



November 18, 2019

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, November 18, 2019 Board Meeting.

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

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, with a long horizontal stroke at the beginning.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
Center for Innovation
300 W. Pensacola Street
Tallahassee, FL 32301
Monday, November 18, 2019
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. October 14, 2019 Meeting

Request Board approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Attorney Invoice – Bryant Miller Olive, P.A. (September 2019)

Authorize payment of invoice as presented.

3. Sponsored Programs – Fiscal Agent

Authorize funding for the awards and contracts as presented.

4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Architect Invoices
Authorize payment of architectural invoices as presented.
6. Human Resources Report
Approve the report as presented.

TCC Foundation

7. TCC Foundation Update
None required. Report provided for information only.

Academic Affairs

8. Tallahassee Community College and Lively Technical College Articulation Agreement
That the Board approve the articulation agreement with Lively Technical College.

Administrative Services

9. Direct Support Organization Audit Reports
For information only.
10. Construction Status Report
Presented as an information item only.
11. Pre-qualification of General Contractors Announcement
Approve the initiation of the process to pre-qualify general contractors for the period of January 1, 2020 through December 31, 2020.
12. C-Cure Door Lock Upgrades
Approve the attached proposal as presented.
13. Policy Manual Changes
Approve revision of College policy as presented.
14. Fund Analysis - October
For information only, no Board action required.

BOARD OF TRUSTEES

15. The District Board of Trustees 2019 Board Self-Evaluation
Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2019 Board Self-Evaluation as presented.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

Tuesday, January 21, 2020

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 14, 2019
Business Meeting & Workshop – 2:30 PM**

The October 2019 District Board of Trustees meeting was called to order by Chair Lamb at approximately 2:30 p.m.

Members Present: Chair Lamb, Trustees Callaway, Kilpatrick, Messersmith, Moore and Pople

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

Others Present: Vice President Sheri Rowland, Lenda Kling, Elaine Evans, Candice Grause, Craig Knox, Don Herr, Mike Robeck, Jason Fowler, Greg Gibson, Nyla Davis, Lei Wang, Calandra Stringer, Erin Rode, Bobby Jones, Al Moran, Kim Moore, Travis Jordan, Krystal Yernye, Selina Starling, Barbara Wills, Emily Phones, Ayanna Young, Gregory Williams, and Heather Mitchell

COMMENTS

- i. Board Chair Lamb asked everyone to stand for a moment of silence and the Pledge of Allegiance.
- ii. Board Members – Trustee Callaway is impressed with the PR TCC is receiving, Trustees Pople, Moore, and Kilpatrick stated the foundation did a wonderful job with the Hall of Fame event.
- iii. Vice President Rowland - Mentioned that President Murdaugh sends his regrets for not being here.

APPROVAL OF MINUTES

- 1. September 16, 2019 Meeting

Request Board approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

Director Jordan provided information on earned media for TCC August 2019 through Oct 14th, 2019. News clips from WCTV and American Graduate was also shared. Advertising results for TCC2WORK was shared. Top Social Media Post was also presented.

UNFINISHED BUSINESS

None

PRESENTATIONS

Student Spotlight

Karey Cone got her GED and is now working on her AA degree. She is an honors student, a math champion, and has a 4.00 GPA. Carrie spoke about some of her struggles with school when she was younger. She is grateful for all the opportunities TCC has given her. She has one semester left at TCC and she would like to transfer to FSU. She is grateful for all the changes TCC has made to the College to improve the experience.

NEW BUSINESS

Approval of Consent Agenda

2. Attorney Invoice – Bryant Miller Olive, P.A. (August 2019)
Authorize payment of invoice as presented.
3. Human Resources Report
Approve the report as presented.
4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. Architect Invoices
Authorize payment of architectural invoice(s) as presented.

Chair Lamb asked if there were any questions, with none received.

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

TCC Foundation

7. TCC Foundation Update
VP Mitchell reported the Foundation is ahead of where they were this time last year. She mentioned some upcoming Foundation events.
None required. Report provided for information only.

Administrative Services

8. Construction Status Report
Presented as an information item only.
Trustee Messersmith thanked the Foundation for the funds put toward classroom renovations.

9. Change to Salary Schedule
Approve updates to the 2019 – 2020 Salary Schedule as presented
MOTION: Trustee Moore **SECOND:** Trustee Pople
Motion passed unanimously.

10. Fund Analysis - September
For information only, no Board action required.

11. Policy Manual Changes
Approve revision of College policies as presented
MOTION: Trustee Messersmith **SECOND:** Trustee Kilpatrick
Motion passed unanimously.

Information Technology

12. Wireless Network Upgrades
Trustee Messersmith asked is there room for expansion with the service. Director Fowler confirmed that this project is being implemented with future growth in mind.

Authorize the College to enter into contracts with Presidio Networked Solutions and Delta Technologies to replace the aging wireless network currently in use at the College

at a total cost not to exceed \$1,238,659.41

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

13. Authorizing a Lease/Purchase Financing Agreement for Wireless Network Upgrades

Approve authorizing the College to enter into a lease/purchase agreement with HPE Financial Services, not to exceed \$1,093,461.81.

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

PUBLIC COMMENT

None

WORKSHOP

VP Rowland made brief introductions of Representatives Ramon Alexander and Jason Shoaf. She shared Senator Montford and Representative Ausley had other events that prevented their attendance today.

Representative (Rep.) Alexander informed us there will be policy changes and a focus on performance metrics. He shared they are looking for new funding sources for PECO projects, which should become self-sustaining from a maintenance standpoint. Rep. Alexander said we need to do a better job of selling community college as the greatest access and workforce development. He stated he wanted to hear specific examples from us, so community colleges are best served. Trustee Messersmith said he thought Rep. Alexander gave a great synopsis.

Rep. Shoaf informed us that career and technical education is his number one (1) priority, with the role of community colleges becoming more important. He shared he foresees a world where we do micro and stacked certificates with apprenticeships, instead of the current traditional four (4) year degrees – indicating he would like to see TCC lead the way. Trustee Moore shared the Florida College System is consistently ranked the number one (1) college system in the nation.

Trustee Messersmith shared Rep. Shoaf had visited our oyster program, asking Rep. Alexander if he had been there – Rep. Alexander replied he would love to do it. VP Rowland shared they would be happy to arrange meetings with any of our current students, indicating we change lives every day. Chief of Staff Grause shared data points and the legislative budget request with the Representatives.

PRESIDENT'S REPORT

VP Rowland handed out the upcoming events for TCC.

NEXT MEETING DATE

November 18, 2019

Location: **Center for Innovation**

ADJOURNMENT

Meeting adjourned at approximately 4:24 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on November 18, 2019.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President



November 18, 2019

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, P.A. (September 2019)

Item Description

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$12,199.75

Recommended Action

Authorize payment of invoice as presented.



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

Invoice Date: October 8, 2019
 Invoice No. 70501
 Client No. 25480.006

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

Purchase Order No. PO-010844

Statement of Legal Services

	Hours
09/03/2019 JCC Review Management Rights Waiver issues	1.80
09/04/2019 JCC Review UFF proposals / Union rights	1.00
09/05/2019 JCC Telephone conference with client (J. Murdaugh) / UFF bargaining strategy	0.30
09/05/2019 JCC Telephone conference with client (C. Grause) / bargaining issues	1.70
09/05/2019 JCC Review correspondence / summer programs	0.20
09/05/2019 JCC Telephone conference with client (B. Wills) / public records request	0.20
09/06/2019 DMH Review email and Memorandum of Understanding	0.10
09/06/2019 JCC Review public records requests	0.20
09/06/2019 JCC Review correspondence / CBA and Memorandum of Understanding	0.20
09/06/2019 JCC Review and analyze UFF proposals	3.00
09/07/2019 JCC Review and analyze UFF proposals	4.00
09/09/2019 JCC Analyze issues / committees, should decision making, evaluations, reduction-in-force, paid leave	3.40
09/10/2019 JCC Preparation for negotiations; review issues regarding on-line, ability to pay more for hard-to-hire positions; primary issues; additional waiver issues	3.80
09/11/2019 JCC Review appendices	0.70
09/12/2019 JCC Analyze issues / inclusion of veteran's status in agreement	0.60
09/12/2019 JCC Analyze issues / Board policy	0.80
09/12/2019 JCC Draft proposals	1.80

09/12/2019	JCC	Analyze Interdivision transfer issues	0.60	
09/13/2019	DMH	Review Union's proposals	0.60	
09/13/2019	JCC	Telephone conference with client (C. Grause) / UFF	0.20	
09/15/2019	JCC	Preparation for team meeting and executive session	2.00	
09/15/2019	JCC	Travel to Tallahassee	3.50	No Charge
09/16/2019	JCC	Conference with client (J. Murdaugh, management team); attend executive session / UFF	8.00	
09/17/2019	JCC	Travel to Miami	3.50	No Charge
09/19/2019	JCC	Telephone conference with client (C. Grause) / UFF	0.30	
09/22/2019	JCC	Review and analyze UFF proposals	2.20	
09/23/2019	JCC	Telephone conference with client (C. Grause) / negotiations	0.20	
09/23/2019	JCC	Preparation for negotiations	2.80	
09/25/2019	JCC	Draft correspondence / bargaining	0.50	
09/26/2019	JCC	Preparation for pre-negotiations meeting	3.00	
09/27/2019	JCC	Analyze communications issues	0.80	
09/27/2019	JCC	Review PERC rules	0.40	
09/30/2019	JCC	Review issues / evaluations	0.90	
09/30/2019	JCC	Preparation for UFF negotiations	1.80	
09/30/2019	JCC	Telephone conference with client (C. Grause) / UFF	0.30	
Current Services			48.40	\$12,100.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	47.70	\$250.00	\$11,925.00
Denise M. Heekin	0.70	\$250.00	\$175.00

Expenses Incurred

Duplication	99.75
Thru 09/30/2019	<u>\$99.75</u>

Payments

09/25/2019	Payment	ACH rec'd 9/25/19 Invoice 70143	450.00
			<u>450.00</u>

Total Current Work	<u>\$12,199.75</u>
Previous Balance Due	\$3,075.00
Balance Due	<u>\$15,274.75</u>

Tallahassee Community College

Invoice Date: October 08, 2019
Invoice No. 70501
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
101 North Monroe Street, Suite 900
Tallahassee, FL 32301
850-222-8611 FEIN 59-1315801

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

Bryant Miller Olive P.A.

Listing

Date	Prof	Matter ID/Client Sort Matter Description Narrative	Activity Code	Component Task Code	Units	Price	Value	Ext. Amt.
Component: Dup								
09/05/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	178.00	0.25	44.50	44.50
09/06/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	23.00	0.25	5.75	5.75
09/11/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	1.00	0.25	0.25	0.25
09/18/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	9.00	0.25	2.25	2.25
09/18/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	136.00	0.25	34.00	34.00

Bryant Miller Olive P.A.

Listing

Date	Prof	Matter ID/Client Sort Matter Description Narrative	Activity Code	Component Task Code	Units	Price	Value	Ext. Amt.
09/18/2019	BRR	25480.006/ Tallahassee Community College Tallahassee Community College / L&E / UFF Bargaining Duplication		Dup	52.00	0.25	13.00	13.00
				Component: Dup	<u>399.00</u>		<u>99.75</u>	<u>99.75</u>
				Grand Total:	399.00		\$99.75	\$99.75



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation – Traffic Records Coordinating Committee Support

This award provides a part-time technical advisor to provide support to the TRCC Executive Board and its committees, as well as provide contractual services for the completion of the survey for the 2019 Annual report. The amount of this award is \$27,500 with an indirect cost rate of 8%. The funding period is from 10/11/19 through 9/30/20.

Florida Department of Transportation – Traffic Safety Fiscal Assistant

This award provides a Traffic Safety support staff position to be housed at the Florida Department of Transportation State Safety Office to facilitate fiscal documentation management, invoice processing and data analysis support. The amount of this award is \$50,000, with an indirect cost rate of 8%. The funding period is from 10/1/19 through 9/30/20.

Florida Department of Transportation – Impaired Driving Sports Media Campaign

This award provides the oversight of contractual services to purchase paid media spots through cable television networks during professional televised sporting events to encourage sobriety and responsible driving. The amount of this award is \$216,000, with an indirect cost rate of 8%. The funding period is from 10/01/19 through 9/30/20.

Florida Department of Transportation – Impaired Driving Major College Sports Marketing

This award provides the oversight of contractual services to purchase paid media spots during sporting events of major colleges and universities to encourage sobriety and responsible driving. The amount of this award is \$459,000, with an indirect cost rate of 8%. The funding period is from 10/01/19 through 9/30/20.

Florida Department of Transportation – Impaired Driving Professional Sports Marketing

This award provides the oversight of contractual services to acquire paid media spots during professional sporting events to encourage sobriety and responsible driving. In addition, evaluation services are required to analyze the activated elements within each professional sporting venue. The amount of this award is \$2,000,000, with an indirect cost rate of 8%. The funding period is from 10/01/19 through 9/30/20.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program

This award provides training for prosecutors and law enforcement officers in the legal, scientific and tactical aspects of DUI prosecution. The amount of this award is \$451,882, with an indirect cost rate of 8%. The funding period is from 10/1/19 through 9/30/20.

Florida Department of Transportation – Florida Teen Traffic Safety Program

This award provides coordinating activities for the alcohol prevention activities at college and high school levels. The amount of this award is \$282,852, with an indirect cost rate of 8%. The funding period is from 10/1/19 through 9/30/20.

Florida Department of Education – Support for the Implementation of John McKay Scholarship Program for Students with Disabilities – FY20

To provide contracted staff responsible for the implementation of the John M. McKay Scholarship Program for Students with Disabilities at the FDOE. The amount of this award is \$292,500 with an indirect cost rate of 5%. The funding period is from 10/1/19 through 8/31/20.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

These are new awards for continuing programs.

Funding/ Financial Implications

The awards are established in Fund 2, Restricted Accounts. The indirect earned from the awards is \$272,243.00.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 18, 2019

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 Transportation – Advanced Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$30,000 with an indirect cost rate of 5%. The funding period is from 10/11/19 through 9/30/20.

Florida Department of Transportation – Basic Traffic Homicide Investigation Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$68,250 with an indirect cost rate of 5%. The funding period is from 10/11/19 through 9/30/20.

Florida Department of Transportation – Speed Measurement Instructor Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$28,350 with an indirect cost rate of 5%. The funding period is from 10/11/19 through 9/30/20.

Florida Department of Transportation – Speed Measurement Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$30,000 with an indirect cost rate of 5%. The funding period is from 10/28/19 through 9/30/20.

Florida Department of Transportation – Traffic Crash Reconstruction Training

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$40,000 with an indirect cost rate of 5%. The funding period is from 10/28/19 through 9/30/20.

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

This award provides funding to cover the training cost (tuition, room and board) for qualified law enforcement personnel. The amount of this award is \$26,250 with an indirect cost rate of 5%. The funding period is from 10/28/19 through 9/30/20.

Leon County – Leon County Tourism Development Sports Event Grant

This award provides support for the Courtyard Tallahassee Downtown/Capital Women’s Basketball Classic. The amount of this award is \$1,499, with an indirect cost rate of 0%.

Leon County – Leon County Tourism Development Sports Event Grant

This award provides support for the Tallahassee Democrat Men’s Basketball Holiday Classic. The amount of this award is \$1,499, with an indirect cost rate of 0%.

Florida A&M University – Florida-Georgia Louis Stokes Alliance for Minority Participation

Funds for the Florida Georgia Louis Stokes Alliance for Minority Program are primarily used to provide scholarships for at-risk youth to attend TCC courses and programs. The amount of this award is \$14,000, with an indirect cost rate of 0%. The funding period is from 8/1/19 through 9/30/20.

Florida Department of Education – Florida Troops to Teachers

This award provides the coordination of post-secondary education for current military personnel and veterans, specifically guiding those interested in pursuing teacher certifications in Florida. The amount of this award is \$469,657.84, with an indirect cost rate of 8%. The funding period is from 10/1/19 through 2/28/20.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

These are new awards for continuing programs.

Funding/ Financial Implications

The awards are established in Fund 2, Restricted Accounts. The indirect earned from the awards is \$45,401.84.

Recommended Action

Authorize funding for the awards and contracts as presented.



November 18, 2019

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(s) of October.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$29,176.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$778.50

Past Actions by the Board

The Board last authorized architect invoices at the October 2019 meeting.

Funding/ Financial Implications

The funds for several minor projects (approximately \$1.1 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 18/19. Funds for the Master Plans were available in the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



INVOICE NO. 17320.8.1

TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-011147-1 Project Name: Welding Lab - Build-Out DATE: 10/18/2019
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
Design Development	\$29,136.00	100%	\$0.00	\$29,136.00	\$29,136.00
100% Construction Documents	\$43,704.00	0%	\$0.00	\$0.00	\$0.00
Bid / Permitting	\$4,856.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$19,424.00	0%	\$0.00	\$0.00	\$0.00
Reimbursements - Printing	\$690.00	5%	\$0.00	\$40.00	\$40.00
GRAND TOTALS	\$97,810.00		\$0.00	\$29,176.00	\$29,176.00
Invoice Total					\$29,176.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-011147
Purchase Order Date	08/27/2019
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

Comments:
: PJ-0240 Welding Technologies Lab – Architect Fees Contact: Trey Kimbrel, kimbrelt@tcc.fl.edu , 850-201-8750

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	97,811.00	0.00	97,811.00

Purchasing & General Services Director

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

Purchase Order

Purchase Order Number	PO-011147
Purchase Order Date	08/27/2019
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for Professional Architectural Services for TCC's new Welding Lab at the Advanced Manufacturing Training Center, per attached proposal dated April 24, 2019. Scope includes services required for demolition, design, construction documents and construction administration for the renovation of approximately 5,800 square feet of an existing metal building as well as exterior components on the west side of Campus. Total basic services include Design Development, 100% Construction Documents, Bidding/Permitting and Construction Administration. **Ref: TCC RFQ 2017-03; Recommendation for Architectural Services**				97,121.00
2		Printing Services Include: Design Development Submittal - 10 Sheets (24x36) / 2 sets 100% CD Submittal - 15 Sheets (24x36) / 5 sets 100% CD Specs - 600 Sheets (8.5x11) / 5 sets				690.00

Messages

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"
 Please include the TCC Purchase Order Number on all invoices.
 To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment. Invoices received without the referenced purchase order number will require additional confirmation from the requesting department of the applicable purchase order number, which will delay TCC's remittance of the invoice.

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



Destin
Tallahassee
Pensacola
Panama City

Tallahassee Community College
Trey Kimbrel
444 Appleyard Drive
Tallahassee, FL 32304

Invoice number 17064_1019
Date 10/01/2019

Project 17064 TCC ADMINISTRATION BUILDING
STAIR WALLS REPLACEMENT

Professional Architectural Services

Construction Administration Services including:

- *Field Visit, Meeting with TCC, Report
- *Pay App
- *RFI
- *Sealant Color Selection

PO-007643-2 for first \$24,780.00
PO-011098 for last \$4,205.00

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Tasks 1 & 2	6,600.00	100.00	6,600.00	6,600.00	0.00
CO #2					
CO #2 Tasks 1 & 2	6,645.00	100.00	6,645.00	6,645.00	0.00
CO #2 Task 3	10,550.00	100.00	10,550.00	10,550.00	0.00
CO #2 Tasks 4 & 5	5,190.00	85.00	3,892.50	4,411.50	519.00
Subtotal	22,385.00	96.52	21,087.50	21,606.50	519.00
Total	28,985.00	97.31	27,687.50	28,206.50	519.00

Invoice total **519.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_0919	08/28/2019	1,297.50		1,297.50			
17064_1019	10/01/2019	519.00	519.00				
	Total	1,816.50	519.00	1,297.50	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



Destin
Tallahassee
Pensacola
Panama City

Tallahassee Community College
Trey Kimbrel
444 Appleyard Drive
Tallahassee, FL 32304

Invoice number 17064_1119
Date 10/29/2019

Project 17064 TCC ADMINISTRATION BUILDING
STAIR WALLS REPLACEMENT

Professional Architectural Services including:

- *Construction Administration
- *DOE OEF 110 CO
- *Contingency mod
- *Pay App 2
- *Punch List

PO-007643-2 for first \$24,780.00
PO-011098 for last \$4,205.00

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Tasks 1 & 2	6,600.00	100.00	6,600.00	6,600.00	0.00
CO #2					
CO #2 Tasks 1 & 2	6,645.00	100.00	6,645.00	6,645.00	0.00
CO #2 Task 3	10,550.00	100.00	10,550.00	10,550.00	0.00
CO #2 Tasks 4 & 5	5,190.00	90.00	4,411.50	4,671.00	259.50
Subtotal	22,385.00	97.68	21,606.50	21,866.00	259.50
Total	28,985.00	98.21	28,206.50	28,466.00	259.50

Invoice total **259.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064_1019	10/01/2019	519.00	519.00				
17064_1119	10/29/2019	259.50	259.50				
	Total	778.50	778.50	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resources Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

Pursuant to College Policy 04-06 and 04-17, the College brings forth a request to approve appointments, separations and outside employment.

Past Actions by the Board

Personnel actions are taken to the District Board of Trustees monthly. The Board has not addressed this item previously.

Funding/ Financial Implications

This item is funded by the 2019-2020 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Department	Effective Date
None to Report		

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Ivonne Narvaez	Staff Assistant I	International Student Services	October 21, 2019
Samantha Dezerga	Learning Commons Success Coach	Learning Commons	October 21, 2019
Terrie Spiers	Executive Assistant	Student Affairs	October 21, 2019

Original Appointments - Faculty

Name	Position	Department	Effective Date
Jill Hanks	Nursing Faculty	Healthcare Professions	October 7, 2019

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Darren MacFarlane	Advising Specialist	Business, Industry & Technology	October 1, 2019
Ivan Rivera	Career Development Specialist	Compass 100 DOC - Central Florida Reception Center	October 25, 2019

Re-Appointments (All Employees)

Name	Position	Department	Effective Date	Prior Position
None to Report				

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
None to Report				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Cosondra Martin	Career Development Specialist	Compass 100 DOC- Hamilton C.I.	September 26, 2019	Resigned
Susan Ann Kowalski	Career Development Specialist	Compass 100 DOC- Central Florida Reception Center	September 26, 2019	Resigned
Andrew Hadley	Senior Custodian	Facilities	September 30, 2019	Retired
James Dixon	Senior Custodian	Facilities	September 30, 2019	Retired
Brianna Nelson	Human Resources Specialist I	Human Resources	October 1, 2019	Dismissed
Kristen Vera	Program Specialist I	DOE- McKay Scholarship	October 4, 2019	Resigned
Alexandra Johnson	Project Manager	DOE- Test Development Center	October 10, 2019	Resigned
John Thompson	Staff Assistant I	Science & Math Office Management	October 10, 2019	Resigned
Emily Hamilton	Call Center Representative	Call Center	October 10, 2019	Resigned
Mark Goldman	History Faculty	History & Geography Faculty	October 14, 2019	Deceased
Catrenia McLendon	Director of Business & Workforce	Workforce Development	October 15, 2019	Resigned
Miriam Parker	Career Development Specialist	Compass 100 DOC- New River C.I.	October 21, 2019	Resigned
Terry Folsom	Executive Assistant	Student Affairs	October 21, 2019	Resigned
Menetta Young	Human Resources Specialist II	Human Resources	October 22, 2019	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Martin Balinsky	Earth Science Faculty	Earth Science	W.W. Norton	Associate Media Editor
Sonia Melissa James	Program Coordinator, Online Training	Workforce Development	Pyrobyrd Creative	Chief Creative Officer

Seeking to Hold Political Office Request (All Employees)

Name	Position	Department	Employee
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January 21, 2019

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 – October and November

Item Description

Request for approval to pay invoice from Bryant Miller Olive, P.A. for legal services provided related to the collective bargaining process.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$6,342.00 for October

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: November 14, 2018
Invoice No. 68267
Client No. 25480.006

For professional services rendered in connection with Tallahassee
Community College - Labor and Employment - 2016 UFF
Bargaining

Purchase Order No. PO-005193

Statement of Legal Services

			Hours
10/01/2018	DMH	Review and reply to email	0.10
10/01/2018	JCC	Review correspondence / dues	0.20
10/01/2018	JCC	Telephone conference with client (A. Moran) / dues	0.30
10/01/2018	JCC	Telephone conference with T. Wazlavec / dues	0.20
10/02/2018	DMH	Review emails and analyze issues	0.40
10/02/2018	JCC	Review correspondence / class size	0.20
10/02/2018	JCC	Telephone conference with client (A. Moran) / class size; ratification procedures	0.40
10/02/2018	JCC	Analyze issues / permissive bargaining	0.80
10/02/2018	JCC	Review contract language changes	0.20
10/02/2018	JCC	Review language ratified by UFF	0.30
10/02/2018	JCC	Telephone conference with client (A. Moran) / ratification	0.30
10/02/2018	JCC	Telephone conference with client (A. Moran) / ratification	0.30
10/03/2018	DMH	Review email	0.10
10/03/2018	JCC	Analyze issues / permissive bargaining	0.70
10/03/2018	JCC	Telephone conference with client (A. Moran) / notification	0.30

Invoice Date: November 14, 2018
 Invoice No. 68267
 Client No. 25480.006

Tallahassee Community College

10/03/2018	JCC	Telephone conference with client (A. Moran) / ratification	0.20	
10/03/2018	JCC	Telephone conference with client (F. Moore-Davis) / program chairs	0.30	
10/04/2018	DMH	Analyze issue / program chair pay	0.20	
10/05/2018	DMH	Review email / class size	0.20	
10/05/2018	JCC	Review correspondence / class size	0.20	
10/08/2018	DMH	Draft email to UFF	0.10	
10/15/2018	JCC	Telephone conference with client (F. Moore-Davis) / Program Chairs	0.30	
10/16/2018	JCC	Telephone conference with C. Knox / faculty contracts	0.30	
10/17/2018	JCC	Telephone conference with C. Knox / individual contracts	0.20	
10/25/2018	JCC	Telephone conference with client (A. Moran) / public records request	0.30	
10/26/2018	JCC	Telephone conference with client (C. Grause) / UFF contract issues	0.40	
10/30/2018	JCC	Review contract provisions	0.40	
10/30/2018	JCC	Telephone conference with T. Wazlavek / salary issues	0.30	
10/30/2018	JCC	Telephone conference with client (J. Murdaugh, C. Grause, B. Wills, B. Jones, F. Moore-Davis)	0.80	
10/30/2018	JCC	Review contract language	0.50	
		Current Services	9.50	\$2,375.00
		Total No Charge Hours	0.00	
		Net Fees after Billing Adjustment		\$2,375.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	8.40	\$250.00	\$2,100.00
Denise M. Heekin	1.10	\$250.00	\$275.00

Tallahassee Community College

Total Current Work

Previous Balance Due

Balance Due

Invoice Date: November 14, 2018

Invoice No. 68267

Client No. 25480.006

2,375.00

22,125.55

\$24,500.55

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:

101 North Monroe Street, Suite 900

Tallahassee, FL 32301

Send wire transfers to Capital City Bank, ABA #063100688

for credit to Bryant Miller Olive, Account #2132834901

Thank you for your business



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Heather Mitchell
Vice President for Institutional Advancement and Executive Director of the TCC
Foundation

SUBJECT: TCC Foundation Update

Item Description

The following is an update of the events planned and initiatives & activities undertaken by the TCC Foundation.

Overview and Background

Attached is a report of funds raised by the TCC Foundation to date for the current fiscal year. The report includes a summary of total funds received, giving summary by designated area, number of donors and number of gifts.

The Foundation would also like to extend an invitation to DBOT members to the following events:

- November 21, 2019: 1% Club Luncheon for TCC Employees, TCC Fine Arts Gallery, 12:00 – 1:00 p.m.
- December 5: TCC Foundation's Annual Hob Nob Donor Appreciation Event, Hotel Duval, 6:00 – 8:00 p.m.
- January 22, 2020: President's Circle Reception, 5:30 – 7:00 p.m.

Past Actions by the Board

The District Board of Trustees receives a Foundation update at every Board Meeting.

Funding/ Financial Implications

There are no Funding/Financial implications arising from this standard monthly report.

Recommended Action

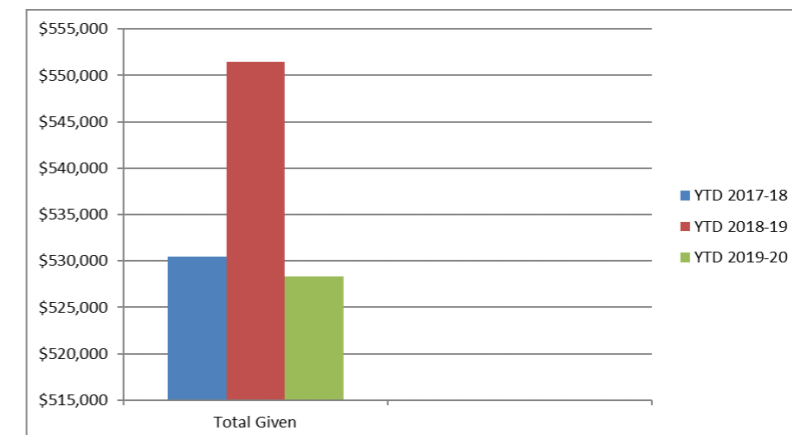
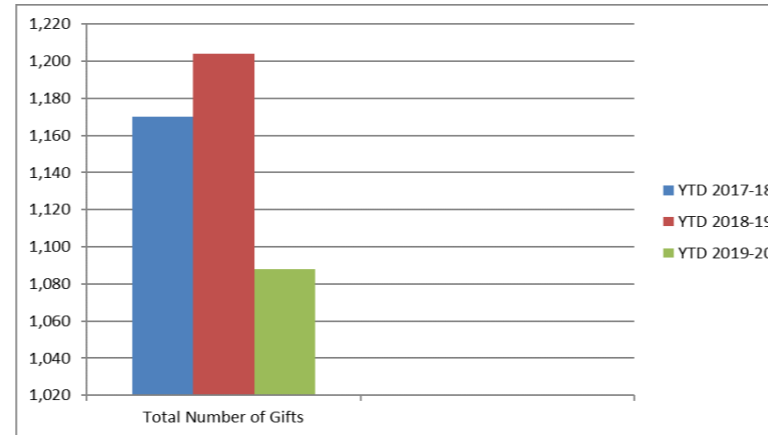
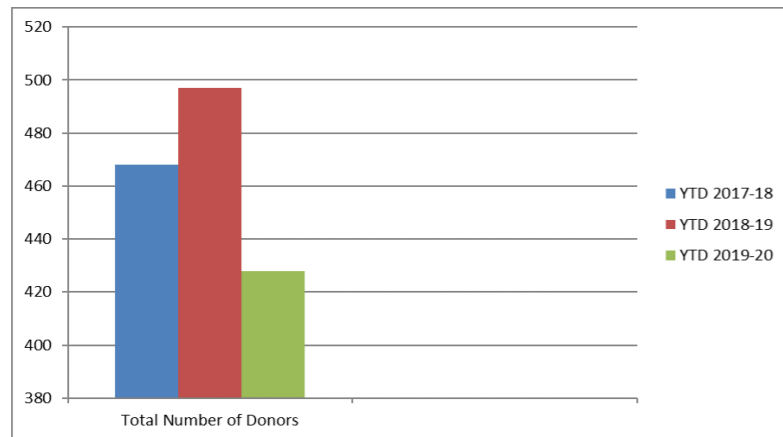
None required. Report provided for information only.

TCC Foundation - Financial Update FY 19/20

July - October 30

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		Total Received	\$530,464	\$551,491
	Scholarship amount	\$181,697	\$158,717	\$253,002
	Program support amount	\$216,964	\$245,969	\$166,537
	Facility support amount	\$87,768	\$82,721	\$49,700
	Unrestricted support amount	\$44,035	\$64,084	\$59,117
	Number of Donors	468	497	428
	Number of Gifts	1,170	1,204	1,088
	Net assets of the TCC Foundation	\$17,409,987	\$17,810,852	\$17,725,125

TCC Foundation		YTD 17/18	YTD 18/19	YTD 19/20
		Cash	\$530,414	\$533,555
	Gift in Kind	\$50	\$17,936	\$32,000
	Planned Gifts	\$0	\$0	\$25,000
	Total Raised - Pledges Received	\$19,275	\$107,083	\$106,408
	Grants Received			25 grants total \$5,674,124
	Grants Applied For			6 grants total \$4,880,445
	Pledges Expected by 6/30/2020			\$613,723





November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Madeline Pumariega, M.Ed.
Executive Vice President and Provost

SUBJECT: Tallahassee Community College and Lively Technical College Articulation Agreement

Item Description

This item presents an agreement between Tallahassee Community College (TCC) and Lively Technical College (Lively) to enhance partnerships and career pathways.

Overview and Background

This agreement establishes an opportunity for Lively students to participate in TCC's Healthcare Professions to RN Transition program in an accelerated format. Lively students who have completed their Practical Nursing program (LPN) at Lively will receive 10 hours of college credit towards TCC's RN program. There is no cost for the 10 hours of college credit. The first cohort of students are expected to be admitted Summer 2020.

Funding/ Financial Implications

None

Past Actions by the Board

The Board has approved articulation agreements with Lively Technical College in the past.

Recommended Action

That the Board approve the articulation agreement with Lively Technical College.

Articulation Agreement Between

**TALLAHASSEE COMMUNITY
COLLEGE
Healthcare Professions to RN
Transition Program**

**LIVELY TECHNICAL COLLEGE
Practical Nursing (LPN) Program**

This Memorandum of Understanding (hereinafter referred to as the “MOU”) dated as signed between Tallahassee Community College (hereinafter referred to as “TCC”) and Lively Technical College (hereinafter referred to as “Lively”) establishes a Healthcare Professions to RN Transition program (hereinafter referred to as the “Program”) that will extend 10 hours of college credit at no cost to eligible students who have completed the Practical Nursing (LPN) program at Lively. Upon successful completion of all course work the 10 hours of college credit will be applied in order to satisfy requirements for graduation.

EDUCATIONAL PROGRAM

TCC and Lively faculty and staff with responsibility for the supervision and coordination of the Nursing programs have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures for Lively’s Practical Nursing program meet the standards for college credit course work and that the learning outcomes are consistent with the course work in the AS degree being articulated. Furthermore, Lively’s Practical Nursing program courses are taught by faculty who have a minimum of a BS/BA degree in the required discipline area.

TRANSFER PROCESS

For admission into the Healthcare Profession to RN Transition program, students must:

- Complete all of the required Nursing program prerequisites.
- Provide documentation of an active and unencumbered Florida license as a Practical Nurse
- Meet all of the application requirements as established for the Healthcare Professions to RN Transition program in the Tallahassee Community College Catalog.

Prior to submitting the application for admission, students must complete all prerequisite courses and the Health Education Systems, Inc. Admission Assessment (HESI A2).

Applicants are awarded points based on grade point average and HESI-A2. These points are used to determine entry into the AS nursing program.

- **Grade Point Average (GPA for Nursing)**. Students must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.5. Points are earned by multiplying the GPA x 10. For example, a student earning a 3.2 GPA would earn 32 points towards admission (e.g., $3.2 \times 10 = 32$). The maximum number of points granted for GPA is 40.
- **HESI A2**. A minimum score of 75% on each subtest of the HESI A2 is required to be considered for admission. The test scores are translated into points. For example, a score of 81% provides 81 points toward admission. Only scores on the following subtests are considered for admission: reading, vocabulary, grammar, and math.

Students may earn additional points by achieving certain subtest scores. The score ranges required to earn additional points for a subtest are as follows:

- o 80.0-89.99% = 3 additional points per subtest score
- o 90.0-100% = 5 additional points per subtest score

A total of 20 additional points toward admission may be earned in this manner.

The total number of possible points = 120

The points earned from the HESI A2 and GPA are added together, and this total determines who is offered admission. The total maximum points possible = 160.

If two or more students have an equal number of points, residents of TCC's service district, veterans and students who have completed all the corequisite non-nursing courses will receive first consideration. Corequisites include one General Education [Humanities State Core](#) course, plus [MCB2004 General Microbiology](#) and [MCB2004L Microbiology Laboratory](#).

ADDITIONAL REQUIREMENTS:

In addition to the above requirements, students must also do the following:

1. Applicants must be at least 18 years of age and meet all admission requirements of the College.
2. Submit a completed Tallahassee Community College application for admission, satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, declare a major in the Healthcare Professions to R.N., A.S. Degree program, and be in Active Student Status.
 - Complete the Tallahassee Community College Student Orientation.
 - Submit a program application to the Healthcare Professions to RN Transition program. Students must include a current and valid copy of their LPN Certification and have an active Florida license.

- If selected for the program, student must confirm seat, complete compliance, and attend program orientation.
- After verifying the required documentation, the Healthcare Professions Advisor will confirm eligibility, and notify the Registrar's Office of acceptable credit to be awarded.

TERMS OF AGREEMENT

This agreement shall be reviewed and evaluated biannually. It shall remain in effect from October 2019 until either party identifies a need for revision or terminates this agreement with thirty days written notice.

APPROVED:

APPROVED:

Leon County School Board

Tallahassee Community College

Date _____

Date _____



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Direct Support Organization Audit Reports

Item Description

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

Overview and Background

Per Florida Statutes 1004.70(6), the College's DSOs must be audited annually and the results be submitted to the Board for review. For the fiscal year ending March 31, 2019, audits were completed for both the Public Safety Academy Housing, Inc. and the Tallahassee Community College Foundation, Inc.

Funding/ Financial Implications

No funding requirements.

Past Actions by the Board

The Board last reviewed the audited financial statements for these DSOs at the October 22, 2018 meeting.

Recommended Action

For information only.

PUBLIC SAFETY ACADEMY HOUSING, INC.
Havana, Florida

FINANCIAL STATEMENTS

Years Ended March 31, 2019 and 2018

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MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

TBL
THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

HAROLD A. BROCK, JR., C.P.A.
FRED C. LUGER, C.P.A.
MATTHEW R. HANSARD, C.P.A.
ANN MARIE BACHMAN, C.P.A.
GREGORY J. COCHRAN, C.P.A.

JOHN K. KIRK, C.P.A.
KELLY VAZQUEZ, C.P.A.

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

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Public Safety Academy Housing, Inc. (a Florida non-profit organization) which comprise the statements of financial position as of March 31, 2019 and 2018, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Public Safety Academy Housing, Inc. as of March 31, 2019 and 2018, and the changes in net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Matters

In accordance with *Government Auditing Standards*, we have also issued a report dated September 30, 2019, on our consideration of Public Safety Academy Housing, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the result of our audit.

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

Thomson Black & Company

Tallahassee, Florida
September 30, 2019

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

The discussion and analysis of Public Safety Academy Housing, Inc.'s financial statements provides an overview of the financial activities for the year ended March 31, 2019. Management has prepared the financial statements and the related footnote disclosures along with the discussion and analysis. Responsibility for the completeness and fairness of this information rests with the preparers. The discussion and analysis contains activities of the Public Safety Academy Housing Inc. for fiscal years 2019 and 2018.

Public Safety Academy Housing, Inc. was incorporated on February 26, 2003, as a direct support organization of Tallahassee Community College for the purpose of financing and constructing a housing facility at the College's Florida Public Safety Institute. The housing facility was financed by a \$9 million mortgage note and was completed on January 4, 2006. Upon completion, Public Safety Academy Housing, Inc. executed an agreement with the College whereby the College leases the housing facility from Public Safety Academy Housing, Inc. and is responsible for operating and maintaining the facility. During the fiscal year ended March 31, 2015, the Organization refinanced its original mortgage rate and borrowed an additional \$575,000 in a separate mortgage note payable to renovate and refurbish the dormitory. All revenues generated by the facility are retained by the College. In exchange, Public Safety Academy Housing, Inc. receives a monthly lease payment in the amount of \$62,000 through August 31, 2018, then increased to \$62,500 for the remainder of the fiscal year, for its mortgage payment and operating expenses.

By design, Public Safety Academy Housing, Inc. was limited in its establishment to obtaining the financing and constructing the housing facility, with all post completion activities to be the responsibility of the College. Accordingly, 2019 financial activities consist of monthly lease receipts, mortgage payments, and the recognition of certain costs (depreciation) incurred during prior years but recognized as current year expenses. The nature of Public Safety Academy Housing, Inc.'s future activities can be expected to remain consistent with those of the 2019 fiscal year.

See independent auditors' report.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF FINANCIAL POSITION
March 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ <u>11,715</u>	\$ <u>18,607</u>
TOTAL CURRENT ASSETS	11,715	18,607
PROPERTY AND EQUIPMENT, Net	<u>5,690,092</u>	<u>5,943,542</u>
	\$ <u>5,701,807</u>	\$ <u>5,962,149</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of mortgage notes payable	\$ <u>563,880</u>	\$ <u>541,096</u>
TOTAL CURRENT LIABILITIES	563,880	541,096
LONG-TERM LIABILITIES		
Mortgage notes payable	<u>3,590,402</u>	<u>4,205,527</u>
TOTAL LIABILITIES	4,154,282	4,746,623
NET ASSETS		
Invested in capital assets, net of related debt	1,535,810	1,196,919
Unrestricted	<u>11,715</u>	<u>18,607</u>
	<u>1,547,525</u>	<u>1,215,526</u>
	\$ <u>5,701,807</u>	\$ <u>5,962,149</u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
Years Ended March 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
OPERATING REVENUE		
Lease income	\$ 747,500	\$ 744,000
OPERATING EXPENSES		
Depreciation	253,450	253,451
Contractual services	7,242	7,310
Materials and supplies	<u>41</u>	<u>-</u>
	<u>260,733</u>	<u>260,761</u>
OPERATING INCOME	486,767	483,239
NONOPERATING EXPENSE		
Interest expense	<u>154,768</u>	<u>153,787</u>
CHANGES IN NET ASSETS	331,999	329,452
BEGINNING NET ASSETS	<u>1,215,526</u>	<u>886,074</u>
ENDING NET ASSETS	\$ <u><u>1,547,525</u></u>	\$ <u><u>1,215,526</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
STATEMENTS OF CASH FLOWS
Years Ended March 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Rents and fees collected	\$ 747,500	\$ 744,000
Payments to vendors	(7,283)	(7,310)
Payments for interest expense	(154,768)	(153,787)
NET CASH PROVIDED BY OPERATING ACTIVITIES	585,449	582,903
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Principal payments on long-term debt	(592,341)	(572,248)
NET CASH USED IN FINANCING ACTIVITIES	(592,341)	(572,248)
NET (DECREASE) INCREASE IN CASH	(6,892)	10,655
CASH AT BEGINNING OF YEAR	<u>18,607</u>	<u>7,952</u>
CASH AT END OF YEAR	\$ <u><u>11,715</u></u>	\$ <u><u>18,607</u></u>
RECONCILIATION OF CHANGES IN NET ASSETS TO CASH PROVIDED BY OPERATING ACTIVITIES		
Changes in net assets	\$ 331,999	\$ 329,452
Adjustments to reconcile change in net assets to cash provided by operating activities:		
Depreciation	<u>253,450</u>	<u>253,451</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ <u><u>585,449</u></u>	\$ <u><u>582,903</u></u>

See accompanying notes.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019 and 2018

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

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

A summary of significant accounting policies follows.

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

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

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

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

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

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

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

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019 and 2018

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

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

Subsequent Events - Management has performed an analysis of the activities and transactions subsequent to March 31, 2019, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2019. Management has performed their analysis through the date of this report.

NOTE 2 - RELATED PARTY TRANSACTIONS

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

In November 2005, the Organization executed an agreement with the College to operate the housing complex. Terms of the agreement include monthly lease revenue amounting to \$62,000 through August 31, 2018, then increased to \$62,500 for the remainder of the fiscal year, with automatic annual lease renewals unless thirty (30) day prior notice of cancellation is given by either party. Total lease income earned amounted to \$747,500 and \$744,000 for the years ended March 31, 2019 and 2018, respectively.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment as of March 31, 2019 and 2018, is summarized as follows:

	<u>2019</u>	<u>2018</u>
Building	\$ 8,491,790	\$ 8,491,790
Furniture and equipment	<u>592,650</u>	<u>592,650</u>
	9,084,440	9,084,440
Accumulated depreciation	<u>(3,394,348)</u>	<u>(3,140,898)</u>
	<u>\$ 5,690,092</u>	<u>\$ 5,943,542</u>

Depreciation expense for the years ended March 31, 2019 and 2018 amounted to \$253,450 and \$253,451, respectively.

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019 and 2018

NOTES 4 - MORTGAGE NOTES PAYABLE

Mortgage notes payable as of March 31, 2019 and 2018, were as follows:

	2019	2018
<p>\$6,017,876 refinanced mortgage note payable executed November 10, 2014 with Gadsden County, Florida and assigned to a commercial lender; bearing interest at 2.75% through December 31, 2017, then at 3.34% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 2.45%; payable in monthly installments of principal and interest in the amount of \$54,739, maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	\$ 3,730,688	\$ 4,266,511
<p>\$575,000 mortgage note payable executed November 10, 2014, with Gadsden County, Florida and assigned to a commercial lender. The note bears interest at 3.99% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 3.25%; payable in monthly installments of principal and interest; maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	<div style="text-align: right;"> <u>423,594</u> 4,154,282 </div>	<div style="text-align: right;"> <u>480,112</u> 4,746,623 </div>
<p>Less current portion</p>	(563,880)	(541,096)
	\$ <u>3,590,402</u>	\$ <u>4,205,527</u>

PUBLIC SAFETY ACADEMY HOUSING, INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019 and 2018

NOTES 4 - MORTGAGE NOTES PAYABLE (Continued)

As of March 31, 2019, the scheduled maturities of the mortgage notes payable were as follows:

	<u>Principal</u>	<u>Interest</u>
March 31, 2020	\$ 563,880	\$ 123,621
2021	635,942	114,060
2022	658,260	91,742
2023	681,365	68,636
2024	726,988	23,013
Thereafter	<u>887,847</u>	<u>3,145</u>
	<u>\$ 4,154,282</u>	<u>\$ 424,217</u>

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THOMSON BROCK
LUGER & COMPANY

Certified Public Accountants and Business Advisors

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GREGORY J. COCHRAN, C.P.A.

JOHN K. KIRK, C.P.A.
KELLY VAZQUEZ, C.P.A.

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

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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Public Safety Academy Housing, Inc. (a Florida nonprofit organization), which comprise the statements of financial position as of March 31, 2019 and 2018, and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated September 30, 2019.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Thomson Black Veatch Company

Tallahassee, Florida
September 30, 2019

**TALLAHASSEE COMMUNITY COLLEGE
FOUNDATION, INC.
Tallahassee, Florida**

FINANCIAL STATEMENTS

Years Ended March 31, 2019 and 2018

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

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Tallahassee Community College Foundation, Inc. (a Florida non-profit organization) which comprise the statements of financial position as of March 31, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluation of the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tallahassee Community College Foundation, Inc. as of March 31, 2019 and 2018, and the changes in net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 22, 2019, on our consideration of Tallahassee Community College Foundation, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tallahassee Community College Foundation, Inc.'s internal control over financial reporting and compliance.



Tallahassee, Florida
August 22, 2019

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
Years Ended March 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
Cash and cash equivalents	\$ 31,456	\$ 58,253
Non-endowed investments	2,122,631	2,183,993
Due from Tallahassee Community College	10,962	10,962
Contributions receivable, net	1,421,059	1,696,852
Prepaid expenses	7,400	7,900
Cash restricted for endowment purposes	164,098	-
Investments restricted for endowment purposes	13,104,597	12,519,296
Land held for sale, investment, and development	636,000	759,000
Collectibles and other assets	<u>33,231</u>	<u>27,427</u>
	<u>\$ 17,531,434</u>	<u>\$ 17,263,683</u>
<u>LIABILITIES AND NET ASSETS</u>		
Accounts payable	\$ 69,204	\$ 82,622
Deferred revenue	<u>2,850</u>	<u>1,710</u>
	72,054	84,332
Net Assets:		
Without donor restrictions	846,200	965,983
With donor restrictions	<u>16,613,180</u>	<u>16,213,368</u>
	<u>17,459,380</u>	<u>17,179,351</u>
	<u>\$ 17,531,434</u>	<u>\$ 17,263,683</u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF ACTIVITIES
Years Ended March 31, 2019 and 2018

	2019			2018		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE, GAINS & OTHER						
In-kind contributions	\$ 736,249	\$ -	\$ 736,249	\$ 681,913	\$ -	\$ 681,913
Non-cash contributions	-	123,056	123,056	-	115,886	115,886
Investment income, net	63,641	7,838	71,479	31,506	1,002,298	1,033,804
Private contributions	57,541	1,226,945	1,284,486	36,018	778,679	814,697
Miscellaneous	36,945	25,999	62,944	26,917	24,914	51,831
Special events	189,014	-	189,014	164,385	60	164,445
Net assets released from restrictions:						
Satisfaction of restricted purpose	1,064,912	(1,064,912)	-	1,166,327	(1,166,327)	-
Satisfaction of time restrictions	64,962	(64,962)	-	110,929	(110,929)	-
Transfers	(145,848)	145,848	-	(97,550)	97,550	-
	<u>2,067,416</u>	<u>399,812</u>	<u>2,467,228</u>	<u>2,120,445</u>	<u>742,131</u>	<u>2,862,576</u>
EXPENSES						
Educational activities	1,382,980	-	1,382,980	1,219,616	-	1,219,616
General and administrative expenses	548,611	-	548,611	591,281	-	591,281
Development activities	255,608	-	255,608	393,012	-	393,012
	<u>2,187,199</u>	<u>-</u>	<u>2,187,199</u>	<u>2,203,909</u>	<u>-</u>	<u>2,203,909</u>
CHANGE IN NET ASSETS	(119,783)	399,812	280,029	(83,464)	742,131	658,667
BEGINNING NET ASSETS	965,983	16,213,368	17,179,351	1,049,447	15,471,237	16,520,684
ENDING NET ASSETS	<u>\$ 846,200</u>	<u>\$ 16,613,180</u>	<u>\$ 17,459,380</u>	<u>\$ 965,983</u>	<u>\$ 16,213,368</u>	<u>\$ 17,179,351</u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended March 31, 2019

	2019			
	Educational	General and	Development	Total
	Activities	Administrative	Activities	
Personnel services	\$ 315,634	\$ 187,101	\$ 89,168	\$ 591,903
Scholarships	571,580	-	-	571,580
Academic and athletic support	404,582	1,233	-	405,815
Contract services	17,821	106,363	48,198	172,382
Fundraising expenses	7,512	25,583	54,767	87,862
Facility costs	-	60,583	-	60,583
Materials and supplies	14,649	20,646	15,725	51,020
Professional fees	-	35,630	-	35,630
Honoraria and awards	30,228	911	2,636	33,775
Advertising	1,240	10,030	22,136	33,406
Printing	3,823	17,487	10,925	32,235
Miscellaneous expenses	500	28,868	2,612	31,980
Travel	6,890	11,151	1,776	19,817
Bad debt	-	15,599	-	15,599
Business meeting expense	643	9,121	3,313	13,077
Rental	1,278	1,853	4,307	7,438
Insurance	-	6,176	-	6,176
Training expense	4,577	1,573	-	6,150
Bank and investment fees	-	5,608	-	5,608
Dues and subscriptions	2,023	3,095	45	5,163
Telephone	-	-	-	-
Licenses	-	-	-	-
	<u>\$ 1,382,980</u>	<u>\$ 548,611</u>	<u>\$ 255,608</u>	<u>\$ 2,187,199</u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended March 31, 2018

	2018			
	Educational Activities	General and Administrative	Development Activities	Total
Personnel services	\$ 114,817	\$ 256,036	\$ 169,943	\$ 540,796
Scholarships	549,696	-	-	549,696
Academic and athletic support	485,340	-	-	485,340
Contract services	12,612	112,135	69,026	193,773
Fundraising expenses	1,697	24,990	67,346	94,033
Facility costs	-	60,583	-	60,583
Materials and supplies	21,838	5,314	6,518	33,670
Professional fees	-	17,119	-	17,119
Honoraria and awards	13,259	47,881	25,796	86,936
Advertising	1,353	11,527	30,460	43,340
Printing	556	4,096	11,604	16,256
Miscellaneous expenses	171	739	85	995
Travel	6,802	6,152	-	12,954
Bad debt	-	9,644	-	9,644
Business meeting expense	7,948	4,854	6,691	19,493
Rental	730	90	5,505	6,325
Insurance	-	7,057	-	7,057
Training expense	549	8,451	-	9,000
Bank and investment fees	-	3,301	-	3,301
Dues and subscriptions	2,248	7,820	13	10,081
Telephone	-	3,492	-	3,492
Licenses	-	-	25	25
	<u>\$ 1,219,616</u>	<u>\$ 591,281</u>	<u>\$ 393,012</u>	<u>\$ 2,203,909</u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF CASH FLOWS
Years Ended March 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Support from private and public	\$ 1,093,121	\$ 1,218,627
Investments	<u>499,704</u>	<u>492,928</u>
	1,592,825	1,711,555
Payments for scholarships and suppliers	(<u>1,267,748</u>)	(<u>1,463,336</u>)
CASH PROVIDED BY OPERATING ACTIVITIES	325,077	248,219
CASH FLOWS FROM INVESTING ACTIVITIES		
Net purchases of investments	(<u>896,009</u>)	(<u>599,206</u>)
CASH USED IN INVESTING ACTIVITIES	(896,009)	(599,206)
CASH FLOW FROM FINANCING ACTIVITIES		
Contributions restricted for investment endowment	<u>708,233</u>	<u>329,466</u>
CASH PROVIDED BY FINANCING ACTIVITIES	<u>708,233</u>	<u>329,466</u>
INCREASE (DECREASE) IN CASH, CASH EQUIVALENTS, AND RESTRICTED CASH	137,301	(21,521)
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH AT BEGINNING OF YEAR	<u>58,253</u>	<u>79,774</u>
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH AT END OF YEAR	\$ <u><u>195,554</u></u>	\$ <u><u>58,253</u></u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF CASH FLOWS (Continued)
Years Ended March 31, 2019 and 2018

	2019	2018
RECONCILIATION OF CHANGE IN NET ASSETS TO		
CASH PROVIDED BY OPERATING ACTIVITIES:		
Change in net assets	\$ 280,029	\$ 658,667
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Unrealized loss (gain) on investments	1,144,982	(570,237)
Realized gain on sale of investments	(772,912)	(70,681)
Impairment loss on land held for sale, investment and development	-	50,000
Non-cash contributions	117,196	(84,684)
(Increase) decrease in:		
Prepaid expenses	500	38,927
Collectibles	-	14,771
Accounts receivable	-	5,750
Due from Tallahassee Community College	-	27,663
Contributions receivable	275,793	498,176
Beneficial interest in irrevocable trust	-	756
Increase (decrease) in:		
Accounts payable	(13,418)	9,232
Deferred revenue	1,140	(655)
Contributions restricted for investment endowment	(708,233)	(329,466)
CASH PROVIDED BY OPERATING ACTIVITIES	\$ <u>325,077</u>	\$ <u>248,219</u>
SUPPLEMENTARY NON-CASH DISCLOSURE:		
Dentistry equipment	\$ 17,784	\$ -
Dentistry equipment gifted to College	(17,784)	-
Theatre equipment	1,960	-
Theatre equipment gifted to College	(1,960)	-
Mine safety program equipment and conference	29,499	-
Mine safety program equipment and conference gifted to College	(29,499)	-
Classroom renovations	45,312	-
Classroom renovations gifted to College	(45,312)	-
Prepaid gift cards	22,000	-
Gift cards distributed to students	(16,196)	(23,271)
Donated stock	-	99,455
Artwork	6,500	8,500
Artwork gifted to College	(6,500)	-
Road grader enclosed cab	-	18,000
Road grader enclosed cab gifted to College	-	(18,000)
Land gifted to College	(123,000)	-
	\$ <u>(117,196)</u>	\$ <u>84,684</u>

See accompanying notes.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A summary of the Foundation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

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

- Net assets without donor restrictions - consists of amounts that are available for use in carrying out the supporting activities of the Foundation and are not subject to donor-imposed stipulations.
- Net assets with donor restrictions - consists of amounts that are available for the purposes restricted by donors and grantors, a time restriction, or to be held in perpetuity with earnings restricted for a specific purpose. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Land - Land consists of real property donated to the Foundation, recorded at its fair market value at date of contribution, and adjusted for impaired values.

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

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

Due to its tax-exempt status, the Foundation is not subject to U.S. federal income tax or state income tax. The Foundation's Form 990 has not been subject to examination by the Internal Revenue Service or the state of Florida for the last three (3) years. The Foundation does not expect the total amount of unrecognized tax benefits to significantly change in the next twelve (12) months.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Foundation recognizes interest and/or penalties related to income tax matters in income tax expense. The Foundation did not have any amounts accrued for interest and penalties at March 31, 2019 and 2018.

Advertising Costs - The Foundation expenses advertising costs as incurred.

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

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

	2019	2018
Cash and cash equivalents	\$ 31,456	\$ 58,253
Cash restricted for endowment purposes	164,098	-
	\$ 195,554	\$ 58,253

Investment Income - Unless stipulated by donor agreement, investment income earned on investments held with donor restrictions is recognized as investment income without restriction.

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

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

Fair Value of Financial Instruments - The Foundation's carrying amount for its financial instruments, which include cash, investments, receivables, and accounts payable, approximates fair value.

Subsequent Events - Management has performed an analysis of the activities and transactions subsequent to March 31, 2019, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2019. Management has performed their analysis through the date of this report.

Reclassifications - Certain reclassifications have been made to the prior year financial statements in order for them to be in conformity with the current year presentation.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 2 - RELATED PARTY TRANSACTIONS

Personnel and certain facility costs are provided to the Foundation by the College. For the years ended March 31, 2019 and 2018, the Foundation has recorded these donated services at \$591,904 and \$540,796 for personnel services, \$60,583 and \$60,583 for facility costs, and \$83,762 and \$80,534 for other office expenses, respectively.

NOTE 3 - CONTRIBUTIONS RECEIVABLE

Contributions receivable consist of unconditional promises to give for the Foundation's Major Gifts Campaign and College Employee Giving Program. The present value of estimated future cash flows has been calculated using a discount rate of 5.5% and 4.75%, after providing for collection losses for the years ended March 31, 2019 and 2018, respectively. A summary of contributions to be collected follows:

	2019	2018
In one year or less	\$ 707,151	\$ 623,534
Between one year and ten years	863,188	1,276,170
	1,570,339	1,899,704
Less:		
Allowance for collection losses	(77,154)	(94,985)
Discounts for time-value of money	(72,126)	(107,867)
	\$ 1,421,059	\$ 1,696,852

The Foundation is the beneficiary of conditional promises to give. A conditional promise requires a future event to take place before the promise becomes binding on the donor. Typically, the Foundation has no control over the required event. As of March 31, 2019 and 2018, the Foundation was the beneficiary of various promises to give that did not meet recognition criteria of approximately \$3,346,298 and \$3,615,086, respectively. No receivable was recorded for these conditional pledges, nor was future support recognized.

NOTE 4 - INVESTMENTS

Investments are carried at fair value; realized and unrealized gains and losses are reflected in investment income, net, in the statement of activities.

The following are the major types of investments held by the Foundation at March 31:

	2019	2018
Investment pool	\$ 13,104,597	\$ 12,519,296
Bond mutual and exchange traded funds	1,944,416	2,074,096
Money market funds	178,212	109,894
State Board of Administration funds	3	3
	\$ 15,227,228	\$ 14,703,289

March 31, 2019

Investment pool consists of 56% in mutual funds, 36% in exchange traded products, 7% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2019.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 4 - INVESTMENTS (Continued)

State Board of Administration funds consist of 100% in variable and fixed rate corporate commercial paper and notes as of March 31, 2019.

March 31, 2018

Investment pool consists of 59% in mutual funds, 31% in exchange traded products, 9% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2018.

State Board of Administration funds consist of 100% in variable and fixed rate corporate commercial paper and notes as of March 31, 2018.

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

	<u>2019</u>	<u>2018</u>
Interest and dividends income	\$ 499,703	\$ 492,928
Net realized gain on sales of investments	772,913	70,681
Net unrealized (loss) gain on investments	(1,144,982)	570,237
Investment fees	(56,155)	(50,042)
Impairment loss on land	<u> -</u>	<u>(50,000)</u>
	<u>\$ 71,479</u>	<u>\$ 1,033,804</u>

The various investments in securities, mutual funds, and other investments are exposed to a variety of uncertainties, including interest rate, market, and credit risks. Due to the level of risk associated with certain investments, it is possible that changes in the values of these investments could occur in the near term. Such changes could materially affect the amounts reported in the financial statements of the Foundation.

NOTE 5 - FAIR VALUE MEASUREMENTS

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

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

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

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

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 5 - FAIR VALUE MEASUREMENTS (Continued)

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

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

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

Financial and nonfinancial assets and liabilities measured at fair value on a recurring and nonrecurring basis are summarized below:

	<u>Fair Value Measurements at March 31, 2019</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments restricted for endowment purposes:				
Money market funds	\$ 105,533	\$ -	\$ -	\$ 105,533
Domestic equity securities	8,527,387	-	-	8,527,387
International equity securities	3,614,331	-	-	3,614,331
FEG pooled investment funds	<u>-</u>	<u>857,346</u>	<u>-</u>	<u>857,346</u>
Total investments restricted for endowment purposes	12,247,251	857,346	-	13,104,597
Non-endowed investments:				
Money market funds	178,212	-	-	178,212
Equity mutual funds	-	-	-	-
Bond mutual and exchange traded funds	1,944,416	-	-	1,944,416
Commercial paper and notes	<u>-</u>	<u>3</u>	<u>-</u>	<u>3</u>
Total non-endowed investments	2,122,628	3	-	2,122,631
Nonfinancial assets:				
Land held for sale and investment	<u>-</u>	<u>636,000</u>	<u>-</u>	<u>636,000</u>
Total assets	\$ <u>14,369,879</u>	\$ <u>1,493,349</u>	\$ <u>-</u>	\$ <u>15,863,228</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 5 - FAIR VALUE MEASUREMENTS (Continued)

	<u>Fair Value Measurements at March 31, 2018</u>			
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments restricted for endowment purposes:				
Money market funds	\$ 67,972	\$ -	\$ -	\$ 67,972
Domestic equity securities	7,123,978	-	-	7,123,978
International equity securities	4,240,414	-	-	4,240,414
FEG pooled investment funds	<u>-</u>	<u>1,086,932</u>	<u>-</u>	<u>1,086,932</u>
Total investments restricted for endowment purposes	11,432,364	1,086,932	-	12,519,296
Non-endowed investments:				
Money market funds	109,894	-	-	109,894
Equity mutual funds	150,864	-	-	150,864
Bond mutual and exchange traded funds	1,923,232	-	-	1,923,232
Commercial paper and notes	<u>-</u>	<u>3</u>	<u>-</u>	<u>3</u>
Total non-endowed investments	2,183,990	3	-	2,183,993
Nonfinancial assets:				
Land held for sale and investment	<u>-</u>	<u>759,000</u>	<u>-</u>	<u>759,000</u>
Total assets	\$ <u>13,616,354</u>	\$ <u>1,845,935</u>	\$ <u>-</u>	\$ <u>15,462,289</u>

NOTE 6 - LAND HELD FOR SALE, INVESTMENT, AND DEVELOPMENT

Land held for sale, investment, and development currently consists of two (2) parcels of real property. As market conditions change, the parcels' appraised values can suffer impairment losses from their determined fair market value recorded at date of donation. Prior year additions consisted of a parcel donated to the Foundation, the disposition of which is restricted to Foundation use until May 1, 2020, after which it may be sold, and the proceeds restricted to use in promotion and funding of higher education efforts of children graduating from Wakulla County Schools. During the current year, the Foundation transferred ownership of the Appleyard Drive Parcel to the College. A summary of land held for sale, investment, and development is as follows:

	<u>2019</u>	<u>2018</u>
Approximately forty-eight (48) acres, Dr. MLK Jr. Road, Crawfordville, Florida	\$ 605,000	\$ 605,000
One (1) acre vacant parcel of land, Appleyard Drive	-	123,000
Approximately thirty-five (35) acres, Lake Shore Drive and Sharer Road	934,000	934,000
Impairment loss	(903,000)	(903,000)
	\$ <u>636,000</u>	\$ <u>759,000</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 7 - BOARD DESIGNATED NET ASSETS WITHOUT RESTRICTION

On January 26, 2012, the Board unanimously approved the designation of \$500,000 from net assets without restriction to the HPE Surgical Technology Program and the Ghazvini Fund in the amounts of \$404,500 and \$95,500, respectively, for the purpose of funding and supporting the College's healthcare initiative program. As of March 31, 2019 and 2018, board designated net assets without restriction remaining for the HPE Surgical Technology Program and the Ghazvini Fund amounted to \$102,695 for each year, respectively.

NOTE 8 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions as of March 31, 2019 and 2018, are restricted for the following purposes:

	<u>2019</u>	<u>2018</u>
Subject to expenditure for specified purpose:		
Scholarships and grants	\$ 998,022	\$ 1,071,240
Academic, student programs and support	1,126,848	574,879
Land	311,000	311,000
Pledges receivable with purpose restrictions, net	<u>869,438</u>	<u>996,894</u>
	3,305,308	2,954,013
Subject to the passage of time:		
Pledges receivable without restrictions, net	161,617	198,641
Land	<u>325,000</u>	<u>325,000</u>
	486,617	523,641
Subject to spending policy and appropriation:		
Accumulated gains and term endowments	5,168,429	5,673,596
Pledges receivable to be held in perpetuity, net	390,005	501,317
Endowment funds restricted in perpetuity	<u>7,262,821</u>	<u>6,560,801</u>
	<u>12,821,255</u>	<u>12,735,714</u>
TOTAL NET ASSETS WITH DONOR RESTRICTIONS	\$ <u>16,613,180</u>	\$ <u>16,213,368</u>

NOTE 9 - ENDOWMENTS

The Foundation's endowments consist of one hundred twenty-five (125) donor restricted funds. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. Donor-restricted endowments are classified as net assets with donor restrictions.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 9 - ENDOWMENTS (Continued)

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

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

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

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

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

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 9 - ENDOWMENTS (Continued)

Endowment net assets composition by type of fund as of March 31, 2019:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ <u>7,652,826</u>	\$ <u>5,168,429</u>	\$ <u>12,821,255</u>

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 7,062,118	\$ 5,673,596	\$ 12,735,714
Investment return, net	-	7,838	7,838
Contributions	590,708	-	590,708
Amounts appropriated for expenditure	-	(513,005)	(513,005)
	<u>\$ 7,652,826</u>	<u>\$ 5,168,429</u>	<u>\$ 12,821,255</u>

Endowment net assets composition by type of fund as of March 31, 2018:

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Donor-restricted endowment funds	\$ <u>7,062,118</u>	\$ <u>5,673,596</u>	\$ <u>12,735,714</u>

	With Donor Restrictions		
	Original Gift Amount	Accumulated Gains and Other	Total Funds
Endowment net assets, beginning of year	\$ 6,377,518	\$ 5,042,129	\$ 11,419,647
Investment return, net	-	1,002,298	1,002,298
Contributions	684,600	-	684,600
Amounts appropriated for expenditure	-	(370,831)	(370,831)
	<u>\$ 7,062,118</u>	<u>\$ 5,673,596</u>	<u>\$ 12,735,714</u>

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 10 - CONCENTRATIONS OF CREDIT RISK

The Foundation maintains demand deposits at a financial institution located in Leon County, Florida. As of March 31, 2019 and 2018, accounts are insured up to \$250,000 by the Federal Deposit Insurance Corporation or Security Investor Protection Corporation, or insured in full under Florida Statute Chapter 280, Security for Public Deposits. At March 31, 2019 and 2018, the Foundation's uninsured cash balances amounted to \$0 for each year, respectively.

NOTE 11 - COMMITMENTS

As of March 31, 2019 and 2018, the Foundation maintains programmatic grant commitments to the College in the amounts of \$222,675 and \$232,430 for promises to give conditional upon the College's satisfaction of compliance with donor/grantor restrictions.

NOTE 12 - LIQUIDITY AND AVAILABILITY OF RESOURCES

The Foundation's financial assets available within one (1) year of the statements of financial position date for general expenditure are as follows:

	2019	2018
Cash and cash equivalents	\$ 31,456	\$ 58,253
Add: Non-endowed investments	2,122,631	2,183,993
Add: Due from Tallahassee Community College	10,962	10,962
Add: Current portion of contributions receivable without restrictions, net	86,348	77,877
Add: Current portion of contributions receivable with purpose restrictions, net	<u>404,929</u>	<u>360,325</u>
	<u>\$ 2,656,326</u>	<u>\$ 2,691,410</u>

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

For the purposes of analyzing resources available to meet general expenditures over a twelve (12) month period, the Foundation considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. Endowment spending and endowed assets are not included in this calculation, refer to Note 9 for information on the Endowment spending policy of the Foundation.

TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
Years Ended March 31, 2019 and 2018

NOTE 13 - CHANGE IN ACCOUNTING PRINCIPLE

Effective January 1, 2018, the Foundation adopted Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958) and Health Care Entities (Topic 954) - Presentation of Financial Statements of Not-for-Profit Entities*. The ASU amends the current reporting model for nonprofit organizations and enhances their required disclosures. The major changes include: (a) requiring the presentation of only two (2) classes of net assets now titled “net assets without donor restrictions” and “net assets with donor restrictions”, (b) modifying the presentation of underwater endowment funds and related disclosures, (c) requiring the use of the placed in service approach to recognize the expirations of restrictions on gifts used to acquire or construct long-lived assets absent explicit donor stipulations otherwise, (d) requiring that all nonprofits present an analysis of expenses by function and nature in either the statement of activities, a separate statement, or in the notes and disclose a summary of the allocation methods used to allocate costs, (e) requiring the disclosure of quantitative and qualitative information regarding liquidity and availability of resources, (f) presenting investment return net of external and direct expenses, and (g) modifying other financial statement reporting requirements and disclosures intended to increase the usefulness of nonprofit financial statements.

Implementation of ASU 2016-14 did not require reclassification or restatement of any opening balances related to the period presented. The Foundation’s net assets previously reported as temporarily restricted and permanently restricted are now reported as net assets with donor restrictions. Likewise, the Foundation’s net assets previously reported as unrestricted are now reported as net assets without donor restrictions.

MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

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Certified Public Accountants and Business Advisors

HAROLD A. BROCK, JR., C.P.A.
FRED C. LUGER, C.P.A.
MATTHEW R. HANSARD, C.P.A.
ANN MARIE BACHMAN, C.P.A.
GREGORY J. COCHRAN, C.P.A.

JOHN K. KIRK, C.P.A.
KELLY VAZQUEZ, C.P.A.

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

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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tallahassee Community College Foundation, Inc. (a Florida non-profit organization), which comprise the statements of financial position as of March 31, 2019 and 2018, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated August 22, 2019.

Internal Control over Financial Reporting

In planning and performing our audits of the financial statements, we considered Tallahassee Community College Foundation, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tallahassee Community College Foundation, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Tallahassee Community College Foundation, Inc.'s internal control.

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Thomson Black Hugel + Company

Tallahassee, Florida
August 22, 2019



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TCC locations for the Board of Trustees.

Overview and Background

The attached Construction Status report details the noteworthy construction and renovation projects being undertaken to support the educational mission of the College.

Past Actions by the Board

None.

Funding/ Financial Implications

All construction and renovation projects are funded prior to approval, with most being funded from capital improvement fees.

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF NOVEMBER 2019

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation - HSS 111	100%	March 2019	Complete
Foundation Classroom Renovation - SM 116	5%	TBD	Underway
Foundation Classroom Renovation – TPP 130	5%	TBD	Underway
Foundation Classroom Renovation – TPP 205	5%	TBD	Underway
Administration Building Glass Wall	99%	TBD	Working on Punch List
AMTC Welding Lab	10%	TBD	Design Phase; Expect 100% CD's 1 st week in November
Conversion of TESA Locks to C-Cure (Main Campus)	5%	Jan 2020	Proposal pending November BOT approval
C-Cure Lock System Upgrade (Software)	100%	Dec 2019	Migration Main Campus and FPSI complete
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 672 Trip Hazards and Replaced 25 sections of Sidewalk
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 140,684 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

GADSDEN (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
DM – Bldg. 9 - Old Dorm roof damage	25%	Nov 2019	Underway
AM – Bldg. 1 - Defensive Tactics roof damage	25%	Nov 2019	Underway

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

WAKULLA ENVIRNOMENTAL INSTITUTE (SITE 6)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

GENERAL NOTES/COMMENTS

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
DH 205 - Classroom Renovations	\$ 42,900.24
EN 116 - Classroom Renovations	\$ 58,008.03
CH 137 - Classroom Renovations	\$ 96,381.51
CT 257 - Classroom Renovations	\$ 90,756.01
CH 245, 246, 247 & 248 – Classroom Renovations	\$ 72,331.54
CH 254, 255 & 256 - Classroom Renovations	\$ 60,568.05
CH 259, 258 & 257 - Classroom Renovations	\$ 60,787.19
CH 260, 261 & 262 - Classroom Renovations	\$ 69,687.83
HSS 111 - Classroom Renovations	\$ 44,679.45
SM 116 - Classroom Renovations	\$ -
TPP 130 - Classroom Renovations	\$ -
TPP 205 - Classroom Renovations	\$ -



November 18, 2019

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: Pre-qualification of General Contractors Announcement

Item Description

The State Requirements for Educational Facilities (SREF) require the Board to announce its intent to pre-qualify contractors at a public meeting.

Overview and Background

The District Board of Trustees approved a process that requires general contractors to meet specific criteria before being invited to bid on TCC renovation, remodeling or construction projects. These criteria are outlined in Section 4.1 of SREF and Chapter 1013.46 F.S.

The District Board of Trustees intends to pre-qualify general contractors on an annual basis to competitively bid both planned and proposed projects estimated to cost between \$1,000,000 and \$5,000,000 and included in the annual Capital Improvement Plan (CIP).

After this announcement, the College will make available the pre-qualification packet soliciting general contractors interested in bidding on College projects. After the evaluation process is complete, a separate Board action will be requested to approve the recommended list of contractors.

Funding/ Financial Implications

The construction projects will be funded from the annual PECO renovation/remodeling funds, TCC funds or approved grant funds.

Past Actions by the Board

The District Board of Trustees approved the list of general contractors for the previous year at the January 28, 2019 meeting.

Recommended Action

Approve the initiation of the process to pre-qualify general contractors for the period of January 1, 2020 through December 31, 2020.

Tallahassee Community College

Request for Qualifications (RFQ)

For

APPLICATIONS FOR GENERAL CONTRACTOR
PRE-QUALIFICATION

RFQ 2020-01



Applications Due – December 16, 2019 – 1:45 p.m. EDST

Applications Opening December 16, 2019 – 2:00 p.m. EDST

<http://www.tcc.fl.edu/purchasing>

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GENERAL CONDITIONS

Proposers: To ensure acceptance of the proposal, follow these instructions.

SEALED PROPOSALS: The number of the proposal and the date of opening shall be shown on the envelope/box containing each proposal. Proposers are requested to show their name and address on the envelope/box. All proposals are subject to the terms and conditions specified herein and on the attached proposal documents.

Completed proposal must be submitted in a sealed envelope/box. **Telegraphic (fax, e-mail, telephone, telegraph) proposals will not be accepted.**

1. **EXECUTION OF PROPOSAL:** Proposals must contain an original manual signature of an authorized representative. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals must be completed either handwritten in ink or typewritten. No erasures are permitted. If a correction is necessary, draw a single line through the entered information and enter the corrected information above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed may not be considered. The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal.
2. **NUMBER OF COPIES:** Proposers shall submit four (4) complete sets (one (1) original and three (3) copies along with two (2) electronically on (2) separate USB flash media in PDF format. The USB's **must** be identical to the original proposal with all original signatures and all supporting documentation, in a sealed envelope/box marked as stated in the Proposal Submission clause. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee. Please look at your USB's and make sure all data is on the drives before submitting them to us for evaluation.
3. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFQ.
4. **PROPOSAL SUBMISSION:** The College will receive proposals at the Purchasing Office. The outside of the sealed envelope/box must be identified as follows:
 - Proposer's name
 - Return address
 - RFQ number and title
 - Due date and time

5. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposals received after the specified date and time shall be returned unopened. The College will not be responsible for late deliveries or delayed mail. The time stamp located in the Purchasing Office shall serve as the official authority to determine lateness of any proposal.

Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the proposer to provide the above information on the outside of the envelope/box shall result in the rejection of the proposer's proposal.

The proposer may submit the proposal in person or by mail/courier service. The College cautions proposers to assure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals. Confirmation of receipt of proposal can be made by calling the College Purchasing Office at 201-6088.

6. **SUPPLIER REGISTRATION REQUIREMENTS:** Proposers who obtain RFQ documents from other sources must officially register with the College's Purchasing Office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to proposers who receive RFQ documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

Prior to the award of this solicitation, supplier(s) must be registered in TCC's Workday Supplier database. If you previously submitted these forms and received your **TCC Workday Supplier ID** number, you will not need to re-submit, just reference this number on the **Proposal Response Form**.

Example of a Workday Supplier ID is SU 000000123

If you are not a registered TCC vendor, you will need to complete our online TCC Vendor Application Form and W-9 at:
<http://www.tcc.fl.edu/about/college/administrative-services/purchasing/vendor-information/#>

These forms are submitted electronically which protects your information. Once your forms have been submitted and information has been processed by Purchasing, you will receive an e-mail containing your TCC Supplier ID Number.

If you are unsure about your registration status in TCC's database, please E-mail and include your company name.

7. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.

8. **REVISIONS AND AMENDMENTS**: The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of RFQ, such revisions and amendments, if any, will be announced by an addendum to the RFQ. In such cases the addendum will include an announcement of the new RFQ opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their proposal.
9. **CONFLICT OF INTEREST**: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the College. Further, all proposers must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
10. **DISQUALIFICATION**: Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.
11. **PROPOSAL WITHDRAWAL**: Proposers may withdraw their proposals by notifying the College in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the proposers.
12. **POSTING OF RESULTS**: Proposal tabulations with recommended awards will be posted for review by interested parties in the TCC Purchasing Office on or about January 2nd and will remain posted for a period of 72 hours.

The College will also post all recommended awards and addenda and materials relative to this procurement on the State of Florida's Vendor Bid System (VBS) http://myflorida.com/apps/vbs/vbs_www.main_menu and the College's purchasing website: www.tcc.fl.edu/purchasing. **Interested parties are responsible for monitoring these sites for new or changing information relative to this procurement.**
13. **PROTEST OF SOLICITATIONS SPECIFICATIONS PROCEDURE**: Tallahassee Community College Procedure for Contract Solicitation or Award Bid Protest procedures may be obtained from the TCC Purchasing Office or accessed by going to the TCC Purchasing website using this link:

<https://www.tcc.fl.edu/media/divisions/administrative-services/purchasing/TCC-Bid-Protest-Procedures.pdf>
14. **ADDITIONAL INFORMATION**: No additional information may be submitted, or follow-up performed by any proposer after the stated due date of a formal presentation to the evaluation committee, unless specifically requested by the College.

15. **PUBLIC RECORDS**: Upon award or ten (10) days after opening, whichever is earlier, proposals become “public records” and shall be subject to public disclosure consistent with chapter 119.07(3) (m), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the proposal, and must identify the data or other materials to be protected, and must state reasons why such exclusion from public disclosure is necessary. Any financial statements that are submitted are exempt from becoming public record [FS 119.07(3)(t)].
16. **INQUIRIES/INTERPRETATIONS**: All proposers shall carefully examine the RFQ documents. Proposers are expected to examine the terms and conditions, specifications, scope of work, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. Any interpretation of or changes to the RFQ will be made in the form of a written addendum to the RFQ and will be furnished to all proposers.

Such inquiries regarding this RFQ must be submitted in writing via email to the College’s Purchasing Assistant, Ed Tolliver at tollivee@tcc.fl.edu. The College will provide written answers via email to the questions in the form of a written addendum to all proposers who have received the RFQ. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFQ.
17. **PUBLIC OPENING/EVALUATION**: Proposals shall be publicly opened, proposers name read and recorded on the date and time specified herein unless changed by addendum. All proposals received after the specified time will not be considered and will be returned to the proposer. Fax, e-mail, telegraph or telephone proposals will not be accepted. A proposal may not be altered after the opening of the proposals. Upon receipt of proposals, an evaluation committee if required will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
18. **ACCURACY OF PROPOSAL INFORMATION**: Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
19. **ADVERTISING**: In submitting a proposal, the proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
20. **CANCELLATION**: In the event the contractor violates any of the provisions of this proposal, the Board shall give written notice to the contractor stating the deficiencies and unless deficiencies are corrected within ten (10) days, recommendation will be made to the board for immediate cancellation. Tallahassee Community College reserves the right to terminate any contract resulting from this pre-qualification at any time and for any reason, upon giving thirty (30) days written notice to the other party.

21. **TERMINATION**: If a contract is awarded as a result of this RFQ and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked proposer or to issue a new RFQ, whichever is determined to be in the best interest of the College.

The supplier will serve at the will and pleasure of the College. Either party may cancel the contract with thirty (30) days advanced written notice. However, at the College's sole option, a termination for convenience by the College may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole. The College shall be liable for goods or services delivered and accepted. In the event of termination by either party, the supplier will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the College, the supplier shall:

- Stop orders/work on the date and to the extent specified.
- Terminate and settle all orders and/or sub-contracts relating to the performance of the terminated work. All costs incurred for canceled projects will be billed to the College.
- Transfer all work in progress, completed work, and other materials related to the terminated work as directed by the College.
- Continue and complete all parts of the work that have not been terminated.

22. **PUBLIC ENTITY CRIMES**: A person or affiliate who has been placed on the convicted Supplier list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted Supplier list.

Note: By signing the proposal, the Supplier attests they have not been placed on the convicted Supplier list.

23. **ACCEPTANCES AND REJECTION**: The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any Supplier who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing.

24. **FAMILIARITY WITH LAWS**: All proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20) Education Code (Educational Facilities), OSHA regulations, and all Civil Rights legislation.
25. **EQUAL OPPORTUNITY**: The College is committed to complying with all laws prohibiting discrimination on the basis of race, color, religion, age, disability, marital status, national origin, and gender. The proposer agrees to make no distinction in its employment practices on the basis of race, color, religion, age, sex, marital status, or national origin and neither shall discriminate against any qualified person with disabilities in such practices. Proposer agrees to adhere to any and all applicable State and Federal Civil Rights Laws.
26. **ANTI-DISCRIMINATION**: The proposer certifies that he or she is in compliance with the non-discrimination clause in Section 202, Executive Order 11246, as amended by executive order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
27. **AFFIRMATION**: By submission of a proposal, the proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. **Proposer agrees to abide by all terms and conditions of this RFQ and the resulting contract. No outside terms and conditions will be considered unless approved by the College.**
28. **RENEWAL**: Renewal Option, ___YES X NO: If yes, the terms in this RFQ will automatically renew for one (1) year increments for up to an additional three years unless terminated, with 30 day's written notice, by either party.
29. **INDEMNIFICATION**: To the fullest extent permitted by law, the proposer shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the proposer or other person utilized by the proposer in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, Florida Statutes.

The proposer, without exemption, shall indemnify and hold harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the proposer. Further, if such a claim is made or is pending, the proposer may, at its

option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the proposer and receive reimbursement. If the proposer used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

30. **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.
31. **SPECIAL CONDITIONS:** Any and all special conditions and specifications attached here to which vary from these general conditions shall have precedence.
32. **SUBMITTAL:**
Proposals must be submitted by December 16, 2019 at 1:45 p.m.
Proposal Number: RFQ 2020-01
Proposals will be opened December 16, 2019 at 2:00 p.m.
Proposals Will Be Opened in the TCC Purchasing, Building MR 57

**Tallahassee Community College
444 Appleyard Drive
Purchasing Department, Building MR 57
Tallahassee, Florida 32304-2895**

SCHEDULE OF RFQ EVENTS:

Date	Time	Description
November 18, 2019		Release of RFQ to Public, Posted on VBS & TCC Purchasing Website
November 25, 2019	5:00 p.m.	Last Day for Written Inquiries and Notice of Intent to Propose
December 3, 2019		Anticipated Date that answers to Written Inquiries will be posted on VBS & TCC Purchasing website
December 16, 2019	1:45 p.m.	Proposals Due
December 16, 2019	2:00 p.m.	Proposal Opening
December 17, 2019		Anticipated Commencement of Proposal Evaluations
January 2, 2020	10:00 a.m.	Committee review of Proposals – Support Services Building Room 106
January 2, 2020		Committee results posted to VBS and TCC Purchasing Website
January 21, 2020		Anticipated TCC Board of Trustees approval

PROPOSAL SPECIFICATIONS

The Board of Trustees, Tallahassee Community College, Florida (The Board) adopted the policy that requires general contractors meet specific criteria before being invited to bid on educational facilities construction projects. These criteria are contained in Section 4.1 State Requirements for Educational Facilities, Rule 6A-2.0010, Florida Administrative Code and are embodied in this application without modification as required.

1) *Project Description*

The Board elected the option, as provided in the above cited Rule, to pre-qualify General Contractors on an annual basis to competitively bid projects between \$1 million and \$5 million dollars. Therefore, this Pre-qualification application (RFQ) will cover the period of January 1, 2020 through December 31, 2020.

2) *Planned Projects*

Planned projects are those projects for which construction drawings are essentially complete and a tentative date for construction has been set. There are currently no projects definitively scheduled for bidding during the period covered by this annual pre-qualification.

3) *Projected Projects*

Projected projects are those projects which are not yet in the design and development stage, but which are proposed for construction after January 1, 2020. These projects are not considered in this application. However, projected projects are delineated in the Board's approved five-year Capital Improvement Plan (CIP). The CIP is updated annually and submitted to the State Board of Community Colleges, as required by law.

EVALUATION PROCESS

1. EVALUATION METHOD:

1. An Evaluation Committee composed of TCC staff members, selected by the College's Vice President for Administrative Services, will provide the initial evaluation of all responses and make a recommendation which will be in the best interests of the College. The District Board of Trustees shall make the final award(s).
2. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.
3. The evaluation committee will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.

2. NON-RESPONSIVE PROPOSALS:

1. Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:
 - Failure to sign the proposal
 - Failure to acknowledge addenda
 - Failure to provide required submittals/documentation
 - Submission of a late proposal
 - Submission of a proposal that contains conflicting terms and conditions than those listed by the College
 - Proposer does not meet minimum requirements

3. STATEMENT OF QUALIFICATION:

- A. To insure that all RFQ's are fairly evaluated, scored and ranked, it is very important that the RFQ's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

INSURANCE REQUIREMENTS

1. REQUIREMENTS:

During the performance of the services under this contract, contractor shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

A. Minimum Limits:

1. General Liability Insurance with all of the following:
 - a. Bodily injury limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
 - b. Property damage limits of not less than \$1,000,000 for each occurrence/\$2,000,000 aggregate
2. Automobile Liability Insurance with all of the following:
 - a. Bodily injury limits of not less than \$500,000 for each person
 - b. Not less than \$500,000 for each incident
 - c. Property damage limits of not less than \$500,000 for each accident
3. Workers' Compensation Insurance in accordance with statutory requirements, as well as the following:
 - a. Employer's liability insurance with limits of not less than \$100,000 for each accident
 - b. \$100,000 for each disease
 - c. \$500,000 aggregate
4. Professional Liability, when applicable for services provided, not less than \$1,000,000 per occurrence/\$2,000,000 aggregate

B. Conditions:

1. Policies must be written by an insurance company authorized to do business in Florida.
2. Policies other than Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a rating of "A-" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

3. The College's Purchasing Director/Risk Manager may verify ratings at A.M. Best's website: www.ambest.com/ (regarding item 1B2 above)
4. Deductible amounts shall not exceed 5% of the total amount of required insurance in each category. Should any policy contain any unusual exclusion, said exclusions shall be so indicated on the Certificate(s) of Insurance.
5. Contractor shall furnish the College Certificates of Insurance that shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to the College.
6. Contractor shall include the College as an additional insured on the General Liability and Automobile Liability insurance policy required by the contract. All of the contractor's sub-contractors shall be required to include the College and contractor as additional insured on their General Liability insurance policies.
7. If an "ACCORD" Certificate of Liability Insurance form is used by the contractor's insurance agent, the words "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" in the "cancellation" paragraph of the form shall be deleted.
8. The contractor shall not commence work under this contract until all insurance required as stated herein has been obtained and the College has approved such insurance.
9. "Claims made" insurance policies are not acceptable.

2. **MISREPRESENTATION:**

Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

3. **GOVERNMENTAL ENTITIES:**

In the event the proposer is a governmental entity, different insurance requirements may apply.

INSTRUCTIONS FOR PREPARING PROPOSALS

1. PROPOSAL FORMAT:

A. For ease of evaluation:

1. It is suggested that a 3 ring binder be used
2. The proposal should be submitted on 8 ½ x 11 paper
3. Portrait Orientation
4. With headings and sections numbered
5. The sections should be separated by using divider tabs for easier reference
6. Ensure all information is typewritten
7. Information loaded onto the USB must be identical to the information shown on the original copy of the bid and be in the same format.

B. The proposal should be divided by tabs into sections with references to parts of the RFQ done on a section-by-section basis.

2. PROPOSAL SUBMITTAL:

A. **Basic Submittal Information:**

1. **Letter of Intent:** This letter will summarize in a brief concise manner, the proposer understands the Terms and Conditions, Scope of Work and will make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length. (Tab 1)
2. **Acknowledgement of Addenda:** Include the signed and dated acknowledgement page of the last/final addendum issued by the College, if applicable. (Tab 15)
3. Proposal Response Form (Tab 15)
4. Proposal Certification Form (Tab 15)
5. **Corporate Information:** If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the State of Florida. (Tab 12)
6. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company. (Tab 2)

7. **Bankruptcy:** Indicate whether your firm has filed for bankruptcy within the previous seven (7) years. (Tab 8)
8. **Drug Free Workplace:** If applicable provide a statement concerning the proposer's status as a drug free workplace. Whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process. (Tab 15)

Response Format

Tab 1 - Letter of Transmittal

The responding firm's response will include a letter of transmittal signed by an official of the entity authorized to legally bind the entity in this Pre-qualification request. The letter of transmittal will also include the authorized official's voice and facsimile telephone numbers. Additionally, the letter of transmittal will include the name and telephone numbers of the individual who can respond to requests for additional information.

Tab 2 - Identification

Describe your entity in detail. Is your entity a company, partnership, or a sole proprietorship? If you are a company or a corporation, provide the name, address and name of principal who will represent the entity in this Pre-qualification application process. Since this Pre-qualification is not on a project-by-project basis, joint ventures are disallowed.

Tab 3 - Organization

The responding firm shall furnish an organizational chart which depicts the structure of the overall firm. Additionally, the responding firm shall also provide a chart which represents its organization for accomplishing the college's educational facilities construction projects.

Tab 4 - Key Personnel

The responding firm shall provide a brief resume of key company personnel planned for assignment to college projects. The resume shall include the following:

- ✓ Name and position within the organization
- ✓ Education
- ✓ Length of service with the firm
- ✓ Years of construction experience
- ✓ Significant professional achievements

Tab 5 - Background Experience

The responding firm shall provide a descriptive listing of significant projects completed since February 1, 2014. The listing shall furnish the following information:

- ✓ Description of project scope
- ✓ Dollar value
- ✓ Name and business address of the owner
- ✓ Assessed liquidated damages, if any
- ✓ Notice to proceed, target completion and actual completion dates
- ✓ Initial contract value and final contract value
- ✓ Brief narrative description of any unusual technical aspects of the project

Tab 6 - Detailed Experience

The responding firm shall provide evidence which presents a factual description of the three most recent projects which the responding firm believes most parallels the projects cited. Information provided shall contain owner's representative's name and phone number. The firm must consider dollar value, physical size and complexity in its determination of parallel projects. The specific evidence required consists of an explanation of the following:

- ✓ Construction techniques
- ✓ Trade standards
- ✓ Quality workmanship
- ✓ Project scheduling
- ✓ Cost Control
- ✓ Project management
- ✓ Application of Building Codes for Public Educational Facilities Construction
- ✓ Application of the State Standards for Educational Facilities (SREF)

Tab 7 - Licensure

The entity shall submit a valid General Contractors license copy. List the jurisdictions and any other trade categories in which the entity is legally licensed to conduct business and provide the required license copy.

Tab 8 - Financial Data

The entity will submit an audited financial statement for the most recent 12-month period. As a minimum, the audited financial statement shall consist of the firm's balance sheet and statement of operations and the firm's bonding

capacity. This financial requirement may be satisfied by the firm's surety submitting a certification regarding the firm's bonding capacity, which must equal or exceed \$5 million dollars. In this regard, the firm's surety must be a licensed surety qualified to conduct business in the State of Florida and rated "(A-)" or better in the most recent A.M. Best Guide and qualified to do business within the State.

Tab 9 - Insurance

The responding firm shall provide certificates of insurance confirming that the firm has the legally required workers' compensation, public liability, and property damage coverage and vehicle insurance.

Tab 10 - Litigation

The responding firm shall submit specific data regarding the subject of litigation. The data is required in two areas. A detailed explanation of the litigation is required, if applicable. Note that litigation initiated by a proposer to protect the contractor's legal rights shall not be used as a basis for rejection of the contractor's Pre-qualification application.

- ✓ All pending litigation
- ✓ All litigation since December 30, 2014

Tab 11 - Registration Certificates

Responding firms shall submit a reproduction of its business registration certificate. The certificates must be in the name of the firm applying for Pre-qualification. A firm must be licensed in the State of Florida at the time it applies for Pre-qualification.

Tab 12 - Corporate Charter

If the responding firm is a corporation, then it shall provide a copy of its charter of incorporation as issued by the Secretary of State, State of Florida. If not, a letter stating it is not a Corporate Charter.

Tab 13 - Convicted Supplier List

Responding firms shall submit a letter stating it is or is not on Florida's Convicted Supplier List. Under the provisions of Section 286.133(3)(a), Florida Statutes, the Board shall not accept any application from or transact any business with any person or affiliate who appears on the State of Florida's convicted Supplier list.

Tab 14 - Claims Resolution

Provide evidence of a satisfactory solution of claims filed by or against your entity involving projects of the same or similar size to those cited. This evidence shall be limited to those instances occurring within the most recent five years. For the purposes of this Pre-qualification application, the term satisfactory resolution is defined in Section 4.2(7)(a)4, Rule 6A-2.0111, Florida Administrative Code as: A claim against an entity is deemed satisfactorily resolved if the final judgment is rendered in favor of the entity or final judgment rendered against the entity is satisfied within 90 days of the date the judgment becomes final.

Tab 15 – Other Required Forms

The Proposer shall complete and return under Tab 15 – Other Required Forms as follows:

- ✓ Proposal Response Form
- ✓ Proposal Certification
- ✓ Drug-Free Work Place Form
- ✓ Minority, Woman, or Veteran Owned Business Declaration Form
- ✓ Addendum or Question and Answer Acknowledgement Form (If any issued)

PROPOSAL RESPONSE FORM

Proposers are required to complete and submit this form. Proposers shall submit one (1) original and three (3) copies of proposal and (2) electronically on a USB flash media in PDF format of the proposal complete with all supporting documentation, in a sealed envelope/box marked as noted in the General Conditions of the RFQ. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.

Company Name: _____

Address _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

Company Toll Free Telephone Number: _____

E-Mail Address: _____

Type of Business: ___ Corporation ___ Partnership

 ___ Sole Partnership ___ Joint Venture

Incorporated in State of _____ Date: _____

Number of Years _____

SSN (If Sole Proprietorship or Partnership): Only required if FEIN is not provided

I have submitted the required TCC Supplier application and W9 form online and have obtained my TCC Supplier ID # which is SU - _____ .

Name of Company Representative:

Printed _____ Signature _____

Title _____ Date _____

NOTE: Please return to Tallahassee Community College with your proposal.

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read, understand and will comply with all of the terms and conditions of the RFQ.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____
Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Date _____

NOTE: Please return to Tallahassee Community College with your proposal.

DRUG FREE WORKPLACE

Drug-Free Workplace: _____ Yes _____ N/A

If Yes please complete this form.

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies

that _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Supplier's Signature

Date

NOTE: Please return to Tallahassee Community College with your proposal.

Minority/ Woman/Veteran Owned Business Declaration

Minority/Woman/Veteran Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority/Woman/Veteran Owned Business Declaration Form

Proposer hereby declares that it is a Minority/Woman/Veteran Owned Business Enterprises, as defined by section 288.703. Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American () Hispanic American () Native American () Asian American
() American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statues 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is

domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

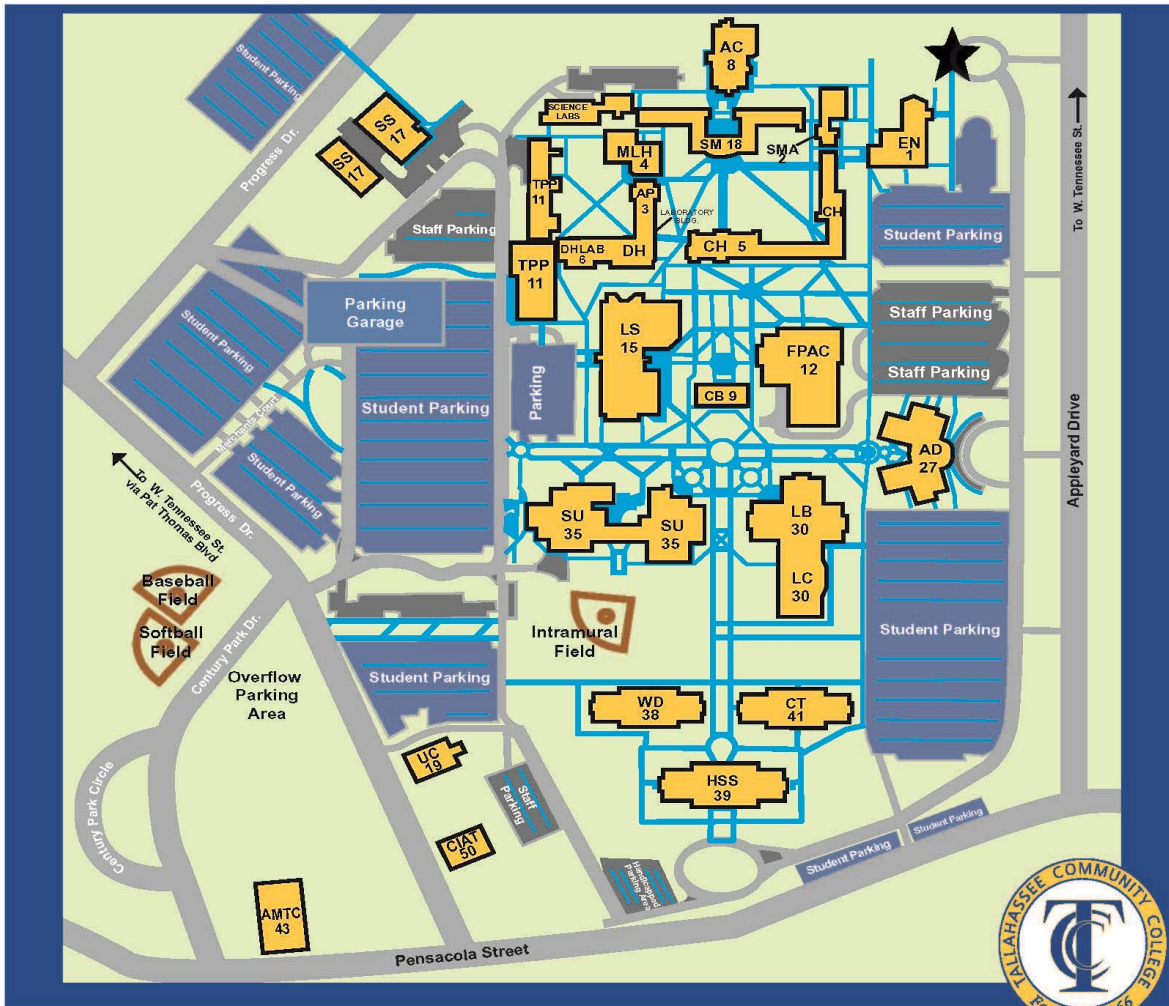
- (3) "Minority person" means a lawful, permanent resident of Florida who is:
 - a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

Projected Projects

No currently funded projects

****For information purposes only****



TCC CAMPUS MAP LEGEND

AC 8	Academic Computing Center	CT 41	Computer Technology Building	SU 35	Student Union Building
AD 27	Hinson Administration Building <i>Academic Affairs Administrative Services Business Office Communications and Public Information General Services and Procurement Human Resources Information Center Information Technology Office of the President TCC Foundation</i>	DH 6	Dental Hygiene Building <i>Dental Hygiene Lab</i>		<i>Bookstore Campus Life Career Center Cashier College Reach-Out Program (CROP) Disability Support Services Enrollment Services and Student Success Financial Aid Food Court International Student Services Student Activities Student Affairs Veterans Center</i>
AMTC 43	Advanced Manufacturing Training Center	EN 1	English Building	TPP 11	Technology and Professional Programs Building
AP 3	Academic Support Building	FPAC 12	Fine and Performing Arts Center <i>Center for Teaching Excellence Ralph Hurst Gallery TCC Fine Art Gallery Testing Center / DSS Testing Center Turner Auditorium</i>	UC 19	University Center <i>Barry University Embry-Riddle Aeronautical University Flagler College Saint Leo University</i>
CB 9	Center Building <i>Campus Police Print Shop</i>	LS 15	Lifetime Sports Complex <i>Athletics Fitness Center</i>	WD 38	Center for Workforce Development
CH 5	Communications and Humanities Building	MLH 4	Judge Walter T. Moore Lecture Hall		
CIAT 50	Construction/Industrial Applied Technology Building <i>Thomas University</i>	SM 18	Science and Mathematics Building		
		SMA 2	Science and Mathematics Annex		
		SS 17	Support Services Building		
				★	Star Metro Bus Stop

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center

****For information purposes only****



November 18, 2019

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: C-Cure Door Lock Upgrades

Item Description

This item requests approval of the attached proposal 18136-2-0 to replace the existing and obsolete TESA Lock System on the Main Campus with the upgraded 2019 C-Cure System, utilizing Miller Electric and GSA contract pricing.

Overview and Background

Currently the main campus uses two different electronic door lock systems, the C-Cure and the TESA systems. The C-Cure system was recently successfully upgraded to the 2019 version. However, the TESA system is obsolete, has no support available and requires a new server. If the TESA system should fail, we have no back up available. The goal of this request is to convert all electronic locks on main campus to the C-Cure system. Combining two systems into one upgraded system will provide a more reliable, robust system that can be managed by the TCC Police Department and will reduce the administrative workload.

Funding/ Financial Implications

Funds for this project are provided from the College's local funds.

Past Actions by the Board

N/A

Recommended Action

Approve the attached proposal as presented.



18136-2-0
8/19/2019

Project Scope

Our scope includes the below items with a checkmark next to them:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Shop Drawings & Submittals | <input checked="" type="checkbox"/> Uninterruptible Power Supplies |
| <input checked="" type="checkbox"/> Permits & Inspections | <input checked="" type="checkbox"/> Structured Cabling (CAT6) & Terminations |
| <input type="checkbox"/> As-Built Drawings & O&M Manuals | <input type="checkbox"/> Fiber Optic Cabling & Terminations |
| <input checked="" type="checkbox"/> End-User Training | <input type="checkbox"/> Fiber Patch Panels/Media Converters |
| <input checked="" type="checkbox"/> Man Lifts or Scaffolds | <input checked="" type="checkbox"/> CCTV System Software/Licenses |
| <input type="checkbox"/> Demolition of Existing Hardware/Wiring | <input checked="" type="checkbox"/> CCTV System Software Maintenance Agreement |
| <input checked="" type="checkbox"/> 120VAC Power Wiring & Conduit | <input type="checkbox"/> CCTV System Servers/Archivers |
| <input type="checkbox"/> Underground Conduits & Junction Boxes | <input type="checkbox"/> CCTV System Workstations |
| <input checked="" type="checkbox"/> Above Ground Conduits & Junction Boxes | <input type="checkbox"/> Access Control System Software/Licenses |
| <input checked="" type="checkbox"/> Terminal Cabinets/Equipment Enclosures | <input type="checkbox"/> Access Control System Software Maintenance Agreement |
| <input checked="" type="checkbox"/> Installation of Field Devices | <input type="checkbox"/> Door Locking Hardware |
| <input checked="" type="checkbox"/> Installation of System Cable/Wiring | <input type="checkbox"/> Door Lock Power Supplies |
| <input checked="" type="checkbox"/> Surge Suppression | <input type="checkbox"/> Door/Frame Preparation |
| <input type="checkbox"/> Network Equipment Racks | <input checked="" type="checkbox"/> Sales/Use Tax |
| <input checked="" type="checkbox"/> Network Switches | <input type="checkbox"/> Performance/Payment Bonds |



Bill Of Material

18136-2-0
8/19/2019

Project Labor: SIN #246-1000/51/52

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
0	MISC	Hardware/Materials	MISC Installation Consumables	152.86	\$0.00

Labor Schedule for: Project Labor: SIN #246-1000/51/52

QTY	Description	Rate	Ext. Price
420.00	Helper	\$87.61	\$36,796.20
160.00	Account/Project Manager	\$113.70	\$18,192.00
420.00	Installer	\$96.37	\$40,475.40
80.00	Field Engineer	\$93.95	\$7,516.00

TCC 01 - English: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	TRENDNET	TPE-115GI	Gigabit Power Over Ethernet Plus (PoE+) Injector, Converts Non-PoE Gigabit to PoE+ or PoE Gigabit, Network Distances up to 100 M	45.79	\$45.79
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 01 - English: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 02 - Science Math Annex: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 02 - Science Math Annex: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 03 - Academic Support: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 03 - Academic Support: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 03 - Academic Support: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 04 - Moore Lecture Hall: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 04 - Moore Lecture Hall: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 05 - Communications & Humanities: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 05 - Communications & Humanities: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
7	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$10,812.06

TCC 06 - Dental Hygiene: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 06 - Dental Hygiene: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 08 - Academic Computing: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47



TCC 08 - Academic Computing: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 08 - Academic Computing: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 09 - Centre Building: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 09 - Centre Building: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
4	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$6,178.32

TCC 11 - TPP North & South: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 11 - TPP North & South: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
7	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$10,812.06

TCC 12 - Fine and Performing Arts Center: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 12 - Fine and Performing Arts Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58



TCC 15 - Lifetime Sports Complex: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 15 - Lifetime Sports Complex: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 17 - Support Services: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 17 - Support Services: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
5	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$7,722.90

TCC 18 - Science Math: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 18 - Science Math: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
5	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$7,722.90

TCC 19 - University Center: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 19 - University Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 19 - University Center: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 20 - Baseball Fieldhouse: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 20 - Baseball Fieldhouse: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 27 - Administration Building: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37

TCC 27 - Administration Building: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 28 - Central Utility Plant: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 28 - Central Utility Plant: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 30 - Library: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11



TCC 30 - Library: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 30 - Library: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
6	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$9,267.48

TCC 31 - Eagles Nest (Trucking): Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 31 - Eagles Nest (Trucking): SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 34 - Softball Fieldhouse: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$3,927.03
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 34 - Softball Fieldhouse: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 35 - Student Union: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$3,927.03
3	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$1,330.41
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 35 - Student Union: SIN #246-35-1					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

TCC 37 - Parking Garage: Open Market					
QTY	Manufacturer	Part #	Description	Init Price	Ext. Price



TCC 37 - Parking Garage: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 37 - Parking Garage: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 38 - Center for Workforce Development: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 38 - Center for Workforce Development: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 39 - History and Social Sciences: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 39 - History and Social Sciences: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$3,089.16

TCC 41 - Computer Technology: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
2	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$2,228.74
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 41 - Computer Technology: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
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TCC 41 - Computer Technology: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
4	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$6,178.32

TCC 43 - Advanced Manufacturing: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 43 - Advanced Manufacturing: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 54 - Facilities: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$1,309.01
1	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$443.47
1	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$1,114.37
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 54 - Facilities: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
1	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$1,544.58

TCC 57 - Mailroom: Open Market

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
2	SOFTWARE HOUSE	PIM400-485	Panel Interface Module (Serial), AD Series RS-485 panel interface module for AD400 wireless	1,309.01	\$2,618.02
2	SOFTWARE HOUSE	ANT400-REM-I/O	OMNI-DIRECTIONAL REMOTE	443.47	\$886.94
3	SOFTWARE HOUSE	USTAR-LT08-EP	iSTAR Ultra LT, supports 8 readers, w/plastic encl, use IP-ACMs to connect local I/O wiring	1,114.37	\$3,343.11
1	West Penn	254245EZBL1000	4P 24G SLD CAT 5E PLEN	272.40	\$272.40

TCC 57 - Mailroom: SIN #246-35-1

QTY	Manufacturer	Part #	Description	Init Price	Ext. Price
3	SCHLAGE	AD-400-CY-70-MT-RHO-626-JD CO6-LH-4B-13-247-10-0 25-134	AD-400 Networked Wireless - Cylindrical Classroom	1,544.58	\$4,633.74

Financial Summary

Total Equipment: \$240,367.99
Total Labor: \$102,979.60
Other Direct Costs: \$3,815.87
Total System Investment: \$347,163.46



18136-2-0
8/19/2019

Acceptance

Proposal: TCC - 82 Door ACS Upgrade-GSA

\$347,163.46

The following documents in this proposal are considered binding including: Scope of Work, Bill Of Materials, Terms and Conditions Where Applicable

Proposal Accepted: Miller Electric Company is authorized to proceed with the work as proposed. This proposal is valid until: 10/18/2019

Purchaser Tallahassee Community College
By Trey Kimbrel
Title Construction Services Manager

Seller Miller Electric Company
By Hunter Longstreth

Signature _____
Date _____
PO # _____

Signature _____
Date 8/19/2019

The above persons represent that they are authorized to sign and execute this binding agreement. This acceptance indicates understanding of the complete proposal, including clarifications, design, programming, drawings, ownership, software licenses and the Warranty below.



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapter 4.0 – All Personnel.

Overview and Background

The College brings forth a request to modify the College's Policy Manual. Highlights of these changes are outlined below.

04-17 – Outside Employment – Updated to clarify requirements and considerations for outside employment.

Funding/ Financial Implications

None.

Past Actions by the Board

The Board has approved previous revisions to Chapter 4 of the College's Policy Manual.

Recommended Action

Approve revision of College policy as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65	SEE ALSO:
DATE ADOPTED: 12/01/97; 01/22/01; 12/16/02; 11/22/10; 10/22/18, <u>11/18/19</u>	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value ~~to its employees, to the College, and to the community of the many types~~ of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- Interfere with the ability and availability of the employee to perform his/her assigned duties with the College;
- Have the appearance of, or potential to be a conflict of interest in accordance with Ch. 112.313(3), Florida Statutes;
- Involve the rent, lease or sale of any realty, goods or services to the employee's own agency or business in accordance with Ch. 112.313(3), Florida Statutes
- Result in any conflict of interest between the outside employment activity and the College;
- ~~Inhibit the employee's duties and responsibilities at the College;~~
- Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m. or the employee's scheduled work hours.

The ~~President~~Director of Human Resources, or his/her designee, shall approve all requests for outside employment. If approved ~~by the President~~, all outside employment other recommendation(s) shall be forwarded-provided to the Board for ~~review and consideration~~information only.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

~~Requests for outside employment or self-employment must be submitted to the immediate supervisor and be reviewed by the District Board of Trustees prior to beginning the outside employment. If the outside employment is an ongoing activity, [the request for outside employment](#) must be submitted annually by September 1 of each year. Such requests must include the employer, dates and/or projected time period of employment, projected amount of hours per week, and planned working hours each day, position title and a brief description of job duties. It is the responsibility of the immediate supervisor to review the submission for conflicts or concerns, and to raise any concerns to the appropriate Vice President.~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65	SEE ALSO:
DATE ADOPTED: 12/01/97; 01/22/01; 12/16/02; 11/22/10; 10/22/18, 11/18/19	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- Interfere with the ability and availability of the employee to perform his/her assigned duties with the College;
- Have the appearance of, or potential to be a conflict of interest in accordance with Ch. 112.313(3), Florida Statutes;
- Involve the rent, lease or sale of any realty, goods or services to the employee's own agency or business in accordance with Ch. 112.313(3), Florida Statutes
- Result in any conflict of interest between the outside employment activity and the College;
- Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m. or the employee's scheduled work hours.

The Director of Human Resources, or his/her designee, shall approve all requests for outside employment. If approved, all outside employment shall be provided to the Board for information only.

If the outside employment is an ongoing activity, the request for outside employment must be submitted annually by September 1 of each year.



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/30/2019.

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 October is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

**Tallahassee Community College
Fund Analysis
Unrestricted Current Fund
As of October 30, 2019**

REVENUE	Budgeted	Received Year to Date	Budgeted Balance				
Student Fees	\$ 25,141,465	11,074,422	\$ 14,067,043				
State Support	34,179,013	9,593,631	\$ 24,585,382				
Federal Support	375,000	156,432	\$ 218,568				
Other Revenue	580,000	1,097,589	\$ (517,589)				
Non-Revenue Sources	1,567,691	-	\$ 1,567,691				
TOTAL REVENUE	\$ 61,843,169	\$ 21,922,074	\$ 39,921,095				
EXPENSES	Budgeted	Expended Year to Date	Oct Expenses	% of YTD Expenses	Prior Year (PY) Budget	PY YTD Expenses	PY % of YTD Expenses
<u>PERSONNEL COSTS</u>							
Administrative	\$ 3,500,735	\$ 1,211,836	\$ 346,576	35%	\$ 3,203,115	\$ 1,164,550	36%
Instructional	12,178,112	4,203,049	\$ 975,898	35%	11,071,010	4,472,338	40%
Non-Instructional	16,204,691	5,394,359	\$ 1,320,815	33%	16,740,894	5,205,184	31%
OPS	5,557,476	1,631,096	\$ 561,719	29%	5,879,441	1,679,291	29%
Personnel Benefits	10,702,155	3,272,811	\$ 804,431	31%	10,372,933	3,290,294	32%
TOTAL PERSONNEL COSTS	\$ 48,143,169	\$ 15,713,152	\$ 4,009,440	33%	\$ 47,267,393	\$ 15,811,657	33%
<u>CURRENT EXPENSES</u>							
Services	\$ 4,843,864	\$ 1,158,868	\$ 357,529	24%	\$ 4,774,375	\$ 1,416,367	30%
Material & Supplies	3,329,612	936,584	\$ 220,418	28%	3,341,739	688,988	21%
Other Current Charges	5,276,525	1,693,544	\$ 422,528	32%	5,133,886	1,480,776	29%
TOTAL CURRENT EXPENSES	\$ 13,450,000	\$ 3,788,997	\$ 1,000,475	28%	\$ 13,250,000	\$ 3,586,131	27%
CAPITAL OUTLAY	\$ 250,000	\$ -	\$ -	0%	\$ 700,000	\$ 13,767	2%
TOTAL EXPENSES	\$ 61,843,169	\$ 19,502,149	\$ 5,009,915	32%	\$ 61,217,393	\$ 19,411,555	32%

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

Issued in October 2019

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-011346	10/4/2019	Gartner, Inc.	102,238.00	Subscription of services for IT Executives and Core Research for Higher Education	DMS State Contract # 973-501-12-ACS. Renewal of existing service.



November 18, 2019

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: The District Board of Trustees 2019 Board Self-Evaluation

Item Description

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as the accrediting agency for Tallahassee Community College, requires Boards to define and regularly evaluate their respective responsibilities and expectations. In accordance with SACSCOC requirements, the members of the District Board of Trustees have completed the 2019 Board Self-Evaluation Survey.

Overview and Background

The attached summary of the results of the 2019 Board Self-Evaluation reflect input from all seven members of the District Board of Trustees. The summary is presented for Board consideration and discussion, with goals of:

- identifying areas for improvement;
- achieving a better understanding of what members expect from themselves and each other to perform as an effective Board;
- identifying strategies to enhance Board performance; and
- gaining awareness of noteworthy strengths and characteristics.

Funding/ Financial Implications

There are no funding/financial implications.

Past Actions by the Board

This is the first year the Board has completed a self-evaluation.

Recommended Action

Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2019 Board Self-Evaluation as presented.

2019 Board Self-Evaluation
The District Board of Trustees of Tallahassee Community College

5 = Excellent 4 = Above Average 3 = Average 2 = Below Average 1 = Unsatisfactory 0 = Don't Know	DBOT AVERAGE RATING <i>(TOTAL DBOT POINTS)</i>
The Board ensures the College provides accurate and timely information in order to perform Board responsibilities and make decisions.	5
	(35)
The Board focuses on policy issues, not on administrative matters.	5
	(35)
The Board ensures the financial resources of the College are being used to provide sound educational programs by reviewing monthly fund analysis reports and approving the annual operating budget.	5
	(35)
The Board ensures that the college allocates institutional financial resources for programs and services in a legal and competitive manner.	5
	(35)
The Board is regularly informed of changes in state policies and statutes, and recommended responses and actions of the state college system.	5
	(35)
The Board regularly reviews TCC's mission and strategic plan.	5
	(35)
The Board supports TCC's programs and activities by attending College events.	5
	(35)
The Board helps inform the community of the College's needs.	5
	(35)

The Board has a comprehensive understanding of the needs of the College's service district.	5
	(35)
The Board informs the President of community contacts, involvement and issues.	5
	(35)
The Board is knowledgeable about TCC's educational programs and services.	4.86
	(34)
The Board stays current on social, economic, and educational trends that affect the College.	5
	(35)

2019 Board Self-Evaluation
The District Board of Trustees of Tallahassee Community College

DBOT Comments	
Question 1: In terms of both structure and focus, what are the strengths of the Board?	1) The diversity of Board members consistently concerned with student success, Involvement in community brings strength.
	2) The Board's diverse background. That background bring various knowledge and skills.
	3) We focus on the mission not admin.
	4) The Board of Trustees works well to develop the college's strategic goals and objectives. The members' diversity in knowledge and experience is an asset.
	5) Diversity in education, avocations and vocational experiences.
	6) The members of our Board are deeply connected to the communities that we serve. Each member cares about the students at TCC and works to ensure open, affordable access to higher education in programs that have a proven and viable economic future in the work force.

2019 Board Self-Evaluation
The District Board of Trustees of Tallahassee Community College

DBOT Comments	
Question 2: In what areas is the Board most in need of assistance, support, or training to better perform its responsibilities?	1) Not in need - just continue to provide all that is in place at this time.
	2) Consistent refresher of the vast offerings of the college.
	3) The Board is well informed and equipped to fulfill its duties.
	4) The Board currently attends conferences, workshops and meetings which provide an opportunity to gain knowledge and experience.
	5) I don't think we are "in need" of any of those items. We cover most of those in our routine activities, or have instant availability of input from TCC.
	6) The more we can understand how we fit into the bigger picture of the educational system in the state of Florida, the better.