Calandra Stringer, Ph.D.
Vice President and Provost

SUBJECT: 2023 FCS College Affordability Report

Item Description

This item presents the 2023 textbook and affordability compliance report.

Overview and Background

The 2022 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks, instructional materials and course syllabi.

According to Florida Statute 1004.085 (8), the Board of Trustees of each Florida College System Institution is required to submit a report to the Chancellor of the Florida College System by September 30th. The report must contain the textbook and instructional materials selection process for general education courses with a wide cost variance. Additionally, the report must contain TCC's compliance with at least 95% of all course section textbook information being posted for students at least 45 days before the first day of class for each term. The report must also contain TCC's compliance with at least 95% of all course section syllabi being posted at least 45 days before each term's first day of class as well as posting the last five academic years for textbook and instructional materials costs.

The attached report summarizes TCC's compliance with textbook affordability, posting of course syllabi, and the publishing of textbooks and instructional materials on the college's website.

TCC met the 45-day textbook posting requirement with 99% of the course sections for Fall 2022 and Spring 2023 being posted by the deadline. This includes sections that fall within the state approved allowable exceptions. To meet the new legislative requirement for the 45-day posting of course section syllabi, TCC purchased a course syllabi repository software system during the Fall 2022 semester and implemented the new system at the beginning of Spring 2023. TCC did not meet the 45-day syllabi posting requirement for Spring 2023.

TCC reports that it was compliant in posting the last five academic years of textbooks and instructional materials costs on its website. The college continues to make gains in lowering the cost of materials for students, including expanding high-enrollment general education courses that utilize OER for all sections.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved the textbook and college affordability compliance report in the past.

Recommended Action

Approve the 2023 Florida College System Affordability Report.

2023 Affordability Report Template

(For Planning Purposes Only)

Institution Contact Information

1. College Name

Tallahassee Community College

2. Contact Information

Name	Anthony Jones
Title	Associate Vice President for Academic Affairs
Email Address	Anthony.jones@tcc.fl.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?

- Yes
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

- Yes
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

5. Did your institution eliminate administrative fees over the prior year?

- Yes
 No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

- Yes

No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

7. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

TCC has a total of 183 laboratory/course fees, of which 32% are being decreased, 48% are unchanged, and 20% are being increased, impacting several thousands of students. There were 2,541 students impacted from eliminated fees. Resulting in a fee reduction of \$1,248.00 and an overall cost savings of \$3,171,168.00 to students. The process involves an annual assessment of all course, lab, and institutional fees. The review is coordinated through deans and directors and managed by the associate vice president for academic affairs. The provost reviews and brings it as an item to the District Board of Trustees for approval.

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

Textbook selections shall be made by a majority vote of eligible department Faculty participating in the textbook selection process. All full-time Faculty qualified to teach the course shall be included in the voting in each department. The Program Chair will be provided the opportunity to have input regarding the textbooks being considered. Textbooks must be selected and approved by February 15 for Summer and Fall. Textbooks must be selected and approved by October 1 for Spring. Approved textbook adoptions shall remain in effect for three (3) full calendar years. Only in exceptional cases will permission to discontinue a text be granted at an earlier date. Such permission must be granted by the Associate Vice President for Academic Affairs upon the recommendation of the Dean.

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

TCC has a textbook selection process where academic departments agree upon texts that are to be used College-wide. This means that **all** sections of a course use the agreed-upon text. The choice of textbooks is a divisional responsibility, with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process

begins with the committee developing a set of criteria by which they will evaluate the strengths and weaknesses of the current textbook. If the committee selects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/director. The College recognizes the financial impact that the cost of textbooks has on students. Faculty shall make every effort to help control student costs by seeking the most economical options and utilizing all required texts. In addition, Faculty shall use the following considerations when selecting texts: Is the textbook part of a bundle? If the textbook is bundled with supplemental materials, will all components of the bundle be used? Is the text a new edition? Is the old edition available? If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes? Were open-access textbooks or alternate digital options considered during the selection process? Are student learning outcomes being met?

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.
- Adoption of Open Educational Resources (OER)
 - Usage of digital textbooks and learning objects
 - Textbook affordability committees
 - Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
 - Program(s) with no textbook costs
 - Faculty grants for development of textbooks
 - Bulk textbook purchasing
 - Offering students opt-in provisions for the purchase of materials
 - Offering students opt-out provisions for the purchase of materials
 - Consideration of the length of time that textbooks and instructional materials remain in use
 - Course-wide adoption, specifically for high-enrollment general education courses
 - Other (please specify) [Click or tap here to enter text.](#)

Forty-Five (45) Day Posting Requirement

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Tallahassee Community College is committed to supporting student's academic success and promoting transparency in the education process. In accordance with this commitment, the College has implemented a policy to ensure that information regarding required textbooks and instructional materials of all courses and course sections is readily available to students. This information is posted on the public-accessible portion of the colleges' website at least 45 days before the first day of class. This includes no-cost and open educational resources, with the following exceptions:

1. The originally adopted textbook or instructional material is no longer available
2. A faculty member is hired or assigned to teach the course section after the forty-five (45) day

notification deadline.

3. The instructional modality of the course section changes after the forty-five (45) day deadline.
4. The course is continuing workforce education.

The information provided includes details about the required textbooks and other instructional materials, including title, author(s), edition, published date, copyright date, publishers, and ISBN. This policy is designed to help students plan their academic expenses and come to class prepared on the first day of class.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the academic year. Please specify how many sections there were with and without reasonable exceptions.

	Fall 2022	Spring 2023
Total Number of Course Sections	1,669	1,481
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>	1,465/87.8%	1,413/95.4%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>	200/12%	60/4.3%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>	4/0.24%	8/0.54%

*A "No-Cost Section" could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

Searchable Textbooks and Instructional Materials List

13. Indicate the extent to which your institution made the list of textbooks and instructional materials searchable by the end of the reporting period by the required components. Check all that apply.

- Course subject
- Course number
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students. [The college has created a separate webpage listing the last five years of](#)

textbook adoptions under the Provost's Office webpage. The list is downloadable and can be viewed as an Excel spreadsheet.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): [Click or tap here to enter text.](#)

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement

16. Indicate the extent to which all general education core course syllabi included or were modified to include the required components. Check all that apply.

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

17. Indicate the extent to which your institution was able to comply with the general education core course syllabi posting requirement for at least 95% of all course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions. Reasonable exceptions include: A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and the course section is added after the forty-five (45) day notification deadline.

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which an exception applies, please provide a brief explanation, and identify activities to come into compliance. For the Fall 2022 semester, the College was able to post the master syllabi of all courses before the deadline, marking a 100% submission rate. However, due to the late implementation of our syllabus capturing software, Simple Syllabus, the College could not meet the 95% submission threshold for the Spring 2023 term. The College has fully implemented its syllabus capturing software and established internal deadlines to comply with the 45-day posting requirement.

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate the extent to which your institution published the preceding five (5) academic years' textbooks and instructional materials list by May 1, 2023. Check all that apply.

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance: [Click or tap here to enter text.](#)

19. Indicate the extent to which the five-year textbooks and instructional materials list(s) included the required components.

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.
<https://www.tcc.fl.edu/about/college/provost/textbook-affordability/>

Financial Aid Policies

21. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency student aid fund for students in emergency financial situations with unplanned costs

- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Click or tap here to enter text.](#)

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. Optional.

The College offered its Eagles Rise program to graduating seniors from Title I high schools in the service area. The students received 6 hours of free tuition. Additionally, the college continues to expand its participation of students within its dual enrollment program through the implementation of alternative placement methods. In the last year, the college has seen a significant increase in enrollment. Students and parents benefit by reducing college debt and increasing retention and completion of post-secondary credits.

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2022	22-Aug-22	ACG	2021	10	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ACG	2021	11	03-Aug-22	-19	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ACG	2021	12	07-Sep-22	16	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ACG	2071	6	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2010	23	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2010	23	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	53	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	54	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	55	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	56	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	57	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	58	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	59	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	60	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	61	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	62	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	63	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	64	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	65	13-Sep-22	22	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AMH	2020	66	29-Sep-22	38	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	AML	2631	2	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ART	1602C	2	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BCN	1001	1	12-Jul-22	-41	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	BCN	2230	1	12-Jul-22	-41	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	BCN	2241	1	12-Jul-22	-41	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	BCT	2770	1	12-Jul-22	-41	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	BSC	1005	27	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	1005	28	07-Sep-22	16	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2010	18	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085	19	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085	20	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085	21	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085L	23	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085L	24	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2085L	25	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2086L	14	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BSC	2086L	15	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	BUL	2241	2	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CCJ	1020	4	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CCJ	1600	4	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CCJ	2760	1	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CGS	1060	9	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CGS	2100	12	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CGS	2100	13	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CGS	2100	14	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CHD	2220	6	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CHM	1045	11	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CHM	1045L	13	27-Jul-22	-26	The course section is added after the deadline

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2022	22-Aug-22	CHM	1045L	14	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CJE	2330	1	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CJE	2640	2	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CNT	2401	2	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	COP	1000	8	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	COP	2220	5	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	COP	2800	2	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	CTS	0018	1	26-Jul-22	-27	The course is continuing workforce education
TCC	Fall 2022	22-Aug-22	CTS	0019	1	26-Jul-22	-26	The course is continuing workforce education
TCC	Fall 2022	22-Aug-22	DEP	2004	21	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	DEP	2004	22	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	DEP	2004	23	19-Aug-22	-3	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	DEP	2004	25	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	DES	2100L	2	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ECO	2013	18	27-Jul-22	-26	The originally adopted textbook or instructional material is no longer available
TCC	Fall 2022	22-Aug-22	ECO	2013	19	06-Sep-22	15	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ECO	2013	20	06-Sep-22	15	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ECO	2023	13	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ECO	2023	14	06-Sep-22	15	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ECO	2023	15	06-Sep-22	15	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	EDF	1005	6	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	EET	1084C	1	12-Jul-22	-41	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	EGN	1111C	1	12-Jul-22	-41	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	EGS	1002	1	12-Jul-22	-41	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	EMS	1119L	6	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	110	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	112-Honors	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	113	27-Jul-22	-26	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	114	27-Jul-22	-26	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	115	27-Jul-22	-26	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	116	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	117	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	118	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	119	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	120	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1101	122	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1102	41	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1102	42	15-Aug-22	-7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	1102	43	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ENC	2210	1	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	ETD	2340	1	12-Jul-22	-41	A faculty member is hired or assigned to teach the course section after the deadline
TCC	Fall 2022	22-Aug-22	ETI	1420C	1	12-Jul-22	-41	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	ETI	1701	1	12-Jul-22	-41	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	ETM	2315C	1	12-Jul-22	-41	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	ETS	1511C	1	13-Jul-22	-40	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	GEB	1011	14	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	GRA	1111C	3	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	HSC	2531	10	29-Aug-22	7	The course section is added after the deadline

2022-2023 Sections Not Posted 45 Days Before the Start of Class

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TCC	Fall 2022	22-Aug-22	HUM	2020	33	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	HUM	2020	34	29-Aug-22	7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	HUM	2529	4	29-Aug-22	7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	IDH	2931	1	28-Sep-22	37	
TCC	Fall 2022	22-Aug-22	IDH	2931	2	28-Sep-22	37	
TCC	Fall 2022	22-Aug-22	IDS	2941	1	28-Sep-22	37	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	LAH	1093	1	16-Aug-22	-6	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	LIS	2004	1	13-Jul-22	-40	
TCC	Fall 2022	22-Aug-22	MAC	1105	57-Honors	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105	59	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	24	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	25	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	26	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	27	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	28	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	29	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	30	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	31	15-Aug-22	-7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	32	15-Aug-22	-7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1105C	33	15-Aug-22	-7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	1114	9	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	2233	8	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	2233	8	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAC	2311	4	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAT	1033	60	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAT	1033	61	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAT	1033	62	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAT	1033	63	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MAT	1033	64	22-Sep-22	31	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MCB	2004	8	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MGF	1106	35	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	MUL	2010	5	29-Aug-22	7	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	NUR	1021C	3	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	NUR	1021C	4	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	NUR	1021C	5	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	OCE	1001	6	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	OCE	1001	7	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	OTA	0040	1	19-Aug-22	-2	The course is continuing workforce education
TCC	Fall 2022	22-Aug-22	PET	2210	1	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PGY	1800C	3	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	1003	2	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	1003	2	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	1003	2	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	1104	1	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	2114	2	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	2203	1	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PLA	2763	1	28-Jul-22	-25	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PMT	0070	1	13-Sep-22	22	The course is continuing workforce education

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2022	22-Aug-22	PMT	0071	1	28-Sep-22	38	The course is continuing workforce education
TCC	Fall 2022	22-Aug-22	PMT	0073	1	28-Sep-22	37	The course is continuing workforce education
TCC	Fall 2022	22-Aug-22	POS	1041	60	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	60-Honors	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	61	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	62	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	63	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	64	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	65	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	66	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	67	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	68	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	69	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	70	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	71	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	POS	1041	73	21-Sep-22	30	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	39-Honors	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	40	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	41	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	42	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	43	29-Sep-22	38	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	PSY	2012	43	29-Sep-22	38	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	REL	2300	6	14-Jul-22	-39	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	RTE	2931	1	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SBM	2000	3	29-Jul-22	-24	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1381	2	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	74	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	75	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	76	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	77	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	78	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	79	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	80	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	81	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	82	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	83	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	84	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	85	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	86	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	87	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	88	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	89	18-Aug-22	-4	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	1510	90	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	2261	31-Honors	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	2261	32-Honors	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	2261	33	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SLS	2261	34	28-Sep-22	37	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SPC	2608	23	27-Jul-22	-26	The course section is added after the deadline

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2022	22-Aug-22	SPC	2608	24	21-Jul-22	-32	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SPC	2608	25	27-Jul-22	-26	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	SPM	2000	4	13-Jul-22	-40	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SPM	2000	5	06-Sep-22	15	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SPN	1121	12	14-Jul-22	-39	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	STA	2023	25	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	STA	2023	26	27-Jul-22	-26	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	STA	2023	27	01-Aug-22	-21	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SUR	2100C	1	28-Sep-22	37	The instructional modality of the course section changes after the deadline
TCC	Fall 2022	22-Aug-22	SYG	1000	17	09-Aug-22	-13	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	SYG	1000	18	06-Oct-22	45	The course section is added after the deadline
TCC	Fall 2022	22-Aug-22	THE	2000	8	28-Jul-22	-25	The course section is added after the deadline

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Spring 2023	09-Jan-23	ACG	2021	11	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ACG	2021	12	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	AMH	2010	8	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	AMH	2020	32	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	AMH	2020	33	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	CCJ	1020	4	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	CGS	1060	8	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	CGS	2100	13	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	CJL	1500	2			
TCC	Spring 2023	09-Jan-23	COP	2220	5	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	CTS	0018	1	06-Feb-23	27	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	DEA	1805L	2	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	DEP	2004	14	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	DIG	2000	3	07-Jan-23	-2	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ECO	2013	24	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ECO	2013	25	22-Feb-23	44	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ECO	2023	13	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	EMS	2603	2	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ENC	1101	46			
TCC	Spring 2023	09-Jan-23	ENC	1101	47	28-Feb-23	50	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ENC	1101	48			
TCC	Spring 2023	09-Jan-23	ENC	1102	85	15-Dec-22	-25	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ENC	1102	87			
TCC	Spring 2023	09-Jan-23	ESC	1000L	7			The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	GEA	2000	1			
TCC	Spring 2023	09-Jan-23	GEB	1011	14	11-Jan-23	2	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	GRA	2105C	2	07-Mar-23	57	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HSC	1100	15	28-Feb-23	50	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HSC	1171	12	22-Feb-23	44	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HUM	2020	39	01-Dec-22	-39	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HUM	2020	40	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HUM	2529	5	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	HUN	1201	12	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	ISM	2200	1			
TCC	Spring 2023	09-Jan-23	MAC	1105	39	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	MAC	1105C	34	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	MAC	2233	9	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	MMC	1100	3	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	NUR	2004C	1	24-Feb-23	46	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	OTA	0040	1	01-Feb-23	23	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	PEL	1002	2			

2022-2023 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Spring 2023	09-Jan-23	PHY	1054	2	07-Mar-23	57	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	PHY	1054L	2			The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	PLA	2223	1			
TCC	Spring 2023	09-Jan-23	PMT	0070	1	01-Feb-23	23	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	PMT	0071	1	01-Feb-23	23	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	PMT	0072	1	01-Feb-23	24	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	PMT	0073	1	01-Feb-23	22	The course is continuing workforce education
TCC	Spring 2023	09-Jan-23	POS	1041	21	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	POS	1041	22	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	POS	1041	23	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	POS	1041	24	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	POS	1041	25	22-Feb-23	44	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	PSY	2012	32	08-Dec-22	-32	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	PSY	2012	33	08-Dec-22	-32	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SBM	2000	3	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SLS	1510	40	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SLS	1510	41	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SLS	1510	42	28-Dec-22	-12	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SLS	1510	43	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SLS	1510	44	27-Jan-23	18	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SPC	2608	21	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SPC	2608	22	15-Dec-22	-25	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SPN	1120	13	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SPN	1121	12	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	STA	2023	24			The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	SVG	1000	11	12-Dec-22	-28	The course section is added after the deadline
TCC	Spring 2023	09-Jan-23	TAX	2000	1	01-Dec-22	-39	
TCC	Spring 2023	09-Jan-23	THE	2000	6	28-Feb-23	50	The course section is added after the deadline



September 18, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Calandra Stringer, Ph.D.
Vice President and Provost

SUBJECT: Private School Dual Enrollment Articulation Agreement

Item Description

This item presents an additional Dual Enrollment Articulation Agreement between the College and a private school in TCC's service area.

Overview and Background

Florida Statute 1007.271(24) states that postsecondary institutions must enter into dual enrollment articulation agreements with qualified private secondary schools in their geographic service area seeking to offer dual enrollment courses to their students. TCC has worked with the local private schools that have requested access to dual enrollment for their students. These agreements parallel the agreements made with public school boards. This additional private school dual enrollment articulation agreement is proposed with Community Christian School.

Funding/ Financial Implications

Dual enrollment students pay no tuition fees, lab, or online course fees. Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, private schools will not be invoiced for the 2023-24 academic year. TCC will submit reimbursement requests to the Florida Department of Education during the fall and spring semesters. The school districts are responsible for the cost of the instructor if the course is taught at the high school site by a TCC instructor.

Past Actions by the Board

The Board approves these agreements annually.

Recommended Action

Approve the articulation agreement.

2023 – 2024 Dual Enrollment Articulation Agreement

Community Christian School and Tallahassee Community College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Community Christian School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Community Christian School and the President of Tallahassee Community College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For 2023-2024, career dual enrollment through TCC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Step 1: Complete TCC Online Application.

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator, or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Step 1: Complete TCC Online Application.

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

Withdrawing from classes and Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop **before the withdrawal deadline**. The request must be submitted to TCC’s Dual Enrollment Coordinator before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Coordinator before the deadline which is published on TCC’s dual enrollment website: [Click here for the Course Adjustment Form.](#)

Sumer Enrollment

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit. Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students will use the P.E.R.T., SAT, and ACT Reading scores to test for dual enrollment eligibility.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1106, MGF1107	
Mathematics	123	MAC 1105, STA 2023	
SAT-I, The College Board			
Reading	440	24	ENC 1101

Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107
Mathematics	21		MAC 1105, STA 2023
Grade 10 FSA Reading			
Reading	262		ENC 1101
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1106, MGF1107
PreACT			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Through January 2020)			
Reading	83		ENC 1101
Sentence Skills	83		
Elem. Algebra	72		MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Since September 2019)			
Reading	245		ENC 1101
Writing	245		
QAS (Quantitative Reasoning, Algebra, Stats)	242		MAC1105C, MAT1033, MGF1106, MGF1107
End-of-Course Assessments (Taken at a Florida Public High School)			
Algebra 1 or Geometry End-of-Course Assessment	4		MAC1105C, MAT1033, MGF1106, MGF1107

Performance in High School Coursework (Taken at a Florida Public High School)		
HS Algebra		
Algebra I Honors		
Math for College Liberal Arts		
HS Algebra II		
HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107
Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better and 3.0 GPA	ENC1101
English IV Honors		

Students must provide official score reports to TCC for ACT, SAT, and/or FSA Reading before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. **A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10th grade FSA or Florida Statewide Assessment Test will be required to place into college-level Mathematics and/or English and Reading to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10th grade FSA or Florida Statewide Assessment and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.00 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period. Students earning below a C in any course will need to consult with their guidance counselor before registering for the same course.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Academic Affairs designee.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period during which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TCC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received.

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TCC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received.

2023-2024 Deadlines for High Schools:

Due Date	Activity	Responsible Party
June 16 th , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 th , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 th , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 st , 2023	TCC First Day of Class	
August 25 th , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 st , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 th , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 st , 2023	TCC Last Day of Class	
December 4 th , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 th , 2023	Deadline to submit grades to TCC	High school
December 12 th , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 th , 2024	TCC First Day of Class	
January 10 th , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school

March 8 th , 2024	Deadline to Submit “Course Request for Dual Enrollment” Form for 2023-2024.	High school
March 25 th , 2024	Last Day to Withdraw a student	High school
April 26 th , 2024	TCC Last Day of Class	
May 6 th , 2024	Deadline to submit grades to TCC	High school
May 7 th , 2024	TCC transcripts will be delivered to high schools	

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC Online Application](#) and all other procedures required by TCC’s Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC’s adjunct faculty handbook.

4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TCC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TCC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

TCC will provide the instructional materials to the dual enrollment student for each course taken. The School Board or student is responsible for obtaining instructional materials through the TCC Bookstore. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2023-24 academic year.

TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the funds received from the Dual Enrollment Scholarship Program to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment

program. TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2023-24 academic year.

However, each district will be required to verify student enrollment within 21 business days of TCC's Census date which is normally after the 5th day of class each semester.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by

providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Community Christian School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee Community College, Florida

Date

President, Tallahassee Community College

Date

Chair, Community Christian School Board

Date

Principal, Community Christian School



September 18, 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 - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/31/2023.

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 August 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 August 31, 2023**

REVENUE	August Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,317,874	\$ 2,411,093.67	\$ 12,444,395	\$ 4,822,187	\$ 28,933,124	43%
State Support	2,927,989	3,642,644	2,927,989	\$ 7,285,287	43,711,723	7%
Other Revenue	151,441	0	138,579	0	0	N/A
TOTAL REVENUE	5,397,304	6,053,737	15,510,963	12,107,475	72,644,847	21%
EXPENSES	August Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	298,146	363,735	661,881	727,470	4,364,820	15%
Instructional	1,048,646	1,362,885	2,411,531	2,725,770	16,354,620	15%
Non-Instructional	1,389,886	1,367,194	2,756,996	2,734,388	16,406,328	17%
OPS	258,367	551,162	530,387	1,102,325	6,613,948	8%
Personnel Benefits	1,010,661	1,069,178	2,095,860	2,138,355	12,830,131	16%
TOTAL PERSONNEL COSTS	4,005,706	4,714,154	8,456,655	9,428,308	56,569,847	15%
<u>CURRENT EXPENSES</u>						
Services	225,988	376,888	356,752	753,775	4,522,651	8%
Material & Supplies	105,619	243,322	265,866	486,644	2,919,866	9%
Other Current Charges	677,408	677,707	1,484,103	1,355,414	8,132,483	18%
TOTAL CURRENT EXPENSES	1,009,015	1,297,917	2,106,721	2,595,833	15,575,000	14%
CAPITAL OUTLAY	13,079	41,667	13,079	83,333	500,000	3%
TOTAL EXPENSES	\$ 5,027,800	\$ 6,053,737	\$ 10,576,455	\$ 12,107,475	\$ 72,644,847	15%

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

Issued in August 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-018353	8/15/2023	TK Elevator Corporation	186,354.00	Labor and materials to upgrade the mechanical and electrical components of the elevator system at FPSI Dorm Annex.	Solicitation via OMNIA Contract #R200502
PO-018435	8/22/2023	Mantra Health, Inc.	200,689.00	Online mental health services for students via contracted healthcare professionals.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.



September 18, 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 *SEPTEMBER 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%	September 2023	Underway – DAG Architects
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	TBD	Converting to a Dental Sim Lab 100% CD's received May 10 th CMAR Award Approved at the August 2023 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-0313	Administration Bldg#27 Lobby	15%	TBD	GMP to September BOT
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	20%	12/31/2023	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC See other individual building updates below
PJ-0422	Elevator Upgrades at DH Bldg#06	100%	August 2023	Complete
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	CM Awarded to Southern Standard Construction 100% CD's delivered 2/24/23 GMP to September BOT
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP Pending

PJ-0433	Baseball Fieldhouse Window Replacement	100%	August 2023	Complete
PJ-0408	Athlete Weight Room	95%	September 2023	Flooring installed Equipment / Sliding Door installed
PJ-0479	Lifetime Sports Concession Stand Conversion	100%	August 2023	Complete
PJ-0428	CUP Renovation and Infrastructure	50%	TBD	Work in progress
PJ-0365	CUP Control Room and ADA Restrooms	15%	TBD	GMP to October BOT
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-0420	State DM - Roof Restoration Mailroom (MR) Bldg#57	100%	August 2023	Complete
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	City of Tallahassee conducting traffic study in August/September
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	35%	TBD	Environmental Abatement complete; Building to be Razed; Pending LCS and TCC BOT approval
PJ-0415	Annual Bleacher Inspections (100%) / Repairs – Baseball, Softball and Lifetime Sports	100%	September 2023	Underway
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	Dale Mabry Museum Foundation received Grant for relocation of Quonset Hut & Site Improvement
PJ-0447	LSC – Metal Coping/Roofing	5%	TBD	Start in September
PJ-0434	Truck Driving Program Expansion	5%	TBD	Renovation of the TT Bldg#31 and Truck Driving Testing Areas
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

PJ-0440	AC Bldg#08 Voice Evacuation System	10%	February 2024	On order
PJ-0436	Solar Powered Covered Walkways	15%	TBD	100% CD's expected September 2023
PJ-0437	Domestic Water Loop Additional Backflow/Meter	10%	TBD	Obtaining Contractor Estimate
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	100% Drawings Received CM Selection TBD
PJ-0390	Light Pole Repairs/Replacement	70%	TBD	Underway
PJ-0387	HVAC OAD Installation	90%	TBD	Underway
PJ-0378	C-Cure Locks / NIST 800-171	5%	TBD	Underway
PJ-0446	Transformer Pat Thomas Lights	30%	September 2023	Transformer Delivered Pending Installation
TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 511,766 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 25,588 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%	September 2023	Underway – DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	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-0413	Range Building Erosion Control	90%	TBD	Gravel backfill TBD
PJ-0438	Cardio Room Improvement	90%	TBD	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	100%	August 2023	Kitchen and serving area ceiling upgrades Complete
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	10%	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-0482	FPSI Administration Building#04 Elevator Modernization	100%	August 2023	Complete
PJ-0483	FPSI Dorm Annex Windows	0%	TBD	
PJ-0484	FPSI Bridge and Sidewalks	0%	TBD	

CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	Underway – DAG Architects
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	CM Awarded; DD's in progress; 100% CD's expected August
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	CM Awarded; DD's in progress; 100% CD's expected August
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles.
PJ-0431	Sprinkler Piping	100%	August 2023	Repaired

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	September 2023	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%	September 2023	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



September 18, 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 August 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 - \$218,592.00
BKJ, Inc. Architecture - \$36,991.50
Clemons, Rutherford & Associates, Inc. - \$1,687.93
DAG Architects, Inc. - \$18,576.50
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$30,584.75

Past Actions by the Board

The Board last authorized architect invoices at the August 21, 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.



TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
FROM: Architects: Lewis + Whitlock, P.A. 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order N PO-014772-1 Project Name: TCC Lifetime Sports Facility Improvements DATE: 8/31/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC Service Line Items	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
#1	Field Measurements	\$7,420.00	100%	\$0.00	\$7,420.00	\$0.00
	Engineering - survey	\$7,550.00	39%	\$4,550.00	\$3,000.00	\$0.00
	Printing	\$934.00	53%	\$434.00	\$500.00	\$0.00
	Line #1 only - Sub Total	\$15,904.00				
#2	Design Development	\$39,612.00	100%	\$0.00	\$39,612.00	\$0.00
	100% Construction Documents	\$59,418.00	100%	\$0.00	\$59,418.00	\$0.00
	Bid/Permitting	\$6,602.00	100%	\$0.00	\$0.00	\$6,602.00
	Construction Administration	\$26,408.00	0%	\$26,408.00	\$0.00	\$0.00
	Line #2 only - Sub Total	\$132,040.00				
#3	Revised Construction Documents	\$22,710.00	100%	\$0.00	\$0.00	\$22,710.00
	Bidding	\$1,770.00	0%	\$1,770.00	\$0.00	\$0.00
	Line #3 only - Sub Total	\$24,480.00				
GRAND TOTALS		\$172,424.00		\$33,162.00	\$109,950.00	\$29,312.00
					Invoice Total	\$29,312.00
* Amount payable directly to:				()		
* Amount payable directly to:				()		*

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

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



Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
Phone Number	(850) 201-6200

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

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

Comments:
Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Invoice: Jenny.Shuler@tcc.fl.edu Change Order No. 1 (CO1) - Adding new Line 3 for Additional Services, Locker Room Improvements, in the amount of \$24,480.00 per attached proposal. NEW PO TOTAL: \$172,424.00 **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	172,424.00	0.00	172,424.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Total printing fees for field measurements, engineering, design development submittal, 100% CD submittal and 100 CD Specs.				15,905.00
2		Professional services for Design and Documentation for improvements to building#15. Specifics per attached proposal dated November 01, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				132,039.00

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

Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
3		Additional services to redesign the locker rooms based on available project funds. ALW previously received authorization to complete the design and documentation of both men's and women's locker rooms, referee's lounge, ticketing, concessions, lobby, public restrooms, and exterior canopy. This proposal removes approximately 5,700 square feet from the project area and includes services to redesign approximately 2,700 square feet of the men's and women's locker rooms. A new complete set of construction documents will be issued for bidding and permitting. Scope of work and services/ deliverables shall be in accordance with basic services. Specifics per attached Proposal dated May 23, 2023.				24,480.00

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



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-06124 Project Name: CFI Exterior Envelope & Staircase
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	DATE: 8/31/2023

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Schematic Design	\$29,120.00	100%	\$0.00	\$29,120.00	\$0.00
	Design Documents	\$87,360.00	100%	\$0.00	\$0.00	\$87,360.00
	Construction Documents	\$101,920.00	100%	\$0.00	\$0.00	\$101,920.00
	Biod / Permitting	\$14,560.00	0%	\$14,560.00	\$0.00	\$0.00
	Construction Administration	\$58,240.00	0%	\$58,240.00	\$0.00	\$0.00
Line 2	Printing	\$760.00	0%	\$760.00	\$0.00	\$0.00
GRAND TOTALS		\$291,960.00		\$73,560.00	\$29,120.00	\$189,280.00
Invoice Total						\$189,280.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0401 CFI Exterior Envelope and Staircase - State DM; Envelope Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	291,960.00	0.00	291,960.00

Director of Procurement and Auxiliary Services

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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional services for TCC Center for Innovation Exterior Envelope Improvements. Scope Includes: Design, documentation, permitting and construction administration of new exterior envelope improvements to the entire exterior (with exception of the stair towers) of the building located at TCC's Site 4 Campus, 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Re-establishment of the building envelope and air/water barrier. 3. New door and window systems 4. New shading devices 5. New exterior masonry along base of building 6. New exterior finish systems 7. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				291,200.00
2		Additional Services - Printing				760.00

Messages

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

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

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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Community College.

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

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

INVOICE NO. 3



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-016394

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

Project Name:
Administration Building Lobby/Professional Services
 Date: 8/18/2023

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					
Existing Conditions	\$1,455.00	100%	\$1,455.00	\$1,455.00	\$0.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,465.00	100%	\$5,465.00	\$5,465.00	\$0.00
Lobby Improvements					
Design Development	\$6,615.00	100%	\$6,615.00	\$6,615.00	\$0.00
100% Construction Documents	\$8,605.00	100%	\$8,605.00	\$8,605.00	\$0.00
Permitting/Bid	\$2,570.00	100%	\$2,570.00	\$0.00	\$2,570.00
Construction Administration	\$9,345.00	0%	\$0.00	\$0.00	\$0.00
ADA Restroom Improvements					
Design Development	\$7,753.50	100%	\$7,753.50	\$7,753.50	\$0.00
100% Construction Documents	\$7,638.50	100%	\$7,638.50	\$7,638.50	\$0.00
Permitting/Bid	\$1,857.00	100%	\$1,857.00	\$0.00	\$1,857.00
Construction Administration	\$2,906.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$2,300.00	0%	\$0.00	\$0.00	\$0.00
Additional Services No. 1- Budget	\$3,315.00	100%	\$3,315.00	\$3,315.00	\$0.00
OTHER PROJECT COST					
Reimbursable Expenses (attached)	\$250.00	92.39%	\$230.97	\$224.97	\$6.00
GRAND TOTALS					
	\$60,075.00		\$45,504.97	\$41,071.97	\$4,433.00
Total due Architect/Engineer					\$4,433.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(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-016394
Purchase Order Date	10/06/2022
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-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu

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	6,920.00	0.00	6,920.00

Director of Procurement and Auxiliary Services

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-016394
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00

Messages

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

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

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

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

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

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



Change Order

Purchase Order Number	PO-016394 - 1
Purchase Order Date	10/06/2022
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-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00 **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	56,760.00	0.00	56,760.00

Director of Procurement and Auxiliary Services

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

Change Order

Purchase Order Number	PO-016394 - 1
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00
2		Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				49,840.00

Messages

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

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

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

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

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

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



Change Order

Purchase Order Number	PO-016394 - 2
Purchase Order Date	10/06/2022
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-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu
Change Order No. 2 - Adding new Line 3 in the amount of \$3,315.00 for Add Services#1 as outlined in Proposal dated 03/08/23. NEW PO TOTAL: \$60,075.00
Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00
REF: TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting
REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	60,075.00	0.00	60,075.00

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

Change Order

Purchase Order Number	PO-016394 - 2
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00
2		Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				49,840.00
3		Additional Services #1 to develop an opinion of probable cost for the design development phase drawings. Specifics per attached proposal dated 03/08/23.				3,315.00

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

INVOICE NO. 2



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: 8/18/23

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	\$5,827.50	\$0.00
BASIC SERVICES					
Phase 2- Schematic Design	\$9,330.00	100%	\$9,330.00	\$4,665.00	\$4,665.00
Phase 3- Design Development	\$16,895.00	100%	\$16,895.00	\$0.00	\$16,895.00
Phase 4- Construction Documents	\$21,985.00	50%	\$10,992.50	\$0.00	\$10,992.50
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	3.00%	\$6.00	\$0.00	\$6.00
GRAND TOTALS	\$72,452.50		\$43,051.00	\$10,492.50	\$32,558.50
Total due Architect/Engineer					\$32,558.50

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:

Bonnie Davenport
 (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

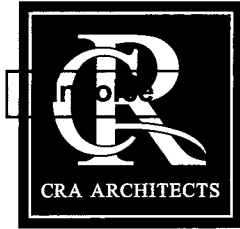
Purchase Order

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"
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CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308
 p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792
 p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

August 14, 2023

Project No: 22021.00

Invoice No: 16027

TALLAHASSEE COMMUNITY COLLEGE
 ATTN: ACCOUNTS PAYABLE
 444 APPELyard DRIVE
 TALLAHASSEE, FL 32304-2895

Project 22021.00 TCC CUP AUTOMATED CONTROLS ADDITION
 PURCHASE ORDER# PO-015247-1

Professional Services from March 1, 2023 to July 31, 2023

Phase 100 CENTRAL UTILITY PLANT BASIC SERVICES

Fee

Billing Phase	Fee	Percent Complete	Earned
CENTRAL UTILITY PLANT	0.00	0.00	0.00
SCHEMATIC DESIGN	3,215.03	100.00	3,215.03
DESIGN DEVELOPMENT	4,286.70	100.00	4,286.70
CONSTRUCTION DOCUMENTS	8,573.40	100.00	8,573.40
BIDDING	1,071.68	100.00	1,071.68
CONSTRUCTION ADMINISTRATION	4,286.69	0.00	0.00
TOILET ROOM ADDITION	0.00	0.00	0.00
SCHEMATIC DESIGN	1,848.75	100.00	1,848.75
DESIGN DEVELOPMENT	2,465.00	100.00	2,465.00
CONSTRUCTION DOCUMENTS	4,930.00	100.00	4,930.00
BIDDING	616.25	100.00	616.25
CONSTRUCTION ADMINISTRATION	2,465.00	0.00	0.00
Total Fee	33,758.50		27,006.81

Previous Fee Billing 25,318.88
 Current Fee Billing 1,687.93

Total Fee 1,687.93

Total this Phase \$1,687.93

Phase 110 CENTRAL UTILITY PLANT

Total this Phase 0.00

Total this Invoice \$1,687.93

Billings to Date

	Current	Prior	Total
Fee	1,687.93	25,318.88	27,006.81
Consultant	0.00	2,970.00	2,970.00
Totals	1,687.93	28,288.88	29,976.81

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



Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Clemons, Rutherford & Associates, Inc. 2027 Thomasville Rd. Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0428 Renovate Central Utility Plant & Infrastructure - Main Campus - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu
INTERNAL ONLY CHANGE ORDER NO. 3 Updating accounting worktag on lines to include new FUND. NO CHANGE TO PO TOTAL OR DESCRIPTION
INTERNAL ONLY CHANGE ORDER #2 Updating budget/worktag information for lines. Adding New Line 3 to replace existing line 1 remaining balance in the amount of \$3,245.71. Updated line 2 to reflect correct budget/worktag. NO CHANGE TO PO TOTAL OR DESCRIPTION
CHANGE ORDER #1 Adding New Line 2 in the amount of \$12,325.00 for Toilet Rooms Addition to CUP Bldg#28. NEW PO TOTAL: \$33,758.50

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	33,758.50	0.00	33,758.50

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

Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				18,187.79
2		A/E fees for the Toilet Rooms addition to the existing Central Utility Plant building#28. Specifics per attached proposal dated July 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				12,325.00
3		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				3,245.71

Messages

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

Change Order

Purchase Order Number	PO-015247 - 3
Purchase Order Date	04/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Please send all invoices to Accounts Payable - "AcciPay@tcc.fl.edu"
To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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

Invoice number 21094_0823
 Date 08/28/2023
 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	77.70	126,039.44	127,810.94	1,771.50
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	56.04	201,828.19	203,599.69	1,771.50

Invoice total **1,771.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0823	08/28/2023	1,771.50	1,771.50				
	Total	1,771.50	1,771.50	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact 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_0823
 Date 08/28/2023
 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	0.00	8,280.00	8,280.00
Task 3 - Existing Conditions	41,890.00	12.44	5,212.50	5,212.50	0.00
Task 4 - Planning Elements	86,328.00	28.86	24,916.08	24,916.08	0.00
Task 5 - Decision Themes	16,985.00	79.04	4,900.00	13,425.00	8,525.00
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	28.99	52,411.08	69,216.08	16,805.00

Invoice total **16,805.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0823	08/28/2023	16,805.00	16,805.00				
	Total	16,805.00	16,805.00	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0823
Date 08/31/2023

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development	9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever	2,000.00	100.00	0.00	2,000.00	2,000.00
Permit Documents	6,025.00	95.00	4,820.00	5,723.75	903.75
Permit Documents - Kever	4,500.00	95.00	0.00	4,275.00	4,275.00
Bidding and Negotiation/GMP Coordination	6,650.00	0.00	0.00	0.00	0.00
Construction Administration	12,900.00	0.00	0.00	0.00	0.00
Construction Administration - Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	55,405.00	61.06	26,650.00	33,828.75	7,178.75
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	100.00	0.00	7,802.00	7,802.00
Design Docuemnts - Independent Green Technologies	7,802.00	100.00	0.00	7,802.00	7,802.00
Permit Documtns - Independent Green Technologies	7,802.00	100.00	0.00	7,802.00	7,802.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	100.00	12,000.00	35,406.00	23,406.00
Total	90,811.00	76.24	38,650.00	69,234.75	30,584.75

Invoice total 30,584.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0823	08/31/2023	30,584.75	30,584.75				
	Total	30,584.75	30,584.75	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0823

Date 08/31/2023

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.



September 18, 2023

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 4000 – Program, 6000 – Finances, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual: revisions of policies within chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 4000 – Program, 6000 – Finances, and 8000 – Operations.

Highlights of these changes include:

0131.01 - Technical Corrections (New) – Policy authorizes technical corrections.
0191 - Tallahassee Collegiate Academy Charter School (New) – Policy establishes the College as the authorizer of the TCA.
1121, 2121, 3121 - Background Screenings – Policy revised to include requirements and changes in Florida Statute regarding Level 2 screening.
1121.01, 2121.01, 3121.01 - Mandatory Self-Reporting – Policy revised to clarify administrative action after reporting.
1140, 2140, 3140 - Conflict of Interest – Policy revised to include reporting requirement.
1400, 3400 - Evaluation of Employee Performance – Policy revised to include “Meets Expectation” performance for pay raises.
1425, 2425, 3425 - Employee Attendance and Leave – Policy revised to include sick leave transfer amount.

1515, 2515, 3515 - Dual and Outside Employment -Policy revised to include Dual Employment.
1520, 3520 - Professional Development and Tuition Assistance – Policy revised to include Professional Development Plan.
1710, 2710, 3710 - Employee Pay – Policy revised to outline employee’s responsibility regarding electronic pay.
2422 - Part-time Employees (Non-Benefited) – Policy revised to include PSAV.
2460 - Suspension, Dismissal, or Non-Renewal of Contracts of Instructional Staff – Policy revised to include notification to HR prior to action.
4140 - Transfer of Academic Credit – Policy revised to include requirements and/or change in Florida Statute regarding Military experience.
4145 - Assessment of Academic Preparation - Policy revised to include requirements and changes in Florida Statute regarding placement tests.
4155 - Intercollegiate Athletics – Policy revised to include use of name, image, or likeness.
4240 - Textbook/Course Material Affordability & Transparency - Policy revised to include requirements and changes in Florida Statute regarding textbook adoption.
6114 – Investments (New) – Policy clarifies the College’s authority to manage and invest public funds.
8420 - Equal Access/Equal Opportunity, Discrimination, Sexual Misconduct, and Unlawful Harassment – Policy revised the definition of retaliation for consistency.
8450 - Firearms and Weapons - Policy revised to clarify no guns on campus.

The policies may be reviewed at:

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

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College’s Policy Manual in March 2023.

Recommended Action

Approve revision of College policies as presented.



September 18, 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 Administration Building Lobby Renovation Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Administration Building Lobby Renovation Project.

Overview and Background

This project includes interior renovations to the Lobby of the Hinson Administration Building, Building#27, 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 Cook Brothers, Inc. The bid specifications were approved by TCC and Cook Brothers, Inc. and released to the public on July 9, 2023. Proposals from sub-contractors were opened on August 10, 2023 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the TCC Administration Building Lobby Renovation Project is \$658,526.04 with supporting documents attached.

Funding/ Financial Implications

The GMP for this project is \$658,526.04. This construction contract will be funded from 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 Cook Brothers, Inc., for the TCC Administration Building Lobby Renovation Project.

Tallahassee Community College

GMP Price Summary

August 28, 2023

22.10.26

Project Name:

TCC Administration Lobby Renovation

Project Number:

Project Address:

444 Appleyard Drive

Project Architect:

BKJ Architect

AIA Address:

Estimated Start Date:

10/16/2023

Preconstruction Fee

\$ 5,778.94

Construction Phase Fee

\$ 133,743.76

General Conditions

\$ 60,982.50

Bid Packages - Subcontractor Work

\$ 333,827.50

Bond/Insurance

\$ 10,083.67

Project Contingency

\$ 43,553.31

OH & Fee

\$ 70,556.36

TOTAL GMP

\$ 658,526.04

CBI Project Manager:

Jacob Beard

Proposed Superintendent:

TBD



September 18, 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 Lifetime Sports Complex Interior Renovations Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Lifetime Sports Complex Interior Renovations Project.

Overview and Background

This project includes improvements to the North Basketball Gym Locker Rooms in the Lifetime Sports Complex (LS) Building #15. The completed renovation will provide a more functional locker room space, a much-needed referee locker room and shower, and address current code requirements. This 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 Southern Standard Construction. The bid specifications were approved by TCC and Southern Standard Construction and released to the public on July 16, 2023. Proposals from sub-contractors were opened on August 24, 2023 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the construction of the TCC Lifetime Sports Complex Interior Renovations Project is \$1,540,717.00 with supporting documents attached.

Funding/ Financial Implications

The GMP for this project is \$1,540,717.00. This construction contract will be funded by local College funds.

Past Actions by the Board

The Board approved the Construction Manager at Risk (CMAR) selection for this project at the November 21, 2022 BOT meeting.

Recommended Action

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.



GUARANTEED MAXIMUM PRICE PROPOSAL FORM

TO: Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304-2815

FROM: Southern Standard Construction LLC
3233 Thomasville Road
Tallahassee, Florida 32303

Vendor ID: SU-003468

PROJECT: Lifetime Sports Complex Renovation - Building 15
444 Appleyard Drive
Tallahassee, Florida 32304-2815

Gentlemen:

I have received the Construction Documents, consisting of the Drawings and the Project Manual entitled "**Lifetime Sports Renovation**" dated **July 11, 2023** as prepared by **Architects Lewis + Whitlock**. I have also received the following Addenda numbers: **One** and have included their provisions in my proposal. I have examined all the Construction Documents and the site and submit the following GMP. \$ 1,540,717.00

Alternate #1	<u>NA</u>
Alternate #2	<u>NA</u>
Alternate #3	<u>NA</u>

By submitting this proposal I agree:

1. To enter into and execute a contract within ten (10) calendar days after notice of award, and to furnish performance bonds and labor and material payment bonds in accordance with the general conditions.
2. To accomplish the work in accordance with the Contract Documents and to commence such work on the date to be specified by the Architect in the written "Notice to Proceed" and to substantially complete the project on or before the date specified in the Contract Documents and to final completion within 30 days from substantial completion.
3. To pay as liquidated damages, the sum of \$100 for each consecutive day after the date for substantial completion, as specified in the Contract.
4. To pay the sum of ¼ of the rate previously indicated for each consecutive day beginning 30 days after the date of substantial completion until final completion.
5. To allow being withheld 3 times the installed market value of any item on the punch list, as determined by the Architect, that has not been completed at the time of final completion.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, TALLAHASSEE COMMUNITY COLLEGE and their agents, against any cost, damage or expense which it may incur or be caused by a error in my (our preparation of same.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this day of September 5, A.D., 2023.


Authorized Signature



09/05/23
Date



September 18, 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: FY 2023-2024 Carryforward Spending Plan

Item Description

This item presents the College's spending plan for state operating funds carried forward from the prior fiscal year.

Overview and Background

Pursuant to Florida Statutes, 1013.841, the College shall submit for Board approval a proposed spending plan for any state operating funds carried forward from the prior fiscal year, which are in excess of the College's 5% minimum operating budget. Upon approval, the spending plan must also be submitted to the State Board of Education for their review.

While Statutes call for TCC to have a fund balance of exactly 5% or to provide a spending plan, please note the following:

- A 5% fund balance would not make one payroll, which is \$4.3 million.
- A 5% fund balance is approximately 20 days of our operating budget.
- The fund balance provides a safety net for fluctuation in enrollment and other revenue.
- The fund balance provides a contingency for natural disaster and other emergencies.

Funding/ Financial Implications

The funds identified as carryforward will be utilized as necessary, without negative implications on the College's operating budget.

Past Actions by the Board

The Board approved the FY 2022-2023 Carryforward Spending Plan on September 19, 2022.

Recommended Action

Approve the FY 2023-2024 Carryforward Spending Plan.

Tallahassee Community College

Certified Fund Balance

Fiscal Year 2022-23

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ -
Fund Balance - College	31100	\$ 9,021,667.30
Total Unallocated Fund Balances		\$ 9,021,667.30
Funds Available		\$ 84,378,419.80
College's Reserve Requirement %		5%
Reserve Requirement		\$ 4,218,920.99
Amount Requiring Spending Plan		\$ 4,802,746

Tallahassee Community College
 2023-24 Florida College System Carryforward Spending Plan
 Pursuant to 1013.841, Florida Statutes
 July 1, 2023

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY2023-24	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(g) Commitment to contingency reserve related to state declared emergency	Natural Disaster Contingency	1,878,463	1	1	2023-24	Based on deductible of 3% of Total Effected Values over a 3-year period.
2.	(e) Operating expenditures	Difference to Maintain Two Months in Fund Balance	2,853,602	1	1	2023-24	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted
3.	(b) Completion of renovation, repair or maintenance project	Florida Public Safety Institute HVAC Upgrades & Facility Improvements	2,500,000	1	1	2023-24	Facility requires improvements to HVAC, erosion control, plumbing and other miscellaneous projects.
4.	Select Category						
5.	[Create your own category]						

Total as of July 1, 2023: *	\$ 7,232,065
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Amount Requiring Spending Plan	\$ 4,802,746
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September 18, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Lei Wang, Ed.D.
Associate Vice President for Institutional Effectiveness

SUBJECT: Strategic Plan

Item Description

This item requests the Board clarify and approve the time period of the current strategic plan.

Overview and Background

The current strategic plan was approved by the Board March 11, 2019. It took effect immediately with an end date of 2023. An interim review was conducted and reported on to the Board in 2021. This action will allow the plan to span a full five years.

Funding/ Financial Implications

None.

Past Actions by the Board

The strategic plan was approved by the Board in 2019.

Recommended Action

Approve an extension to the strategic plan until December 2024.