



September 21, 2020

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, September 21, 2020 Board Meeting.

The meeting will be held in the Student Union Ballroom on our Main Campus at 444 Appleyard Drive, Tallahassee, Florida. The public may also register to attend virtually at <https://www.tcc.fl.edu/bot-meeting/2020/sep/>

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Jim Murdaugh'.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, September 21, 2020
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. August 17, 2020 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 – July
Authorize payment of invoice as presented.
3. Human Resources Report
Approve the report as presented.

4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
6. Collective Bargaining Agreement
Request the District Board of Trustees ratify the CBA between UFF and TCC for current fiscal year 2020-2021.

TCC Foundation

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

Academic Affairs

8. 2020-2021 Dual Enrollment Articulation Agreements with the Liberty County School Board and Tallavana Christian School
Approval of the 2020-2021 dual enrollment articulation agreements.
9. 2020 FCS Textbook Affordability Report
Approval of the 2020 report for submission to the Florida College System Chancellor.

Administrative Services

10. Construction Status Report
Presented as an information item only.
11. FPAC Building No. 12 Roof Replacement
Approve the attached proposal no. 25-FL-200460 from Garland/DBS, Inc. as presented.
12. Fund Analysis - August
For information only, no Board action required.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

October 26, 2020 **Fourth Monday**

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Virtual Meeting details are available at
<https://www.tcc.fl.edu/bot-meeting/2020/aug/>
August 17, 2020
Business Meeting – 2:30 PM

The August 2020 District Board of Trustees virtual meeting was called to order by Chair Lamb at approximately 2:30 p.m.

Members Present: Outgoing Chair Lamb, Incoming Chair Messersmith, Trustees Callaway and Pople

Absent: Trustee Grant

Via phone/Zoom: Trustees Kilpatrick and Moore

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Rob Hall, Craig Davis, Don Herr, Heather Mitchell, Kim Moore, Lei Wang, Craig Knox, John Schultz, Bill Spiers, Trevoris McDaniel, Bobby Jones, Renae Tolson, Mason Brown, Barbara Wills, Greg Gibson, Frank Mix, Maurice Holmes, Sheri Rowland, Calandra Stringer, Angela Long, Josh Willoughby, Madeline Pumariega and Alice Maxwell

Via Zoom: Bret Ingerman, Stephanie Solomon, Gerald Jones, Patricia Manning, Henry Coles, Nyla Davis, Kalynda Holton, Jacque Parramore, Tina Workman, Sharisse Turner, Mike Robeck, Chip Singletary, Byron Dobson, Anthony Jones, Jessica Griffin and Al Moran

COMMENTS

i. Board Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He stated he missed being with everyone at events, but enjoyed the Nursing Pinning on Zoom.

ii. Board Members – Trustee Callaway agreed and indicated we don't think we have it well, until we don't have it. Trustee Pople applauded faculty and staff for a great summer. Trustee Messersmith said he lives in a remote area and it is almost culture shock to come to Tallahassee, where such measures have been taken to protect everyone during these times.

Trustee Moore thanked President Murdaugh, Provost, faculty and staff who remain focused on students; Chief of Staff Grause and Lenda Kling for the work they do; and Chair Lamb for his leadership. Trustee Kilpatrick echoed Trustee Moore's comments and thanked the Technology staff for their work that allowed him and Trustee Moore to join the meeting today from miles away.

iii. President Murdaugh thanked the Board for the comments and their support. He shared in the *Higher Education News* he read that COVID-19 is the single most disruptive event in the history of education in the world, indicating we were the first college to go to online learning and he is very proud of everyone. He stated we went live with Workday Student and while it has bumps, it will transform the experience students have – thanking everyone who worked on this.

He said with COVID-19 the Provost has worked with deans and faculty to provide classroom, Zoom (TCC Live) and online instruction. He shared safety has been job one and while we went home to work, Don Herr and his team stayed here to clean and, along with the TCC Police Department, take measures to keep people safe. He provided an overview of the phases to return faculty and staff to the workplace – including the daily review of COVID cases in the county, district and state. He said our district is in the moderate risk category and with the protocols we have put it in place (along with personal responsibility), it is our intent for this to be the safest place we can be – other than home.

APPROVAL OF MINUTES

1. June 2020 Meeting

Request Board approve minutes as presented.

MOTION: Trustee Pople

SECOND: Trustee Callaway

Motion passed unanimously.

BOARD OF TRUSTEES

2. The District Board of Trustees 2020 Board Self-Evaluation
Recommend the District Board of Trustees of Tallahassee Community College acknowledge and accept the results of the 2020 Board Self-Evaluation as presented.

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

3. Election of Officers
Motion was made for Vice-Chair Messersmith to become Chair and Trustee Grant to become Vice-Chair.

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

President Murdaugh presented a plaque to outgoing Chair Lamb for his year of service. Incoming Chair Messersmith said it is an honor to serve, indicating Trustee Lamb did a great job as Chair.

INFORMATION AND NEWS ITEMS

Director Maxwell provided information on media coverage including Trustee Lamb speaking at the Governor's Roundtable on Athletics; TCC virtual tour helping students decide where to go to college; CARES Act student scholarships; and welcoming students back with Zoom, on-line and in-person classes.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Mitchell recognized:

- The Tallahassee Police Department for their donation to the New Start Fund Scholarship,
- David & Kathy Gilbert for their donation to the Justin Dousa Valdez Fund, and
- an anonymous donor for their donation to the Sopchoppy Scholarship

NEW BUSINESS

Approval of Consent Agenda

4. Attorney Invoice – Bryant Miller Olive, P.A. (May and June 2020)
Authorize payment of invoices as presented.
5. Human Resources Report
Approve the report as presented.
6. Architect Invoices
Authorize payment of architectural invoices as presented.
7. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
8. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

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

TCC Foundation

9. TCC Foundation Update
VP Mitchell
None required. Report provided for information only.

Academic Affairs

- 10. 2020-2021 Dual Enrollment Articulation Agreements with County School Boards, Public Charter Schools and Private Schools

That the Board approves the articulation agreements.

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

- 11. Academic Curriculum Changes

That the Board approve the recommendations for the program revision, new courses, and course changes as attached.

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

Administrative Services

- 12. Annual Inventory of Property Assets
Presented as an information item only, no action required.

- 13. Disposition of Surplus Property Assets
Responding to Trustee Lamb, VP Wills indicated we do not surplus them to any specific place and these particular items have no value at this time.

Authorize the College to dispose of the items listed.

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

- 14. Policy Manual Changes
Chair Messersmith asked the attorney if there is a definition of promptly, with Esq. Knox responding the term promptly is used throughout the new regulation, without definition.

Approve revision of College policy as presented.

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

- 15. Construction Status Report
Presented as an information item only.

- 16. RFQ 2020-05 Award Recommendation
Approve the recommended construction manager at risk, Cook Brothers, Inc., for the TCC Welding Technologies Laboratory project.

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

- 17. Fund Analysis – July
For information only, no Board action required.

PUBLIC COMMENT

None

WORKSHOP

Strategic Plan Update

Provost Pumariega provided a quick overview of the strategic priorities identified by the Trustees last year. Dr. Angela Long acknowledged those that assisted with the processes throughout the year. She

shared the highlights from year one (1) of our plan in the areas of access, student success, workforce, partnerships, and resources and efficiency.

She talked about the TCC C.A.R.E. (Connections, Academics, Resources and Engagement) culture for the student experience. She stated the priorities for this culture include personalized learning, academic excellence, student success, close equity gaps, and economic and social mobility.

Provost Pumariega said we wanted to show that our strategic plan is being utilized, not just lying on the shelf. She indicated it is important to embed coaching into our classes to help students that are struggling. She stressed all physical distancing practices are in place so everyone can come back to campus and feel safe.

Trustee Callaway said she never realized how many partnerships we had in the community. She asked about the perception of our students and their safety returning to campus. President Murdaugh indicated the feedback he has received from students and parents has been positive with what we have done. Provost Pumariega shared we used the Ghazvini Center and Workforce programs as test groups in the summer, indicating the main campus has lots of signage and hand sanitizer.

PRESIDENT'S REPORT

President Murdaugh said higher education has been challenged with the George Floyd killing, sharing he has started a Commission on Race and Equity with the first meeting on August 27, 2020. He stated the Commission will address the culture at the college, with the most important thing being a focus on the gap in the success of our black and white students – emphasizing Black Minds Matter.

Chief of Staff Grause provided an overview of the next steps in the Aspen interview, indicating that although normally on-site, it will be virtual. She stated we are in the process of finalizing the agenda and will include some Trustees. She shared this is pretty much the last of the process before the final decision. President Murdaugh they will do this with all ten (10) finalists and announce a decision in May 2021.

NEXT MEETING DATE

September 21, 2020

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:14 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on September 21, 2020.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President



September 21, 2020

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 – July

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 \$3095.00 for the month of July 2020.

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: August 13, 2020
 Invoice No. 72890
 Client No. 25480.006

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

Purchase Order No. PO-012617

Statement of Legal Services

			Hours
07/06/2020	JCC	Telephone conference with client (C. Grause) / UFF negotiations	0.50
07/07/2020	JCC	Review UFF correspondence / DIS	1.60
07/07/2020	JCC	Review UFF agreement / DIS	0.20
07/07/2020	JCC	Telephone conference with client (C. Grause) / DIS	0.30
07/09/2020	JCC	Review documents Balinsky issues	0.80
07/09/2020	JCC	Analyze DIS issues	0.80
07/09/2020	JCC	Conference call client (C. Grause, management team) / DIS issues	0.70
07/16/2020	JCC	Review documents / negotiations	0.60
07/17/2020	JCC	Telephone conference with client (C. Grause) / UFF negotiations	0.30
07/17/2020	JCC	Review compensation and benefits articles	0.40
07/23/2020	JCC	Analyze return to work issues / union issues	1.60
07/28/2020	JCC	Telephone conference with client (J, Murdaugh) / UFF negotiations	0.30
07/28/2020	JCC	Telephone conference with client (C. Grause) / UFF negotiations	0.30
07/29/2020	JCC	Analyze return to work issues	0.88
07/30/2020	JCC	Telephone conference with client (C. Grause) / UFF	0.30
07/30/2020	JCC	Conference call Management Team	0.80
07/30/2020	JCC	Attend negotiations / UFF	1.70
07/30/2020	JCC	Telephone conference with client (C. Grause) / contract issues	0.30
Current Services			12.38
			\$3,095.00

Tallahassee Community College

Invoice Date: August 13, 2020
Invoice No. 72890
Client No. 25480.006

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
James C. Crosland	12.38	\$250.00	\$3,095.00
Total Current Work			<hr/> \$3,095.00
Previous Balance Due			\$8,613.55
Balance Due			<hr/> \$11,708.55

Please Reference Client Number On Checks And Wire Transfers

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

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



September 21, 2020

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 2020-2021 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Brenda Williams	Custodial	Facilities	August 3, 2020
Michael Cho	Simulation Lab Coordinator	Healthcare Professions	August 5, 2020
Chiquita Lockwood	Public Safety Officer	Campus Police	August 10, 2020
Junior Somers	Custodial	Facilities	August 17, 2020
Sonja Smith	Assistant Director of Student Services	Student Services	August 17, 2020
Demishia McCoy	Center Manager, Gadsden	Gadsden Center	August 19, 2020

Original Appointments - Faculty

Name	Position	Department	Effective Date
Tiffany Hall	Nursing Faculty	Healthcare Professions	August 17, 2020

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
LuAnn Huggins	Career Development Specialist	Compass 100 DCO Quincy Annex	August 3, 2020

Re-Appointments (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
Lucinda Vickers	English Professor	English	August 1, 2020	July 31, 2025

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Betty Williams	Senior Custodian	Facilities	July 31, 2020	Retired
Carol Miller	History Faculty	Social Sciences	July 31, 2020	Retired
Chelsee McLean	Call Center Representative	Call Center	July 31, 2020	Resigned
Gloria Jones	Office Manager	Math and Science Department	July 31, 2020	Resigned
Joan Magyari	Special Education Assistant	Grants and Contracts	July 31, 2020	Retired
Kamorris Brown	Career Development Specialist	Grants and Contracts	July 31, 2020	Resigned
Wayne Deason	Campus Police Officer	Campus Police	July 31, 2020	Retired
Meredith Burns	Surgical Technology Faculty	Surgical Technology Faculty	August 5, 2020	Resigned
Kourtney Lewis	Center Manager, Gadsden	Gadsden Center	August 7, 2020	Resigned
Scott Stephens	Project Coordinator for TCC Spark!	Grants and Contracts	August 7, 2020	Retired
Tim Madry	Senior Custodian	Facilities	August 14, 2020	Retired

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Gideon Nnaji	Associate Professor	Engineering Technology	Florida A & M University	Teaching
Merry Beth Low	Program Coordinator	Academic Affairs	Ferrum College	Online Instruction
Rob Chaney	Director of Athletics	Student Affairs	Florida College System Activities Association	Liaison to Coaches

Seeking to Hold Political Office Requests (All Employees)

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



September 21, 2020

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education – Perkins V – TCC – Director of Career and Technical Education Outreach and Recruitment Amendment 2

This amendment provides for computer equipment for the new Assistant Director for CTE Outreach and Recruitment. The deliverables and budget are impacted accordingly.

Verizon Foundation – Verizon Innovative Learning Program for Rural Youth– Amendment 1

Due to the cancellation of the summer program due to COVID, the budget was reduced to \$5,000 for expenses incurred to date.

Florida Department of Education – Adult Education and Family Literacy Act TCC- CTE Outreach and Recruitment Adult Education Leadership FY20/21

This award is part 1 of 3 that will support an Assistant Director for CTE Outreach and Recruitment position providing graphic design, management and guidance of the CTE brand. The award is for \$46,257, including an indirect rate of 5%. The funding period is from 8/5/20 through 6/30/21.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) State Leadership – General TCC-CTE Outreach and Recruitment FY20/21.

This award is part 2 of 3 that will support an Assistant Director for CTE Outreach and Recruitment position providing graphic design, management and guidance of the CTE

brand. The award is for \$134,306, including an indirect rate of 5%. The funding period is from 8/5/20 through 6/30/21.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) State Leadership – Special Population TCC-CTE Outreach and Recruitment FY20/21

This award is part 3 of 3 that will support an Assistant Director for CTE Outreach and Recruitment position providing graphic design, management and guidance of the CTE brand. The award is for \$50,707, including an indirect rate of 5%. The funding period is from 8/5/20 through 6/30/21.

Tallahassee Community College Foundation – Verizon Foundation

Pass-through from the Verizon Foundation providing funds to support the RISE Summer Academy and COVID-19 Relief efforts. The award is for \$50,000, indirect is not allowed. The funding period is through 6/30/21.

US Department of Education – Gadsden County Talent Search Program

This award is for the final year of a 5-year award, Talent Search identifies and assists students in middle and high school from disadvantaged backgrounds in Gadsden County who have the potential to succeed in higher education. It provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The award is for an additional \$277,375, including an indirect cost rate of 5%. The funding period is through 8/31/21.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Gadsden County

This award will provide voluntary adult education and literacy services in Gadsden County in order to increase performance measures on standardized testing and obtain the educational skills necessary to be involved in the education of their children. The award is for \$140,716, including an indirect cost rate of 5%. The funding period is from 7/1/20 through 6/30/21.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Wakulla County

This award will provide voluntary adult education and literacy services in Wakulla County in order to increase performance measures on standardized testing and obtain the educational skills necessary to be involved in the education of their children. The award is for \$36,813, including an indirect cost rate of 5%. The funding period is from 7/1/20 through 6/30/21.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education – Perkins V – TCC – Director of Career and Technical Education Outreach and Recruitment Amendment 1

Amendment 1 approved at the August 2019 Trustees meeting.

Verizon Foundation – Verizon Innovative Learning Program for Rural Youth– Amendment 1

Initial award approved at the April Trustees meeting.

US Department of Education – Gadsden County Talent Search Program

This award is an annual renewal.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Gadsden County

This award is an annual renewal.

Florida Department of Education – Adult Education and Family Literacy, Adult General Education for Wakulla County

This award is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$33,335.00.

Recommended Action

Authorize funding for the awards and contracts as presented.



September 21, 2020

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 State, Division of Cultural Affairs – Word of South Festival

TCC will provide fiscal support for the Division of Cultural Affairs. Funding supports the execution of the 2-day 2021 Word of South Festival. The amount of this award is \$39,104. Indirect costs are not allowed. The funding period is from 7/1/20 through 06/30/21.

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program, Amendment 1

This amendment increases computer equipment needed for virtual trainings. The deliverables are impacted accordingly. The funding period is through 09/30/20.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Transportation – Traffic Safety Resource Prosecutor Program
Initial award approved at the November 2019 Trustees meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts.

Recommended Action

Authorize funding for the awards and contracts as presented.



September 21, 2020

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

SUBJECT: Collective Bargaining Agreement

Item Description

A Collective Bargaining Agreement (CBA) between Tallahassee Community College and the United Faculty of Florida - TCC chapter (UFF) for fiscal year 2020-2021.

Overview and Background

After the full-time faculty, counselors and librarians voted to unionize in 2016, TCC and UFF negotiated for two years before coming to an initial tentative agreement on September 13, 2018. The first CBA was approved by the District Board of Trustees on October 22, 2018. TCC and UFF began negotiations for a second contract on August 29, 2019 and met several times before taking a temporary hiatus in March due to COVID-19. Meetings resumed virtually in June, and on July 30, 2020, UFF tentatively agreed to TCC's proposed package. At the time of this submission, UFF has been approved by the State of Florida Public Employees Relations Commission (PERC) to conduct a ratification vote electronically due to COVID-19.

Funding/ Financial Implications

Funding from Fund 1, the current unrestricted fund, to include a 2% raise for members of the bargaining unit immediately upon District Board of Trustees approval of this agreement.

Past Actions by the Board

The previous CBA for fiscal year 2018-19 was approved on October 22, 2018.

Recommended Action

Request the District Board of Trustees ratify the CBA between UFF and TCC for current fiscal year 2020-2021.

TALLAHASSEE COMMUNITY COLLEGE

and

UNITED FACULTY OF FLORIDA

2020-2021

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 - RECOGNITION	1
ARTICLE 2 - NON-DISCRIMINATION	2
ARTICLE 3 - CIVILITY AND PROFESSIONAL BEHAVIOR.....	3
ARTICLE 4 - MANAGEMENT RIGHTS	4
ARTICLE 5 - UNION RIGHTS	6
ARTICLE 7 - STRIKES	8
ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE.....	9
ARTICLE 9 - BOARD POLICIES AND RULES	13
ARTICLE 10 - ACADEMIC FREEDOM.....	14
ARTICLE 11 - APPOINTMENT, CONTRACTS AND TERMINATION.....	155
ARTICLE 12 - PROFESSIONAL RANK.....	20
ARTICLE 13 - WORK RESPONSIBILITIES	22
ARTICLE 14 - MASTER AND INSTRUCTIONAL SYLLABI.....	32
ARTICLE 15 - ADDITIONAL PROFESSIONAL OBLIGATIONS	34
ARTICLE 16 - DISTANCE EDUCATION	36
ARTICLE 17 - TEXTBOOK SELECTION.....	39
ARTICLE 18 - INTERDIVISION TRANSFERS	42
ARTICLE 19 - THE TEACHING AND SERVICE ENVIRONMENT	43
ARTICLE 20 - CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT	44
ARTICLE 21 - FACULTY EVALUATION	46
ARTICLE 23 - WAGES	50
ADDENDUM TO ARTICLE 23 - NON-TEACHING PAY ASSIGNMENTS	57
ARTICLE 24 - BENEFITS.....	58

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 25 - INTELLECTUAL PROPERTY	60
ARTICLE 26 - STUDY ABROAD OR DOMESTIC TRAVEL COURSES	63
ARTICLE 27 - DISCIPLINE.....	64
ARTICLE 28 - REDUCTION IN FORCE	66
ARTICLE 29 - SEVERABILITY AND PROHIBITION AGAINST RE-OPENING OF NEGOTIATIONS	68
ARTICLE 30 - DURATION	69

ARTICLE 1
RECOGNITION

The United Faculty of Florida (Union or UFF) is the sole and exclusive bargaining agent for all employees included in the bargaining unit certified in Case No. RC-2016-012 by the Florida Public Employees Relations Commission, Certification No. 1893. The term “Faculty,” “Faculty member,” “teaching Faculty,” “non-teaching Faculty,” “Librarians,” or “Counselors” shall apply only to those employees represented by the Union, whether member or non-member.

ARTICLE 2
NON-DISCRIMINATION

1. The College and the Union agree not to discriminate against any employee covered by this Agreement because of any legally protected classification, including age, sex, marital status, race, color, ethnicity, pregnancy, veteran status, national origin, religious affiliation, disability, sexual orientation, gender identity, or genetic information.
2. The parties agree not to interfere with the rights of employees to become members of the Union, to refrain from becoming members of the Union, or to terminate their membership in the Union and that there shall be no discrimination, interference, restraint or coercion by the parties against any employee because of membership or non-membership in the Union.

ARTICLE 3
CIVILITY AND PROFESSIONAL BEHAVIOR

All members of the College community should be able to work and learn a safe and mutually respectful workplace and learning environment. Every person has a right to freedom of expression, but the College shall maintain, to the extent possible and reasonable, a mutually respectful environment. Members of the Faculty will treat each other, staff, administrators, Trustees, students, guests and members of the public with respect and expect the same in return.

ARTICLE 4

MANAGEMENT RIGHTS

1. Except as limited by the specific and express terms of this Agreement, the College hereby retains and reserves unto itself all unilateral rights, powers, authority, duties, and responsibilities conferred upon or vested in it by Section 447.209, Florida Statutes, other applicable Florida and federal statutes, and the Florida Board of Education Rules. These unilateral rights include, but are not limited to, the right to:
 - A. determine the purpose, mission, objectives, and policies of the College;
 - B. determine the facilities, methods, means, equipment, procedures, and personnel required to conduct the College's programs;
 - C. administer the personnel system of the College;
 - D. direct, supervise, schedule and assign the workforce;
 - E. transfer an operation or any part thereof from one area of the campus to another or from one campus or site to another;
 - F. maintain the discipline and efficiency of the Faculty and operation of the College;
 - G. determine the programs and courses of instruction;
 - H. determine the College's grading system;
 - I. select employees for hire;
 - J. determine staffing requirements;
 - K. determine the duties required by employees;
 - L. transfer, lay off, and recall employees;
 - M. determine the nature and extent of services that are to be performed;
 - N. regulate the use of College equipment and facilities;
 - O. make and enforce work rules;
 - P. create or discontinue programs;
 - Q. establish and modify or eliminate employees' duties;
 - R. determine staffing levels and patterns, including the size and composition of the work force;
 - S. determine whether and to what extent work shall be performed by employees in this bargaining unit and to change such determinations;
 - T. determine the nature and scope of College operations and services and how the same will be conducted, including whether and when to subcontract all or part of

bargaining unit work or functions and to enter into contracts with private vendors or providers for any service;

- U. budget and determine allocation of funds and resources;
 - V. schedule classes and establish class size;
 - W. in an emergency, take any and all actions the College, in its sole discretion, deems necessary or advisable under the circumstances; and,
 - X. take such measures as management may consider to be necessary to the orderly, efficient and economical operation of the College; to take whatever actions may be necessary or appropriate to carry out the mission of the College; and to have complete authority to exercise those rights and powers incidental to each of the rights reserved to management, including the right to alter or vary past practices as the College may determine to be necessary.
2. Except as limited or modified by the express written terms of this Agreement, all of the rights, powers and authority previously possessed or enjoyed by the College prior to this Agreement are retained by the College and may be exercised without prior notice or consultation with the Union.
 3. The parties agree that all customary and usual rights, powers, functions and authority possessed by the College, whether exercised or not, are vested and the College shall continue exclusively to exercise such powers, duties and responsibilities. In carrying out its powers, duties, and responsibilities, the College may utilize committees and/or other bodies in a consultative fashion if it so chooses.
 4. The College's failure to exercise any right hereby reserved to it or its exercising any right in a particular way shall not be deemed a waiver of its right to exercise such right nor preclude the College from exercising the same right in some other way not in conflict with the express provisions of this Agreement.
 5. Nothing in this Article is intended as a waiver of the Union's rights under Chapter 447 to bargain over mandatory subjects of bargaining or the impact of changes brought about by the exercise of management rights.

ARTICLE 5

UNION RIGHTS

1. **Use of Facilities.** The Tallahassee Community College (TCC) Chapter of the United Faculty of Florida (UFF) (TCC/UFF) shall have the right to use College facilities on the same basis as other groups in the community.
2. **Dues Deductions.** The College and UFF hereby agree to the deduction and remittance of UFF membership dues and uniform assessments.
 - A. **Procedure.** During the term of this Agreement, the College agrees to deduct Union membership dues and uniform assessments, if any, in an amount established by the Union, from the pay of those employees in the bargaining unit who individually and voluntarily make such request on a written check-off authorization form.
 - i. **Commencement of Deduction.** Deductions shall be made beginning with the first full pay period following receipt by the College Human Resources Office of a valid check-off authorization form.
 - ii. **Notice of Changes.** UFF shall give written notice to the College of any changes in its dues or uniform assessments at least forty-five (45) calendar days prior the effective date of any such change.
 - iii. **Dues Deduction Amount.** UFF dues are one percent of Faculty base pay. In the event of a change in a Faculty member's base pay, the deduction amount shall be adjusted to match one percent of the new base pay.
 - iv. **Remittance.** The dues and uniform assessments deducted, if any, shall be remitted by the College to the UFF within thirty (30) calendar days following the end of the pay date.
 - v. **Termination of Deduction.** The College's responsibility for deducting dues and uniform assessments, if any, from an employee's salary shall terminate automatically upon either, (1) thirty (30) calendar days following receipt by the Human Resources Office of a written notification from the employee revoking that employee's authorization of deductions, or (2) the discontinuance of the authorizing employee's status within the bargaining unit. The College will provide notice to the Union of any written notification revoking an employee's authorization of deductions within seven (7) days of when it is received by the College.
 - vi. The College shall not deduct any UFF fines, penalties, or special assessments from the pay of any employee.
 - vii. **Insufficient Pay.** In the event an employee's salary earnings within any pay period are not sufficient to cover dues, it shall be the responsibility of

the Union to collect its dues for that pay period directly from the employee.

- B. **UFF Responsibilities.** UFF assumes responsibility for all monies deducted under this Agreement and remitted to UFF. UFF shall promptly refund to the College excess monies received under this Agreement.
3. **Access to Information.** The College agrees to make available to the Union records of the College if requested and permitted pursuant to the provisions of Chapter 119, Florida Statutes. At the beginning of each fall and spring semester, the College shall provide the Union with a list of all members of the bargaining unit, and each one's home address (unless exempt under Chapter 119), division in which they work, title, annual salary, email address, and telephone number. Once per month, the College shall provide the Union with the UFF-TCC payroll deduction report. All requests for information shall be responded to in accordance with the College's procedure for public records requests.
 4. **Access to Bulletin Boards.** The College agrees to provide the Union with existing bulletin board space in those campus areas where notices to Faculty are normally posted by the College. Notices or documents to be posted by the Union must be related to official Union business and initiated by an officer in the Union.
 5. **Access to College Mail Services.** The Union shall have the right to use the College mail and email service, including Faculty mail boxes, for UFF/TCC communications to employees, provided that the documents to be transmitted are not prohibited by the Private Express Statutes, and with the further understanding that the College's normal mail and email services operation will first be performed in cases where an overload occurs as a result of UFF/TCC mail use requests. The Union agrees to comply with all established rules and procedures for the use of these systems.

ARTICLE 7
STRIKES

1. The Union agrees not to participate in, nor endorse strikes, picketing, stoppages or concerted failure or refusal to perform assigned work by bargaining unit members covered by this Agreement, while this Agreement is in effect.
2. Any bargaining unit member who participates in or endorses a strike, a work stoppage, picketing, or concerted failure or refusal to perform assigned work shall be disciplined and/or discharged by the College, and the sole and exclusive jurisdiction to review such discipline or discharge shall be provided in the grievance procedure.
3. Picketing, as referred to in this Article, shall mean any action by way of demonstrating which has the effect of preventing or restraining any other employee from coming to work or from continuing to work, or has the effect of preventing or restraining any students, visitors, or others from ingress and egress to College facilities or sites or otherwise impede the mobility of students, visitors, or others to or on any College facility or site. This definition shall not apply to lawful informational picketing. The parties recognize the right of Faculty to engage in informational picketing and other concerted activity that does not impede the rights of others or unlawfully interfere with the College's operations.
4. The College agrees not to lockout bargaining unit employees for the duration of this Agreement.

ARTICLE 8
GRIEVANCE AND ARBITRATION PROCEDURE

1. In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed and understood that there shall be a procedure for the resolution of grievances. Grievances are defined as differences involving the application or interpretation of this Agreement. The grievance procedure is not available for settlement of complaints where the grievant does not assert a violation of some specific provision or provisions of this Agreement. Nothing in this article shall require the Union to process grievances for bargaining unit members who are not members of the Union.
2. The grievance procedure cannot be used by the Union or any employee to dispute a decision by the College not to renew the contract of an employee on annual contract, or to dispute a decision by the College not to award a continuing contract.
3. Time is considered to be of the essence for purposes of this Article. Accordingly, any grievance not submitted or processed by the grieving party in accordance with the time limits provided below shall be considered conclusively abandoned. Any grievance not answered by the College within the time limits provided below will automatically advance to the next higher step of the grievance procedure. Time limits may be extended only by written mutual consent of the parties.

Grievances shall be presented in the following manner:

Step 1: In the event an employee covered by this Agreement believes that there is a basis for a grievance, as that term is defined above, he/she may, within ten (10) working days of the events which gave rise to the alleged grievance, reduce the grievance to writing and submit it to the Dean or Director, with a copy provided to Human Resources. The grievance shall be signed by the employee and shall state: (a) the date of the alleged events which gave rise to the grievance; (b) the specific Article or Articles and paragraphs of this Agreement allegedly violated; (c) the facts pertaining to or giving rise to the alleged grievance; and (d) the specific relief requested. The Dean or Director shall, within fourteen (14) working days after presentation of the grievance, render his/her decision on the grievance in writing to the grievant and the Union.

Step 2: If the grievance is not resolved at Step 1, or if no written disposition is made within the Step 1 time limits, the grievant shall have the right to appeal the Step 1 decision to the Provost or his/her designee within ten (10) working days of the due date of the Step 1 response. Such appeal must be accompanied by a copy of the original written grievance,

and the written decision of the Dean or Director, if provided, together with a signed request from the grievant requesting that the Step 1 decision be reversed or modified. The Provost or his/her designee may conduct a meeting with the grievant and the grievant's Union representative, if agreed upon by the parties. The Provost or his/her designee shall, within fourteen (14) working days after the presentation of the grievance (or meeting, if conducted), render his/her decision on the grievance in writing to the grievant and the Union.

Step 3: If the grievance is not resolved at Step 2, or if no written disposition is made within the Step 2 time limits, the grievant shall have the right to appeal the Step 2 decision to the President or his/her designee within ten (10) working days of the date of the issuance of the Step 2 decision. Such appeal must be accompanied by the filing of a copy of the original written grievance, and the written decision of the Provost, together with a request signed by the grievant or their representative requesting that the Step 2 decision be reversed or modified. The President or his/her designee may conduct a meeting with the grievant and the grievant's Union representative, if agreed upon by the parties. The President or his/her designee shall, within twenty-one (21) working days after the presentation of the grievance (or meeting, if conducted), render his/her decision in writing to the grievant and the Union.

4. Where a grievance is general in nature in that it applies to a number of employees rather than a single employee, or if the grievance is directly between the Union and the College, such grievance shall be presented in writing directly to the Provost within ten (10) working days of the occurrence of the event(s) which gave rise to the grievance. The grievance shall be in writing and shall be signed by the grievant or by the Union representative. The written grievance shall contain the detailed information set forth in Step 1 above. Any further processing of such grievances shall adhere to Step 3 of this Agreement.
5. In the event a grievance processed through the grievance procedure has not been resolved at Step 3 above, the grievant may request that the grievance be submitted to arbitration within fourteen (14) working days after the President renders a written decision on the grievance. The arbitrator may be any impartial person mutually agreed upon by and between the parties. The party requesting arbitration shall request the American Arbitration Association to furnish a panel of seven (7) names from which each party shall have the option of striking three (3) names in alternating fashion, thus leaving the seventh (7th) name, which will give a neutral or impartial arbitrator. Each party may reject two (2) panels.

6. Any grievance filed without the assistance of the Union may proceed to Step 3, however, only the Union shall have the authority to authorize that a grievance proceed to arbitration. Such authorization must be in writing to the College.
7. Bargaining unit members, including Union representatives and officers, shall not permit the investigation or processing of grievances to interfere with their normal work responsibilities. Time spent in such activities shall be outside regular working hours and shall not be counted as time worked.
8. The College and the Union shall mutually agree in writing as to the statement of the grievance to be arbitrated prior to the arbitration hearing and the arbitrator, thereafter, shall confine his/her decision to the particular grievance thus specified. In the event the parties fail to agree on the statement of the grievance to be submitted to the arbitrator, the arbitrator will confine his/her consideration and determination to the written statement of the grievance presented in Step 1 of the grievance procedure. The arbitrator shall have no authority to change, amend, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or amendment thereto. The arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to arbitration or which is not a grievance as defined in this Agreement; nor shall this Agreement be construed by the arbitrator to supersede applicable state and federal laws. The arbitrator shall have no power to change any policy or rule of the College.
9. The arbitrator may not issue declaratory opinions and shall confine himself/herself exclusively to the question which is presented to him/her, which question must be actual and existing. The arbitrator's decision shall be confined solely to the application and/or interpretation of this Agreement and its referenced documents and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing any statements of opinion or conclusions not essential to the determination of the issues submitted. The standard of proof in all cases will be by a preponderance of the evidence.
10. An arbitrator's award may or may not be retroactive as the equities of each case may demand.
11. Issues of arbitrability shall be bifurcated from the substantive issue(s) and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) working days from the hearing to render a decision on arbitrability. If the issue is judged to be arbitrable, an arbitrator shall then be selected to hear the substantive issue(s). By mutual consent of the College and the Union, the same arbitrator may preside over both the issue of arbitrability and the substantive issue(s).
12. Each party shall bear the expense of its own witnesses and of its own representatives for purposes of the arbitration hearing. The impartial arbitrator's fee and related expense and

expenses of obtaining a hearing room, if any, shall be equally divided between the parties. Any party desiring a transcript of the hearing shall bear the cost of such transcript unless both parties mutually agree to share the cost.

13. Except to the extent that such award is contrary to law or the provisions of this Agreement, the arbitrator's award shall be final and binding on the parties. Either party may, however, seek review of the arbitrator's award in the Circuit Court, in accordance with Chapter 682, Florida Statutes.
14. Unless otherwise agreed to by both parties, grievances under this Agreement shall be processed separately and individually. Accordingly, only one (1) grievance shall be submitted to an arbitrator for decision in any given case. Settlement of grievances before the issuance of an arbitration award shall not constitute a precedent or an admission that this Agreement has been violated.
15. If an annual contract Faculty member is terminated or suspended without pay during the term of an annual contract, the Faculty member may grieve pursuant to this Article.
16. If a continuing contract Faculty member is terminated, suspended without pay or returned to annual contract, the Faculty member may choose to proceed to arbitration pursuant to this Article or to appeal the decision under Chapter 120, Florida Statutes. The election of the Chapter 120 procedure will be deemed an election of remedies and a permanent waiver of the right to appeal the suspension or termination under this Article. If the Faculty member chooses to process the actions identified in this paragraph under this Article, the Faculty member's choice will be considered an election of remedies and an appeal cannot be processed under Chapter 120, Florida Statutes. Consistent with paragraph 2 above, no Faculty member may use this grievance procedure or procedure under Chapter 120, Florida Statutes, to dispute a decision by the College not to renew an annual contract, or to dispute a decision by the College not to award a continuing contract.

ARTICLE 9
BOARD POLICIES AND RULES

Except as otherwise and expressly agreed herein, if a conflict exists between this Agreement and a Board rule or policy, this Agreement shall prevail. If the Agreement is silent, Board rule or policy shall prevail.

ARTICLE 10
ACADEMIC FREEDOM

In recognition of the principles of academic freedom, the parties affirm that the Faculty members shall be free of arbitrary limitations on the study, investigation, presentation, or interpretation of facts and ideas as a member of the academic community. Faculty are entitled to freedom in research and in the publication of results, subject to satisfactory performance of their other academic duties. Faculty are entitled to freedom in the classroom in discussion of their subject, but they should be careful not to introduce into their teaching controversial matters that have no relation to their subject. Faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational representatives they should remember the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate they are not speaking for the institution. Faculty members are entitled to the rights guaranteed under the First Amendment to the Constitution of the United States.

ARTICLE 11
APPOINTMENT, CONTRACTS AND TERMINATION

1. **Appointment and Orientation.**

- A. All Faculty, Librarian and Counselor vacancies shall be filled through a competitive process. The Provost, in consultation with Human Resources, is the appropriate administrative authority in compliance with SACSCOC criteria and College policy and shall establish minimum criteria for Faculty positions. The Provost will maintain a written procedure, approved by the President, for the hiring process, which may be changed at the discretion of the College.
- B. New Faculty shall be required to attend a paid orientation prior to the beginning of their first Fall contract. Annual contract Faculty shall participate in a seminar series for up to thirty (30) hours per semester for each year they are on annual contract. The topics of the seminar series are at the discretion of the College.

2. **Temporary Appointments.** The President may recommend to the Board of Trustees a temporary Faculty position not eligible for continuing contract. Faculty awarded these positions may be awarded multiple year contracts up to three (3) years, annual contracts or contracts for less than one (1) year. A temporary Faculty position may be rescinded at any time. The President may recommend to the Board of Trustees a temporary Librarian or Counselor position for any period of time up to three (3) years.

3. **Annual and Continuing Contracts.** Established Faculty, Librarian and Counselor positions filled as a result of a competitive hiring process shall be eligible for continuing contract. All initial full-time appointments shall be in a form approved by the State Commissioner of Education, and shall specify in writing the appointment date, expiration date, and salary and whether the appointment is eligible or not for continuing contract. All initial full-time appointments shall be annual contracts, unless it is a temporary appointment.

- A. Individuals on an “annual contract” may have their contract renewed by the Board of Trustees upon recommendation by the President no later than June 1st preceding the academic year for which the contract is to be effective. There is no expectation of reemployment upon the expiration of an annual contract. The President may determine not to renew an annual contract for any reason. An individual whose annual contract is not being renewed shall receive notice of non-renewal by June 1st. Non-renewal of an annual contract cannot be challenged through the grievance or termination procedures provided by this Agreement.
- B. A “continuing contract” is a contract between the College and a Faculty member, Librarian or Counselor which entitles the individual to continue in his or her respective full-time position at the College without the necessity for annual nomination. To be eligible for a continuing contract, the individual must serve a probationary period of five (5) full years at the College during a period not in

excess of seven (7) total years. In all cases, such service shall be continuous except for leave duly authorized and granted.

- C. The probationary period may be extended beyond five (5) years but not in excess of seven (7) years total upon the recommendation of the President and approval of the Board of Trustees. The extension of the probationary period beyond five (5) years is not subject to challenge through the grievance procedures. The contract of an individual who is not awarded a continuing contract by the completion of seven (7) years shall not be renewed. The decision to not award a continuing contract cannot be challenged through the grievance or termination procedures provided by this Agreement.
- D. Continuing contract may be recommended to the Board of Trustees by the President for individuals who have received satisfactory ratings on their performance evaluations during the probationary period. Continuing contracts are effective at the beginning of an academic year only.
- E. The following criteria are integral in considering an individual for continuing contract and in the review of their post-award performance. While the following criteria must be satisfied to be considered for the initial award of a continuing contract, the same criteria shall also be used to consider the return of an individual with continuing contract to annual contract.
 - i. Effectiveness in the performance of their duties which include:
 - (a) Engaging in activities for the benefit of the College, including, but not limited to: teaching, student consultation, advising, preparation for teaching, and committee work (e.g., standing committees, councils, ad hoc committees, and department meetings);
 - (b) Meeting his/her in-load teaching requirement or equivalent;
 - (c) Completing all obligations within established timelines;
 - (d) Being prompt and regular in attendance at classes, office hours, department meetings, and College-wide meetings; and,
 - (e) Fulfilling work responsibilities and other responsibilities as stated in this Agreement.
 - ii. Continuing professional development.
 - iii. Currency in and scope of their discipline area knowledge shall be an integral component of continuing contract consideration and may be demonstrated by pursuing coursework, training and/or equivalent educational activities (e.g., professional conference attendance).
 - iv. Feedback from Faculty and students, student opinion surveys, data received from self-evaluation, and classroom visitation by the Dean/Director.

- v. Employer feedback for all A.S., B.A.S, B.S. and certificate programs, to enhance instruction and to effectuate curriculum change.
- vi. Service to the department/division and College as an active participant in the academic planning process, which includes but is not limited to curriculum development and revision; program review and assessment; establishment of program accreditation; and other activities that support student success and academic progression.
- vii. Assessments of student learning in order to guide course, programmatic and instructional Faculty effectiveness.
- viii. Service to the community.
- ix. Adherence to professional standards of conduct as outlined in Article 27, Discipline, and College policy.
- x. Student success which includes the following:
 - (a) Student retention, and progression to include success in subsequent course(s);
 - (b) Student completion and successful matriculation to a College or University or job placement in a position relevant to degree earned;
 - (c) Responsiveness to students' academic needs both in and out of the classroom;
 - (d) Use of student engagement strategies in class;
 - (e) Providing prompt feedback to students which includes but is not limited to return of examinations and papers within one week, frequent graded assignments to assist students in monitoring progress, concrete and constructive feedback and class discussion of results of assignments and examinations;
 - (f) Providing adequate time on task which includes but is not limited to having set due dates for assignments, make-up requirements, time management skill discussions, weekly reading schedules and realistic expectations with relevant assignments;
 - (g) Using the master syllabi as a minimum standard, providing clear course expectations, explanations of consequences for not completing work, and expectations of student participation and success;
 - (h) Referrals to student support services when appropriate including, but not limited to the Learning Commons or virtual support services;
 - (i) Students meeting the program and student learning outcomes; and

- (j) Employing diverse teaching methods to accommodate various student learning styles and various levels of academic preparation.
 - F. Consideration for continuing contract is initiated by the individual who shall provide to their Dean/Director a professional portfolio containing a factual description of the Faculty member's teaching, curriculum, service and professional development strengths and accomplishments. The portfolio will include empirical evidence as well as a self-assessment as detailed by College Policy. The Dean/Director shall consider all of the evaluation materials and make a written recommendation to the Vice President of Academic Affairs/Provost regarding whether the individual should be considered for continuing contract and state the reasons for the recommendation. The Vice President of Academic Affairs/Provost shall make a written recommendation to the President.
 - G. If the Dean/Director fails to recommend the individual for continuing contract, the individual may appeal to the Vice President of Academic Affairs/Provost. If the Vice President of Academic Affairs/Provost agrees with the Dean, the individual may appeal to the President. The decision of the President is final and cannot be challenged through the grievance and arbitration process or termination procedures provided by this Agreement.
 - H. If the Dean recommends the individual for continuing contract, but the Vice President of Academic Affairs/Provost disagrees with the Dean's recommendation, the President shall review the decision. The decision of the President is final and cannot be challenged through the grievance or termination procedures provided by this Agreement.
 - I. If the President concurs with the Vice President of Academic Affairs/Provost's recommendation that the individual be awarded a continuing contract, the President shall recommend this action to the Board of Trustees. The decision of the Board of Trustees is final and cannot be challenged through the grievance or termination procedures provided by this Agreement.
 - J. Individuals on continuing contract shall have a bi-annual performance evaluation. They shall submit a post-award professional portfolio every five (5) years that shall be reviewed by the supervising Dean/Director. The purpose of the post-award professional portfolio is to demonstrate continued achievement of the standards set for the initial award of continuing contract (subsection E. above) and to demonstrate continual growth and development in the Faculty member's discipline area.
4. **Dismissal of an Individual During the Term of an Annual Contract, Dismissal of an Individual with a Continuing Contract or Return of an Individual with Continuing Contract to an Annual Contract.** Upon recommendation by the President, the Board of Trustees may dismiss or return to annual contract an individual on continuing contract for failure to meet post-award performance criteria or for cause. Upon recommendation by the President, the Board of Trustees may dismiss an annual contract individual during the term of the contract for cause.

- A. The President shall notify the individual in writing of the recommendation for dismissal or return to annual contract and the reasons for the recommendation. Upon approval of the recommendation by the Board of Trustees, the employee shall have the right to appeal the decision pursuant to the provisions of paragraphs 16 or 17 of Article 8 Grievance and Arbitration Procedure, as appropriate.
5. **Dismissal of an Individual due to Consolidation, Reduction or Elimination of a Program.** Upon recommendation by the President, the Board of Trustees may terminate a full-time employee on continuing contract should there be a consolidation, reduction or elimination of the College's programs. The decision of the Board of Trustees as to a consolidation, reduction or elimination of a program shall be final and cannot be challenged through the grievance and arbitration procedure. Article 28 regarding Reduction in Force will apply and any alleged violations of Article 28 can be challenged through the grievance and arbitration procedure.
6. **Administrators Holding Continuing Contracts as Faculty Members.** Faculty members who hold continuing contracts at the College and accept an appointment to an Administrator position shall be placed on leave-of-absence status from their continuing contract for a period not to exceed five (5) years. After the five (5) year period has expired, the leave-of-absence status from continuing contract shall expire. During the five (5) year period, such persons may revert to their continuing contract status if they are otherwise eligible in the event that they are not reappointed to their administrative position or if they opt not to accept such appointment. If they revert to their continuing contract status, they will be considered for assignments for which they are qualified in the same manner as all other continuing contract Faculty in their discipline. If no position exists, the Faculty member's position could be eliminated pursuant to section 6 of this Article or Article 28, Reduction in Force. Dismissal from an Administrator position for cause would constitute a reason for not being eligible to return to a Faculty position. Dismissal from an Administrator position does not invoke any of the hearing processes set forth in section 5 of this Article or the grievance procedure set forth in this Agreement.

ARTICLE 12
PROFESSIONAL RANK

1. Faculty shall hold the ranks of Instructor, Assistant Professor, Associate Professor or Professor. This Article shall not apply to Counselors.
2. Higher rank shall be awarded in order to recognize a Faculty member's scholarship, service and effectiveness as a teacher. Higher rank is an honor bestowed upon deserving Faculty for performance and service.
3. The following is the minimum criteria that must be met in order for a Faculty member to be eligible for consideration for higher rank. Following the initial ranking, the Faculty member must serve a minimum of three (3) years in that rank before becoming eligible for the next higher rank and must meet the minimum criteria for the higher ranking. Teaching experience in the field must be attained at an academic institution accredited by an accrediting agency recognized by the U.S. Department of Education. Teaching experience from foreign institutions must be attained at institutions with comparable standards, as determined on a case-by-case basis.
 - A. Instructor: Faculty member who has a minimum of an Associate's degree from an accredited institution, with up to three (3) years' professional and/or teaching experience in the field of specialization or the equivalent qualifications.
 - B. Assistant Professor: Faculty member who is on annual contract and who has earned a minimum of a Master's degree from an accredited institution, with satisfactory performance, and a minimum of three (3) years' full-time professional and/or teaching experience in the field of specialization or the equivalent qualifications. All prior evaluations from TCC must be the equivalent of satisfactory or better or meets requirements.
 - C. Associate Professor: Faculty member who is on an annual contract or continuing contract who has earned a minimum of a Master's degree from an accredited institution, and a minimum of three (3) years' full-time professional and/or teaching experience in the field of specialization or the equivalent qualifications, plus a minimum of two (2) years' full-time teaching experience at TCC. All prior evaluations from TCC must be the equivalent of satisfactory or better or meets requirements.
 - D. Professor: Faculty member who is on a continuing contract and who has earned a minimum of a Master's or Doctorate from an accredited institution, a minimum of five (5) years' full-time teaching and/or professional experience in the field of specialization, and/or a minimum of five (5) years' full-time teaching experience at TCC. All prior evaluations from TCC must be the equivalent of satisfactory or

better or meets requirements.

4. The following is the minimum criteria that must be met in order for a Librarian to be eligible for consideration for higher rank. Following the initial ranking, the Librarian must serve a minimum of three (3) years in that rank before becoming eligible for the next higher rank and must meet the minimum criteria for the higher ranking. Work experience in the field must be attained at an academic institution accredited by an accrediting agency recognized by the U.S. Department of Education. Work experience from foreign institutions must be attained at institutions with comparable standards, as determined on a case-by-case basis.
 - A. Generalist: Librarian who has earned a minimum of a Master's degree from an accredited institution, with up to three (3) years' of work experience as a Librarian or relevant experience as a paraprofessional or related experience in another profession.
 - B. Assistant Librarian: Librarian who has earned a minimum of a Master's degree from an accredited institution, with satisfactory performance, and a minimum of three (3) years' full-time work experience as a Librarian. All prior evaluations from TCC must be the equivalent of satisfactory or better or meets requirements.
 - C. Associate Librarian: Librarian who has earned a minimum of a Master's degree from an accredited institution, and a minimum of three (3) years' full-time work experience as a Librarian, plus a minimum of two (2) years' full-time work experience at TCC as an Assistant Librarian. All prior evaluations from TCC must be the equivalent of satisfactory or better or meets requirements.
 - D. Librarian: Librarian who has earned a minimum of a Master's or Doctorate from an accredited institution, a minimum of five (5) years' full-time work experience as a Librarian, and/or a minimum of five (5) years' full-time work experience at TCC as an Associate Librarian. All prior evaluations from TCC must be the equivalent of satisfactory or better or meets requirements.
5. To be considered for higher rank, a Faculty member or Librarian must submit to their Dean or supervising Administrator a request along with their professional portfolio. The deadline for filing is December 1st for consideration for the following academic year.
6. The request shall be reviewed by the Human Resources Department to insure that the minimum qualifications for the rank applied for by the Faculty member or Librarian have been met.
7. Individuals who are Faculty at the inception of this Agreement who believe they are ranked incorrectly may submit a request to the Human Resources Department for review of their rank. Upon verification, the Faculty member's rank will be adjusted to the appropriate rank.

ARTICLE 13
WORK RESPONSIBILITIES

1. **Standard Teaching Load.** A standard teaching load is an assignment for a teaching Faculty member to be in an assigned space, for an assigned cumulative amount of time, which will satisfy the Faculty member's contractual obligations. A standard teaching load may include evening assignments, online/hybrid course(s) and/or an independent study course(s). Where the needs of the program permit, the College shall limit evening and weekend assignments to one (1) section per week. However, this clause shall not prevent a Faculty member from accepting additional evening and/or weekend assignments.

In Fall and Spring semesters, each full-time Faculty member shall teach a minimum of fifteen (15) contact hours per week per semester concurrent with a nine-month contractual status (Florida Statutes, § 1012.82). In cases where course contact hours are not an even factor of fifteen (15), Faculty may teach up to eighteen (18) contact hours. Course contact hours will be calculated at a ratio of 1:1 when determining the standard teaching load. Each Faculty member shall normally work a nine-month contract, not to exceed 169 duty days during the Fall and Spring semesters (excluding state approved holidays). This is the standard Faculty contract length.

Faculty in specific health-related programs and other academic programs which require the duties and responsibilities of full-time Faculty members may receive an extended contract if their work assignment is expected to exceed 169 days.

Faculty have non-teaching duty days that are included in their contract and are identified on the Academic Calendar. Faculty who cannot be available for these non-teaching duty days must submit a leave request form to the appropriate Dean or Director. Faculty will hold office hours and must be present to perform other non-teaching, instructional duties including, but not limited to, advising students, attending to professional development activities, or participating in other departmental or College activities, even if classes are not held.

The standard contract for Librarians is twelve (12) months. The standard contract for Counselors is twelve (12) months.

2. **Work Reassignments.** Reassignment is the temporary freeing of a Faculty member from teaching workload responsibilities to accomplish specific duties as required by the College. Reassignments are created and granted at the discretion of the College.

The College may initiate reassignment for a specified beginning and end time, for a clearly defined purpose and to accomplish measurable outcomes. The purposes for reassignment include:

- A. Undertaking duties that are beyond the scope of Faculty's regular work responsibilities; and,

- B. Doing work which is necessary to advance the larger goals and mission of the College which will not otherwise be accomplished through existing personnel working under current job descriptions.

Faculty are under no obligation to accept these assignments.

The College will also grant reassignment for the positions of Program Chair and Lead Faculty to provide Faculty leadership of programs and/or departments within academic divisions.

The maximum reassignments per semester shall not exceed forty percent (40%) of the standard teaching load. Reassignments and any exceptions to the maximum reassignments requires the approval of the Vice President of Academic Affairs/Provost and appropriate Dean or Director at least sixty (60) days prior to the beginning date of such reassignment.

- 3. **Faculty Work Hours and Responsibilities.** Faculty members may have teaching assignments both on and off campus, day and evening, and at times, on the weekends. Faculty members are professionals whose jobs require forty (40) or more hours of professional services to the College each week over five (5) consecutive calendar days. Twenty-five (25) hours shall be scheduled and the remaining fifteen (15) hours shall be used for College service and related professional activities. Prior to each academic year, full-time Faculty shall develop annual goals with their Deans. These goals shall include all components of the Faculty member's workload responsibilities.

The components of Faculty workload responsibilities include: (a) instructional and office hours – twenty-five (25) hours per week; (b) professional development – three (3) hours per week (on average); (c) College service – eight (8) hours per week (on average); and, (d) Faculty advising – four (4) hours/per week (on average). As professionals, Faculty are not required to “clock-in” for these duties and it is recognized that these are minimums and that many Faculty devote more time to College activities and responsibilities.

- A. **Instructional and Office Hours.** The College shall establish a course schedule which meets the needs of students. Deans, Program Chairs and/or Program Lead Faculty will work with Faculty members to fill scheduling requirements and establish individual schedules which meet the needs of the students. It is the responsibility of the College to assign Faculty members to teach courses in their respective academic disciplines at times and locations and/or in instructional formats which meet the needs of students.

Faculty must provide for a total time of at least twenty-five (25) hours in an instructional capacity, being available to and working with students in the classroom, directing lab activities and through office hours. These hours must be scheduled at times reasonably convenient for students and clearly designated as hours during which Faculty members shall be available for student appointments. Faculty members are to be available to students during classroom contact and on-campus office hours. Office hours may be adjusted for assignments during non-traditional academic terms (i.e., less than sixteen (16) weeks), online/hybrid and

clinical courses to meet student needs. Any adjustments must be pre-approved by the Faculty member's Dean.

Office hours denote regularly scheduled time periods during which Faculty shall be available for one-on-one consultations with students outside of a classroom setting, to provide instructional program related or similar academic assistance to students as needed.

- i. Office hours shall be scheduled on campus in the Faculty member's office. Faculty members may use a classroom or other appropriate campus locations (e.g., clinical settings). The availability and location of office hours must be mutually agreed upon and approved by the Dean, and provided in writing to the Faculty member's students and Dean and posted in the College's Learning Management System by the end of the first week of class.
- ii. Each Faculty member shall publish and maintain a total of ten (10) office hours per week during each semester of the academic year.
 - (a) At least five (5) of these office hours shall be scheduled in minimum increments of thirty (30) consecutive minutes over a period of not less than five (5) days. Classrooms shall not be the primary location for office hours. Classrooms may only be used for this purpose if the Faculty member is assigned to that classroom immediately before and after the office hours, and only if the classroom is not needed for class scheduling.
 - (b) Faculty teaching online may schedule one (1) office hour online for each class taught online. In the event the Faculty member's entire program and/or load is comprised of online courses, the Faculty member shall be permitted to schedule a maximum of fifty percent (50%) of office hours online.
 - (c) Faculty whose instructional assignments include Health Sciences for which clinical or field experiences are required of participating students shall be permitted to schedule a maximum of fifty percent (50%) or five (5) of their required office hours at the clinical or field site, in addition to their required clinical instruction hours.
 - (d) Faculty shall be available to students during normal College business hours and by appointment.
 - (e) If Faculty members cannot meet their established office hours, they must post notice to students within the College's Learning Management System and at their office location. In addition, a copy is to be sent to the Dean confirming office hours have been cancelled during the week. Any cancellations of office hours require make-up hours for the student time missed, or the Faculty member must take an equivalent amount of personal leave.

- (f) Due to contact hour variation among disciplines, some Faculty members may be required to teach beyond fifteen (15) contact hours to meet their teaching load. In such cases, Faculty members whose normal teaching load exceeds fifteen (15) contact hours, but who teach less than five (5) classes shall utilize up to five (5) office hours to compensate for each hour taught over fifteen (15).
- (g) In emergencies or other unusual circumstances, the Vice President of Academic Affairs/Provost or his/her designee may approve exceptions to the published schedules for individual Faculty members.

B. Professional Development. Faculty members are expected to remain current in their respective fields to include teaching and learning, and are expected to participate in ongoing professional development on campus and in other venues. College funding for professional development may be available and is not guaranteed. The general guidelines for Faculty professional development are as follows:

- i. Faculty will identify professional development/training needs at the start of each academic year. Since it may not always be possible to identify needs at one particular time of the year, Faculty members are encouraged to notify their Dean as soon as they become aware of professional development/training opportunities to consider.
 - (a) The common deadline for submitting professional development requests shall be established by the Vice President of Academic Affairs/Provost's office each academic year.
 - (b) All travel requests must be submitted for approval at least eight (8) weeks prior to the event when possible. Spend Authorizations shall be submitted within two (2) weeks of approval.
- ii. Professional development funds may be used to promote focused initiatives and help meet the strategic goals and objectives of Academic Affairs and the College. These funds cannot be used for purposes other than expenses associated with professional development activities.
- iii. Full-time Faculty may apply for professional development funds through their Dean. Pre-approval for any professional development activity is required by the Faculty member's Dean and Vice President of Academic Affairs/Provost if appropriate. All travel plans associated with professional development and training opportunities are to be discussed with the Faculty member's Dean prior to submission of any paperwork.
- iv. The Vice President of Academic Affairs/Provost approves all professional development involving out-of-state travel prior to registration for the activity or incurring any travel-related expenses.

- v. The availability and quantity of professional development funds may vary due to limitations in the College budget. Consequently, Faculty members are advised that requests for activities may be partially funded, limited to one (1) activity per year or possibly denied. Professional development opportunities at the Division level will be funded for events that have direct and measurable impact on campus goals/initiatives, strategic objectives and/or student success and completion. Additional cost, beyond that which is approved is the responsibility of the requester.

C. College Service.

- i. Faculty shall participate in departmental and College-wide activities including, but not limited to, advising registered student organizations, participating in Faculty In-Service, and participating in College initiatives.
- ii. Faculty shall attend College commencement and/or pinning ceremonies, as appropriate each year.
- iii. Faculty are to perform any other duties required to fulfill their instructional, contractual and/or programmatic obligations as delineated elsewhere in this Agreement.
- iv. Faculty shall commit to continuous improvement of teaching and student learning, and will assist the College with programmatic, local, state and federal compliance. Faculty members will encourage students to participate in student evaluations of instruction and review results with the supervising Dean each academic year.

D. Faculty Advising. Faculty are expected to advise students for four (4) hours per week or sixty-four (64) hours per semester as part of the Faculty advisement process. These hours are scheduled in addition to office and class hours. Annual contract Faculty may advise during their first academic year, as approved by their Dean.

- i. Faculty Advisors are required to participate in training (online and in-person as appropriate).
- ii. Faculty Advisors shall participate in “advising week” activities as appropriate.
- iii. Faculty must select one of the following advising Orientation Advisor, AS Program Advisor, FY Faculty Mentors, Student Advisor (Advising Center), Intervention Specialist, Online Student Success Advisor, Student Internship/Career Services Advisor, Academic Coach, or any other option created by the College. The Faculty member’s option shall be approved by the Dean.
- iv. Faculty shall commit to advise students for one (1) academic year using the option chosen.

- v. Faculty shall submit a mid-year assessment of advising activities.
- vi. Faculty shall participate in a debriefing at the end of each academic year.

4. **Summer Teaching Assignments.** Summer teaching assignments are based upon need. There is no guarantee of teaching assignments during Summer term. To be considered, Faculty must submit a request to the Dean by the published deadline. Faculty Summer teaching assignments shall be awarded to the best qualified candidate based upon several factors including credentials, academic experience, work experience, student success, retention and completion rates.

The maximum contact hours taught during Summer terms shall not exceed fifteen (15) (or two hundred twenty-five (225) clock hours). In addition, Summer teaching shall not exceed ten (10) credit hours for any one (1) Summer session, or four (4) credit hours during the F session. The Provost reserves the right to approve exceeding these limits based on student and/or College needs.

Faculty who are teaching during the Summer sessions shall be required to have two (2) office hours for each course taught. The requirements of section 3 of this Article, Faculty Work Hours and Responsibilities, apply to office hours during the Summer term.

5. **Alternate Instructional Modalities.**

A. **Honor Modules.** Faculty must become certified to teach honors courses and honors modules. The certification process consists of Faculty completing approved College workshops and agreeing to participate in ongoing activities. The agenda and length of the certification training will be determined by the Provost in collaboration with UFFTCC. The following process will be used to select the Faculty:

- i. Only Honors certified faculty may submit a course proposal to the Honors Council.
- ii. The Honors Council will review all proposals and make a recommendation to the Associate Vice President for Academic Affairs.
- iii. The Associate Vice President for Academic Affairs will make the final selection and determine the course release date in consultation with the Dean.

In cases of student and/or programmatic needs, Faculty may be selected by the Associate Vice President for Academic Affairs in consultation with the Dean. The Associate Vice President for Academic Affairs' decision is final.

Honors courses contact hours will be calculated at a ratio of 1:1 when determining the standard teaching load.

B. **Directed Independent Study (DIS).** To support student progression and completion, Faculty may be requested and/or selected to teach a course as DIS aligned with their academic preparation and other variables to include but not limited to student success rates, retention and availability. The Provost shall have

final approval.

6. **Meeting Course Load Requirements.** At times, Faculty members may not be able to meet their course load requirements. When Faculty do not meet course load obligations, the Dean may: (a) create a course load plan comprised of approved work equivalent to the course(s)/contact hours needed for the Faculty member to make his/her load; (b) extend the course load obligation to the next semester, if feasible and appropriate; (c) assign Faculty to teach course(s) in another discipline or area of need, if qualified; or, (d) recommend elimination of the position pursuant to a reduction in force. The Dean will document course load amendments on Course Load Revision Form which shall be provided to the Vice President of Academic Affairs/Provost for approval.

7. **Additional Teaching Faculty Responsibilities.**

- A. **Attendance.** To comply with Federal Financial Aid requirements, attendance will be taken during the first two (2) weeks of class, after the sixty percent (60%) point in the term for a duration of one (1) week, and during the final week of class. The specific date ranges that correspond with these times will be provided by the Director of Financial Aid for each term and session and communicated to Faculty. Daily attendance may be maintained at the discretion of the Faculty member or at the direction of the Faculty member's Dean.

For online classes, the following U.S. Department of Education Guidelines for academic attendance shall be used:

- i. An academic assignment submission may be counted as attending.
- ii. Taking an examination, interactive tutorial, or a computer-based instruction may be counted as attending.
- iii. Participating in an online discussion that is academically-related may be counted as attending.
- iv. Interacting online with Faculty about subject matter or to ask course-related questions may be counted as attending.

- B. **Student Grades and Academic Progress.** Faculty shall keep students informed of their academic progress on a regular basis throughout the term or academic session.

Faculty shall post within the Learning Management System student grades at three (3) critical points during Fall and Spring semesters:

- i. By the fourth (4th) week of the term;
- ii. At mid-term. For students making below a "C" at this time, Faculty shall advise the student and/or refer the student to appropriate College resources; and,
- iii. Prior to the official withdrawal date for the course.

Faculty teaching during Summer term will post mid-term grades for each student per the timelines of that session.

Faculty are prohibited from publicly posting student names, student identification numbers and grades with respect to performance or conduct in a course.

Faculty must retain records of final grades and last date of attendance for withdrawn students for a minimum of three (3) years. Faculty are required to keep the final examination papers on file for one (1) year.

Faculty are required to offer final examinations and or final projects to all credit students (except those taking course work for audit) during the scheduled final examination period.

- C. **Faculty Withdrawal of Students.** Faculty members may recommend to the Dean the administrative withdrawal of student(s) based on excessive absences as published and defined in the Faculty member's syllabus. Administrative withdrawals must be applied fairly and equally to all students in a Faculty member's class. An administrative withdrawal may be recommended by the Faculty member until the official deadline for withdrawal each semester or session. Administrative withdrawals shall be reviewed by the Dean and may be approved.
8. **Extra Teaching Assignments.** Extra teaching assignments are not guaranteed and shall be granted at the discretion of the College. This additional teaching assignment is beyond the Faculty member's base contractual teaching load and is not granted until the teaching workload and workweek obligations, as defined in sections 1 and 3 of this Article, are met. Faculty will be compensated according to Article 23 Wages of this Agreement. An extra teaching assignment requires two (2) additional office hours per week.

Extra teaching assignments within a discipline shall be assigned by the Dean. In making assignments, the Dean shall consider the best qualified candidate based upon several factors including credentials, academic experience, work experience, student success, retention and completion rates in determining whether to approve assignments.

Any Faculty member who desires an extra teaching assignment should submit a written request (email shall suffice) to the Dean during the development of the course schedule or sixty (60) days in advance of class start. All extra teaching assignment requests are subject to approval of the Vice President of Academic Affairs/Provost.

Librarians and Counselors are eligible to teach as an adjunct at the extra assignment rate if they are qualified for the teaching assignment and provided that the teaching assignment does not interfere with the Librarian's or Counselor's regular duties.

9. **Final Exam Week.** Faculty members are to be accessible and responsive to students to support their academic success and progression. As such, Faculty are expected to be available to students during final exam week. Faculty may adjust their office hours

during this week to ensure availability to students and support end of semester grading requirements as follows:

- A. Faculty are to post office hours for final exam week at their office location and in the College's Learning Management System.
 - B. Faculty are to post a minimum of ten (10) office hours over a three (3) day period during final exam week for the Fall and Spring semesters.
 - C. During Summer semesters, Faculty members are to post two (2) office hours for each course taught. Specific hours will be determined in consultation with the Dean to meet student needs.
 - D. Out of office responses are not to be posted until the contractual period is complete.
10. **Librarians and Counselors.** Librarians and Counselors shall adhere to a minimum of a forty (40) hour work week scheduled as appropriate in accordance with the contract length approved by the Board of Trustees.
- A. **Librarians (40 hours per week).** Full-time Librarians shall work forty (40) hours per week on College activities. Up to five (5) hours per week may be used for College service/professional development, as approved by the appropriate Administrator. Professional activities in which Librarians participate during the remaining hours will be determined during conferences with the appropriate Administrator and evaluated annually. Work schedules, goals, special projects and events shall be developed by the Librarian in collaboration with and approved by the supervising Administrator to ensure that adequate coverage is provided to meet student needs. Librarians may teach classes when approved by the Provost.
 - i. The primary responsibilities of a Librarian include but are not limited to library science/information, literacy curriculum and maintaining the professional integrity of content, collections and services of academic libraries. To comply with the requirements of all applicable accrediting agencies, each Librarian must fulfill the minimum certification requirements established by those agencies.
 - ii. Librarians are responsible for providing instruction and general student assistance in the use of print and online library resources as well as in the creation of new tools to enhance access to information to promote information literacy. Instruction includes, but is not limited to, reference desk assistance, seminars, workshops, online tutorials, portions of College-sponsored conferences or in-service opportunities as assigned by the supervising Administrator. Services will often be required at the reference desk, by phone or email and through in-person consultation.
 - iii. Scheduled duties as assigned by the appropriate supervising Administrator are priority, and any changes must be approved by the supervising Administrator.

- iv. Librarians are eligible to teach extra course teaching assignments if they are qualified for the teaching assignment and provided that the teaching assignment does not interfere with the Librarian's regular duties. All teaching assignments including, but not limited to, embedded teaching assignments and credit courses are reviewed with and approved by the supervising Administrator.
- v. Librarians are responsible for ensuring library services are provided to meet the needs of students.
- vi. Librarians must participate in learning experiences by providing group and individual instruction outside of class in support of the curriculum and co-curriculum, assessing the impact thereof and evaluating services.

B. Counselors (40 hours per week). Full-time Counselors shall work forty (40) hours per week on College activities. Up to five (5) hours per week may be used for College service/professional development, as approved by the appropriate Administrator. Professional activities in which Counselors participate during the remaining hours will be determined during conferences with the appropriate Administrator and evaluated annually. Annual schedules shall be developed by the Counselor in collaboration with and approved by the appropriate Administrator to ensure that adequate coverage is provided to meet student needs. Counselors may teach classes when approved by the Provost.

- i. The primary responsibility of Counselors is to engage in activities directly related to counseling. To comply with all applicable accrediting agencies, each Counselor must satisfy the minimum certification requirements established by those agencies.
- ii. Counselors may teach all or part of a course as part of their contractual duties. Such teaching assignments and/or preparation shall not interfere with the scheduling of any of the Counselor's professional duties as assigned by the supervising Administrator.

ARTICLE 14
MASTER AND INSTRUCTIONAL SYLLABI

1. The Master Syllabus serves as an official record for a course and facilitates transfer to other institutions. It establishes the course content, learning outcomes and provides curriculum consistency across all sections of a course. A current master course syllabus is maintained for each course offered by the College. Copies of this master syllabus are maintained electronically in each respective academic division office and reviewed by the Office of Academic Affairs.
2. The master syllabus provides the requirements that must be followed by all Faculty who teach the course. As a permanent record, the master syllabus serves as the official document for what was covered in the course, at what level, scope and depth, and credit. The master course syllabi for all College courses shall be reviewed and updated by April 15 of each academic year, and more frequently as needed in each division/department. Program Chairs or Lead Faculty will ensure the master syllabi are reviewed and current.
3. All full-time department Faculty members are responsible to meet with the Program Chair or Lead Faculty to provide the needed input to develop and/or update the master syllabi. In cases where there is a single department member, that Faculty member shall be the responsible party. Program Chairs or Lead Faculty shall post master syllabi as directed for the Dean to review and Adjunct Faculty distribution. Divisions shall maintain electronic copies.
4. The master syllabus must contain the following information:
 - A. The title and reference number of the course;
 - B. The name(s) of the Faculty member(s) who prepared the syllabus and the date of preparation or revision;
 - C. The catalog description of the course including number of credits; prerequisites and/or co-requisites; total number of contact hours in lecture, laboratory, clinic or number of clock hours (PSAV); and credit type (college, postsecondary, AS, developmental);
 - D. Identification of courses that satisfy state communication and computation requirements and/or the computer proficiency graduation requirement;
 - E. The current textbook(s) and software utilized, including author, title and publisher;
 - F. A list of teaching aids and devices both suggested for teacher use as well as required for student purchase and use (e.g. safety goggles, art supplies, cameras, dental instruments);
 - G. General Education Learning Outcomes (if applicable);
 - H. Program Learning Outcomes (if applicable);

- I. Student learning outcomes and associated assessment method(s);
 - J. The course outline which identifies the content to be covered and/or pacing chart to facilitate course pace and assure required content is covered;
 - K. A list of references or source materials;
 - L. Factors common to all sections which are required for evaluating and assessing student learning/grading students. Minimum number of acceptable assessments and types;
 - M. Information about the final exam/activity, and any departmental policies regarding grading scale in determining final grade; and
 - N. Additional information required for the course by the Florida Department of Education or the College. This may include a background check, medical clearance, required certifications, etc.
5. By the end of the first day of a semester or session, all Faculty members shall develop and distribute to students and post in the College's Learning Management System a course syllabus for each class they are teaching.

ARTICLE 15
ADDITIONAL PROFESSIONAL OBLIGATIONS

1. A full-time Faculty member's responsibilities shall include, but not be limited to, the following activities, on or off campus: classroom periods; office periods; standing and ad hoc committee/council meetings; Faculty advising; student conferences; course coordination, development of master syllabi; outcomes assessment and review; student evaluations; student reports; examination periods; preparation of federal, state, and local reports; intercampus and intra-campus communications; Faculty meetings; departmental meetings; accreditation reporting; grants development; community-related clubs or organizations which require the direction of a Faculty person; guest-speaking to organizations and/or educational institutions within the district served by the College; travel time to and from off-campus sites; classroom preparation; continued professional study in one's discipline (after such study and its relationship to the discipline is established and approved by the supervisor); preparation of instructional materials; adjunct coaching; program planning; ordering audio-visual programs; curriculum coordination, review, revision and improvement; textbook evaluation and selection and reporting; and other professional activities.
2. All full-time Faculty members:
 - A. Will participate with other Faculty colleagues in their respective academic disciplines in order to develop, revise and implement courses or programs as needed;
 - B. Will fulfill instructional obligations such as preparing for classes, grading papers, tests and other required student assignments;
 - C. Will evaluate textbooks and Open Educational Resources as necessary;
 - D. Will maintain professional competence;
 - E. Will participate in College-wide programs or initiatives designed collaboratively by the Faculty and College for the purposes of identifying, assisting, and encouraging at-risk students to attain their educational goals;
 - F. Will attend academic curriculum meetings scheduled by the Program Chair or Administration, unless the Faculty member is on approved leave or has a verifiable appointment, assignment or commitment which cannot be rescheduled by the Faculty member without undue personal effort and/or personal expense;
 - G. Will attend all required, scheduled campus meetings, standing committee meetings, campus or division-wide meetings and those area meetings convened by a Dean or Program Chair pertaining to College matters, unless on approved leave or with authorization from his immediate Supervising Administrator. The College will utilize all reasonable communication efforts to provide the Faculty member with sufficient notice prior to scheduled meetings. The College recognizes that regularly scheduled class assignments that may interfere with the Faculty member's attendance may constitute authorized leave from attending such

meetings. On designated in-service/administrative days, all full-time Faculty members will engage solely in professional activities that are approved in advance by the College;

- H. Will participate in College-approved committees and/or councils, community groups, statewide curriculum committees, and professional organizations. This includes committees, assessments and activities determined to be necessary for the attainment of programmatic and regional accreditation. The President, in his sole discretion, may create and abolish committees whenever he deems it advisable. The composition of any such committee shall be in the sole discretion of the President;
 - I. Will periodically establish goals and provide self-assessments to the appropriate Dean as part of their periodic evaluation process; and
 - J. Will attend graduation and/or pinning ceremonies unless properly excused by their Dean or the Vice President of Academic Affairs/Provost. The College will make arrangements to have proper regalia available to each Faculty member. The College is not responsible for replacement regalia.
3. More specific information regarding the above-listed items may be in other Articles of this Agreement like Work Responsibilities or Faculty Evaluation.
 4. The College may utilize scheduling variations and delivery formats to meet the needs of students, which may include such variations between one-week courses, up to 16-week courses, or any similar scheduling variations in any term.
 5. It is understood that all College Faculty, as a general rule, are to be required to provide assurances, on a regular basis, of fulfillment of employment responsibilities.
 6. The College will collaborate with Faculty members to establish a regular range of dates and times for classroom or online class observations so as to minimize any disruptions to the teaching and learning processes. The College reserves the right to observe any class at any time.

ARTICLE 16

DISTANCE EDUCATION

Distance education facilitates access to education and provides a path to completion of academic and career objectives for college students and community members. Recognizing this, Faculty shall be expected to participate in teaching in alternate formats and master the skill of successfully teaching online. The College seeks to provide: (a) the community with programs which increase access to educational services; (b) students with intellectually stimulating courses which have a standard commensurate with those taught via successfully established delivery modalities; and (c) Faculty with opportunities to develop programs/courses and delivery systems. Last, the College and Faculty agree to work jointly to protect the integrity of TCC programs and course offerings.

1. **Distance Education.** Distance education is a teaching modality whereby all or the majority of instruction and student interaction occurs via electronic media or equivalent mechanisms with the Faculty and students physically separated from each other. This includes courses that are fully online as well as hybrid, flipped, computer based courses and other alternate delivery methods.
2. **Course Development.**
 - A. Course development is recognized as either 1) creating a new online course, 2) converting an existing online course to the appropriate TCC online or Quality Matters format, or (3) significant redesign of an existing online course.
 - B. The Academic Dean will initiate the process for online course development. Online offerings are based on student need and are offered at the sole discretion of the College.
 - C. Textbooks should be the same for online courses as face-to-face. Textbook decisions for online courses follow the same procedures outlined in Article 17 of this Agreement.
 - D. An online course is the property of the College, and as such will be held in repository for other qualified Faculty to utilize.
3. **Class Size.** Determination of class size for online classes is at the discretion of the College.
4. **Faculty Responsibilities.**
 - A. **Office Hours.** A Faculty member teaching an online course shall conduct the normally expected number of office hours. Faculty teaching online may schedule one (1) office hour online for each class taught online. In the event the Faculty member's entire program and/or load is comprised of online courses, the Faculty member shall be permitted to schedule a maximum of fifty percent (50%) of office hours online. Faculty are to meet with students in the venue best suited to meet student needs. Online office hours must be posted and accessible by

students using methods in accordance with Article 13 Work Responsibilities of this Agreement.

- B. **Online Course Shells.** Each section of every course at the College will have an online course shell pre-built. All Faculty are expected to utilize the course shell to facilitate timely feedback and communication with students.
- C. **Online Teaching Assignments.** Assignments to teach an online course shall be voluntary. Assignments may be initiated by the Dean or at the Faculty member's request. Additionally, verification of the Faculty member's online certification/training, and/or demonstrated proficiency in online instruction as well as student engagement, success and course retention rates in current courses shall be reviewed prior to assigning Faculty members an online course(s).
- i. The Faculty member who developed the original course shall be given primary consideration to develop and teach the online course contingent upon satisfactory evaluation by the Dean. However, the College has the right to seek other qualified Faculty members or entities to develop and teach the course(s).
 - ii. The College has the right to use and/or modify through established procedures the online learning materials developed under by a Faculty member for instructional, educational, or administrative purposes.
 - iii. Prior to the development of an online course, the College and the participating Faculty member(s) shall agree on the extent and type of technical support needed and all required professional development that must be successfully completed.
 - iv. The College reserves the right to enter or monitor Faculty course shells.
 - v. Faculty agree to maintain currency in teaching and learning pedagogy and technologies that facilitate student engagement, and success in an online environment.
 - vi. Due to the speed of technological change in our society, the College and the Faculty should expect to engage in ongoing discussions and training regarding online learning issues, contractual and otherwise.
 - vii. The College shall determine which courses will be offered online, and reserves the right to schedule online and/or any alternate delivery courses to best serve student needs.
- D. **Workload.** Faculty members may teach up to fifty (50%) percent of their standard teaching load online as stated in Article 13 Work Responsibilities of this Agreement. Additional course(s) may be granted with approval of the Dean. Final approval of additional courses is at the discretion of the Provost.
5. **Evaluation of Online Faculty.** The College shall evaluate Faculty members involved in online instruction using College-approved evaluation instruments suited for this delivery

modality. The College shall grant course access to the supervising Dean at the onset of instruction.

- A. The Dean may enter an online course at any time to assess instructional quality.
- B. Continued online teaching assignments are contingent upon but not limited to student completion rates, success rates, and student course evaluation information.
- C. All College online courses shall be evaluated by the Dean per the following timeframe:
 - i. First semester of the launch of a new course.
 - ii. Every two (2) years for existing courses, or if circumstances warrant, sooner and with greater frequency.

ARTICLE 17

TEXTBOOK SELECTION

The selection of textbooks and supplementary materials to be used are the responsibility of the full-time Faculty member and shall be determined per College guidelines. The parties agree that student access to affordable high quality textbooks and course materials is critical to the academic success of students and consistent with applicable law. The Faculty and the College are committed to the on-going development of appropriate policies, procedures and standards for the selection of textbooks and course materials to maximize student success, access and affordability.

The College recognizes the financial impact that the cost of textbooks has upon students. Faculty shall make every effort to help control student costs by seeking the most economical options, and utilizing all required texts. In addition, Faculty shall use the following considerations when selecting texts (FAC 6A-14.092):

- Is the textbook part of a bundle? If the textbook is bundled with supplemental materials, will all components of the bundle be used?
- Is the text a new edition? Is the old edition available?
- If the old edition is available, to what extent is the new edition different and more valuable for instructional purposes?
- Were open access textbooks or alternate digital options considered during the selection process?
- Are student learning outcomes being met?

Textbooks to be used for a College credit course shall be selected by each Faculty member from a list of textbooks and/or Open Educational Resources agreed upon by the department's Faculty. The list of textbooks shall be developed by the respective departments and shall be reviewed by the Dean and approved by the Associate Vice President for Academic Affairs. In the interests of students, academic departments shall agree upon texts to be used College-wide (which is inclusive of College centers and other instructional sites). A Faculty member shall not require a student to purchase any course materials that are not College approved per the process stated herein.

1. **Textbook Selection Process.** The textbook selection process shall include:
 - A. Faculty within each department shall select one main textbook to be used in each course (including those taught by part-time Faculty). Faculty who have published textbooks may not use their own text unless it is approved by the majority of Faculty within the department as the main text and the text has followed the same vetting process as other textbook selections.
 - B. Faculty within each department shall meet and discuss textbook selections and provide written documentation addressing all the considerations listed above and on the Textbook Affordability Form. This is required for any initial adoption of a

text or new edition of a text that is currently in use as well as for any textbook review. The forms must be completed and submitted to the Dean for signature by the dates identified in paragraph D below. Deans or designees will upload completed forms to the Academic Affairs portal.

- C. Textbook selections shall be made by majority vote of eligible department Faculty participating in the textbook selection process. All full-time Faculty who are qualified to teach the course shall be included in the voting in each department. The Program Chair will be provided the opportunity to have input regarding the textbooks being considered.
- D. Textbooks must be selected and approved by February 15th for Summer and Fall. Textbooks must be selected and approved by October 1st for Spring.
- E. All textbook adoptions must be reviewed every three (3) full calendar years by using the textbook affordability form.
- F. Approved textbook adoptions shall remain in effect for three (3) full calendar years. Only in exceptional cases will permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate Associate Vice President for Academic Affairs upon recommendation of the Dean.
- G. As early as feasible, but no less than forty-five (45) days prior to the first day of class for each term, the College shall post a list of each textbook required for each course offered during the upcoming term. Faculty may not add required textbooks after the Web posting, except as provided by statute.
- H. If the course is part of a sequence of courses that would normally use the same text, the College may establish a Faculty committee to select such textbooks. When circumstances occur that warrant a committee reconsideration of a textbook selection, the Dean may make an exception to the minimum three (3) year requirement. Faculty members shall establish College-wide standardization of textbooks. Any exceptions shall be approved by the Provost prior to use.
- I. Consumable (workbook) texts may be selected with an approved justification by the Associate Vice President for Academic Affairs. The selection must be reviewed and supported by the appropriate campus or division textbook selection committee, and must be assessed annually.
- J. Custom texts may be used, but may not conflict with efforts to standardize text in general education or sequential courses. In addition, the following criteria must be met:
 - i. The custom text must be significantly less expensive (minimum of (25%) less) than the campus or division committee's selection.
 - ii. The text covers the approved course objectives and competencies.
 - iii. The course is regularly taught by the Faculty member(s)/department recommending selection.

- iv. The maximum number of custom texts allowed for a single campus or departmental course is one (1). Exceptions must be approved by the Associate Vice President for Academic Affairs.
 - v. A custom text must be adopted for a minimum of three (3) years.
 - K. All textbook selections and posting timelines shall comply with applicable state statutes, and are subject to administrative review and Vice President of Academic Affairs/Provost approval at any point during the selection process.
 - L. Faculty must use all adopted textbooks and supplemental materials required for students to purchase. Usage of required text shall be monitored each semester by division Deans. Failure to use required texts shall result in corrective action. Repeated non-use may result in failure to attain continuing contractual status.
2. **Prohibited and Allowed Conduct.** Faculty may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.

Faculty may receive:

- A. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- B. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
- C. Honoraria for academic peer review of course materials.
- D. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the Florida Board of Education or the Board of Governors.
- E. Training in the use of course materials and learning technologies.

ARTICLE 18
INTERDIVISION TRANSFERS

1. The College reserves the right to transfer Faculty at any time to other teaching positions based on institutional need. The College will notify impacted Faculty and respective Dean(s) a minimum of thirty (30) days prior to transfer.
2. The College will also allow Faculty to request academic division transfers once during a Faculty member's career, unless deemed necessary by the institution. Faculty may only make a request for available positions. Transfers will only be considered for Fall semester. Once position openings are finalized, the Vice President of Academic Affairs/Provost will post full-time Faculty openings for review. Faculty desiring to transfer to another academic division must notify their Dean and the Vice President of Academic Affairs/Provost in writing (email will suffice) within ten (10) calendar days from the posting. Thereafter, the Faculty member must apply for any available positions for which they are qualified.
 - A. Faculty must make a formal request by completing the Request for Transfer form and must receive their Dean's approval. Faculty may request a transfer to another academic division if they are qualified and meet the following criteria:
 - i. Have been employed at the College for five (5) years and have achieved continuing contract status.
 - ii. Have satisfactory performance including student success, retention and completion rates.
 - iii. Have satisfactory performance teaching in the discipline they are requesting to transfer.
 - iv. Have received approval from the current Dean.
 - B. The Faculty member will be vetted (which includes review of past evaluations by the Dean, and other relevant information) which may include an interview and teaching demonstration by the incoming department. A final recommendation will be made to the Vice President of Academic Affairs/Provost. The Vice President of Academic Affairs/Provost will consider all information prior to making a final decision.
3. The College reserves the right to require Faculty at any time to teach in other disciplines for which they are qualified based upon institutional need. Faculty may also request to teach in another discipline for which they are academically qualified and officially credentialed. Any such request must be made to the Dean during the schedule drafting process. Faculty must have satisfactory performance in their current teaching assignment, as well as acceptable student success, retention and completion rates. The Dean will make the decision and placement of the Faculty member based on student and division needs. All assignments are subject to approval of the Vice President of Academic Affairs/Provost.

ARTICLE 19
THE TEACHING AND SERVICE ENVIRONMENT

1. **Office Assignments.** The College shall provide office space to every full-time Faculty member, subject to future facilities management needs and appropriate funding.
2. **Assault, Battery, Threats, and Safety.** The College and the Union join in deploring any form of conduct within the College environment which involves a danger or threat of bodily harm to any person, and express their willingness and mutual desire during the term of this Agreement to seek and implement ways and means of preventing or addressing such conduct. Any work-connected instance of assault (physical or verbal), battery, or threat of bodily harm upon a Faculty member shall be reported to the College Police Department immediately. Student violations of the Student Code of Conduct, including classroom disruptions will be investigated and acted upon in accordance with Policy 10-12, Student Code of Conduct.
3. **Class Disruption.** A Faculty member may dismiss a student from a particular meeting of a particular class if the student is so disrupting the class as to make it impossible for the Faculty member to serve the remaining members of the class effectively. The Faculty member shall, as soon as practicable following the end of the class meeting in which the action was taken, report the matter to their immediate supervisor. The Faculty member shall also report the matter to the Office of Judicial Affairs, who shall act upon the complaint and report the result of the investigation to the Faculty member as soon as possible. Student violations of the Student Code of Conduct, including classroom disruptions, will be investigated and acted upon in accordance with Policy 10-12, Student Code of Conduct.

ARTICLE 20
CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

1. **Family Members.** In order to protect both Faculty members and students from real or apparent conflicts of interest, students will avoid enrolling in classes taught by their spouse, domestic partner, parent or immediate family member. However, in small departments or specialized programs or courses, this avoidance may not always be possible. In any case in which a Faculty member plans to teach a class in which a related person is enrolled, the Faculty member shall seek approval from the Provost prior to the class start date.
 - A. Should the Provost agree that alternatives have been exhausted and an exception is warranted, another member of the department shall be asked to oversee evaluation of the student. The purpose of this oversight is to protect both the Faculty member and student from the appearance of bias and to maintain the integrity of the academic experience. Such oversight shall include reviewing the work of the student being evaluated and comparable work by one or more other students in the class.
 - B. Faculty members are not to serve as the main academic adviser to a student who is a spouse, domestic partner, parent or other related person. Likewise, Faculty members are not to work one-on-one with related students (for example, in situations such as an honors thesis, independent study, practicum, mentoring, or an internship). Any exceptions to this policy must similarly be requested of the Provost in advance.

2. **Outside Employment.** The primary responsibility of Faculty is the full and competent performance of all assigned duties. 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 Faculty, to the College, and to the community of the many types of external experiences. Such activities may enhance the professional competency of the individual and bring credit to the College as well. Faculty may engage in outside employment or self-employment that does not:
 - A. Result in any conflict of interest between the outside employment activity and the College;
 - B. Inhibit the Faculty member's performance of duties and responsibilities at the College; or,
 - C. Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Requests for outside employment must be submitted to the Dean prior to employment. If the employment is an ongoing activity, it must be submitted annually by September 1st of each year. Such requests must include the employer, dates of employment, hours of employment, position title and brief description of job duties. It is the responsibility of the Dean to review the submission for conflicts or concerns and to raise any concerns to the

Vice President of Academic Affairs/Provost. The President or his/her designee shall review all requests for outside employment. If approved by the President or his/her designee, the recommendation shall be forwarded to the Board for review and approval.

ARTICLE 21
FACULTY EVALUATION

1. **Purpose of Evaluation.** The assessment and evaluation of Faculty will be conducted utilizing a variety of criteria relating to professional competence and commitment of the Faculty member to the College. The purposes of evaluation are to:
 - A. Promote the highest quality instruction (teaching and learning);
 - B. Encourage the highest quality performance by Faculty;
 - C. Encourage professional growth and development of Faculty;
 - D. Review the effectiveness of instruction and service to students and use the results to continuously improve instruction and service to students;
 - E. Evaluate Faculty job performance;
 - F. Promote communication and provide feedback about job performance; and
 - G. Establish performance goals and expectations.

2. **E-Portfolio.** Annual and continuing contract Faculty will maintain a professional e-portfolio that shall include a factual description of the Faculty member's teaching, College service, Faculty advising and professional development strengths and accomplishments. It will include empirical evidence and a self-assessment of criteria including, but not limited to, effective classroom instruction, feedback from students and employers, curriculum review and relevancy, service and support of College policies and procedures, and assessment of student learning. The complete listing of criteria is found at section 4.E. of Article 11. The e-portfolio will include supporting documentation of the measures described below, as appropriate to the position and responsibilities of the Faculty.
 - A. The e-portfolio **MUST** contain information about each of the following:
 - i. Teaching philosophy;
 - ii. Statement of teaching responsibilities, and any approved reassigned and/or release duties;
 - iii. Curricular revisions;
 - iv. Documented teaching improvement activities;
 - v. Instructional innovations; and
 - vi. Each of the criteria i. through x. found in Article 11, section 34.E.
 - B. The e-portfolio **MAY** contain:
 - i. Teaching honors and other recognitions; and

- ii. Samples of student achievements and outstanding accomplishments in or beyond the classroom.
3. **Faculty on annual contract.** Faculty on annual contract will be formally evaluated by the immediate Dean or Director each year prior to recommendation for annual contract renewal. Annual contract Faculty shall be made aware of the time and day during which such evaluations will occur. Faculty being considered for moving from annual to continuing contract shall present a professional e-portfolio for review and assessment by the Dean.
4. **Faculty on continuing contract.** Each Faculty member on a continuing contract shall be observed by the Dean or Director as necessary, but at least once every two (2) years. The Dean's evaluation narrative shall be included as part of the annual review in any year in which an evaluation is conducted.
5. **Faculty Evaluation Process.** The Faculty Evaluation shall include the Faculty member's: (a) self-evaluation; (b) classroom observation(s); (c) student evaluations of instruction; and, (d) Dean's evaluation and narrative.
 - A. Self-evaluations will be a substantive element of the annual review process. Faculty are asked to evaluate their professional performance using the criteria set forth in Article 11, section 4.E.
 - B. Classroom observation(s) are required each year for annual contract Faculty in the first five (5) years of their employment and bi-annually thereafter. Classroom observations by the Dean shall be part of the evaluation process. These observations shall occur when the Faculty member is performing regular duties and shall be a minimum of thirty (30) minutes. The Dean shall set the time and date of the classroom observation associated with the evaluation process and will provide the Faculty member with at least one week's notice. Classroom observations may also be made at other times of the academic year and outside of the evaluation process when determined necessary by the Dean or Director.
 - C. When a classroom observation is requested by the Faculty member, the Faculty member and Dean shall determine a mutually agreed upon date. In every case, results of the observation shall be written in the evaluation and provided to the Faculty member.
 - D. Each teaching Faculty member shall be evaluated each semester by his/her students, and the results will be discussed with the Faculty member by the Faculty member's Dean or Director. The summary of these results will be distributed to the Faculty member in a timely manner.
 - E. The Dean or Director shall evaluate each Faculty member per the guidelines, quantitative measures and factors stated in section 4.E., Article 11. The Dean or Director shall provide a summative for each Faculty member evaluated based on this criteria. The Dean or Director shall also provide an overall evaluation of "meets requirements" or "needs improvement."
6. **Final Performance Evaluation.** The process shall be as follows:

- A. The Dean or Director will hold an evaluation conference with the Faculty member to discuss the completed evaluation including identification of deficiencies and suggestions for improvement.
 - B. The Faculty member shall have ten (10) working days to review and respond in writing to any comments placed in the evaluation. At the end of this ten (10) working day period, the Faculty member shall sign his/her evaluation acknowledging that he/she has had the opportunity to discuss the evaluation with the evaluator and to respond to the materials presented and any appended comments.
 - C. The evaluation will then be submitted to the next ranking supervisor for review, comments and signature.
 - D. If the next ranking supervisor adds comments, the Faculty member shall have ten (10) working days to review and respond to the additional comments if they choose. Thereafter, the evaluation will be forwarded to Human Resources who will provide the Faculty member a copy of the completed evaluation.
 - E. If the next ranking supervisor does not add any comments, the evaluation will be forwarded to Human Resources who will provide the Faculty member a copy of the completed evaluation.
7. **Performance Improvement Plans.** The Dean or Director shall assist the Faculty member in correcting any performance deficiencies reflected in the Faculty member's evaluation, and/or by prescribing a Professional Improvement Plan (PIP) if deficiencies are noted for overall performance. A Faculty member on continuing contract whose annual review indicates any area of concern related to Faculty responsibilities or evaluation criteria shall develop a PIP to address that concern in the following year. The PIP shall be developed and written by the Dean and approved by the Provost. It shall include specific performance objectives and timelines designed to assist the Faculty in meeting the stated expectations.

If the next annual review indicates the objectives have not been addressed, a post-award evaluation will be required. This evaluation will be in addition to the regularly scheduled five (5) year post-award evaluation. Additionally, the supervisor may require a post-award evaluation if intermittent concerns occur between five (5) year post-award evaluations.

- 8. **False Information in the Evaluation.** Any false information in the evaluation shall be removed and shall not be considered as part of the evaluation.
- 9. **Faculty Qualified to Teach in More than One Discipline.** Faculty may be qualified to teach in more than one (1) discipline in the College. When more than one (1) division is involved, the Faculty member will be assigned to one (1) division as the "home" division and that Dean or Director will assume responsibility for the evaluation/assessment of the Faculty member. The secondary supervisor will provide input to the "home" division Dean or Director.

10. **Grievance of Evaluations.** The Faculty member may file a grievance alleging contract violations over the evaluation process, but may not file a grievance about the rating or content of the evaluation, with the exception of a false statement. Any such grievance shall be filed at Step 1 of the grievance process within ten (10) working days of receipt of the final evaluation from Human Resources.

ARTICLE 23
WAGES

1. **Contract Period.** Teaching faculty are granted a nine-month contract. Library and counseling faculty are granted a twelve-month contract.
2. **Starting Salary.** A Faculty member’s starting salary shall be based on the position for which they are hired, years of experience and academic credential as verified by Human Resources.

The starting salaries for Faculty on a nine-month contract are as follows:

STARTING SALARY						
Academic Credentials	Less than 1 year of Experience	1 Year of Experience	2 Years of Experience	3 Years of Experience	4 Years of Experience	5 or More Years of Experience
Doctorate	\$46,050.00	\$46,694.80	\$47,339.60	\$47,984.44	\$48,629.20	\$49,274.00
Masters	\$43,243.00	\$43,848.40	\$44,453.80	\$45,059.20	\$45,664.60	\$46,270.00
Bachelors	\$41,177.00	\$41,753.40	\$42,329.80	\$42,906.20	\$43,482.60	\$44,059.00
Associate Degree and program specific credentials	\$39,785.00	\$40,023.80	\$40,262.60	\$40,501.40	\$40,740.20	\$40,979.00

Librarians and counselors are on a twelve-month contract. The starting salaries for Librarians and counselors are as follows:

STARTING SALARY						
Academic Credentials	Less than 1 year of Experience	1 Year of Experience	2 Years of Experience	3 Years of Experience	4 Years of Experience	5 or More Years of Experience
Doctorate	\$47,700	\$48,368	\$49,036	\$49,704	\$50,371	\$51,039
Masters	\$45,000	\$45,630	\$46,260	\$46,890	\$47,520	\$48,150

Additional consideration may be necessary for positions that are determined “hard-to-fill” due to market conditions, in cases where specialized credentials or experience are required, or other reasons. These situations will be determined based on an analysis conducted annually by Human Resources. Such analysis will be completed by January

31 of each year to be implemented July 1 of that year. Under these circumstances, the College is authorized to offer additional compensation of twenty percent (20%) of the starting salary, as outlined in the table above. The College will provide the Union with notice when such a situation occurs and will provide the Union with the analysis within two (2) weeks of its completion.

3. **Salary Adjustments.**

Faculty shall receive a 2% increase to their base wage upon ratification of this Agreement.

Adjustments may be made for existing positions due to market conditions, in cases where specialized credentials or experience are required, or other reasons as determined for new hires. This determination will be based on the same analysis conducted annually by Human Resources for new hires. The College is authorized to increase compensation up to twenty percent (20%) of the current base salary. The College will provide the Union with notice when such a situation occurs and will provide the Union with the analysis within two (2) weeks of its completion.

4. **Salary Incentive Supplements.** To be eligible for the following salary incentive supplements, a Faculty member must have completed one (1) full academic year at TCC as a regular, full-time Faculty member and be employed and in good standing at the time of payment. All salary supplements are subject to all applicable taxes and withholdings.

A. **Student Success Supplement.** If the Florida Legislature appropriates performance-based funding to the College, all eligible Faculty will receive a non-recurring incentive supplement based on improvement in the College’s overall completion rate. The supplement cannot exceed the state performance allocation to the College.

Faculty members will receive a non-recurring percentage supplement calculated from their base salary at the time of payment for the achievement of every half (1/2) of one (1) percentage point increase in the completion rate, starting at 1%. The amount will be adjusted as shown in the table below.

Example:

Completion Rate Increase	Salary Supplement
1.0 %	0.5 %
1.1 - 1.5 %	0.75 %
1.6 – 2.0 %	1.0 %
2.1 - 2.5 %	1.25 %
2.6 – 3.0 %	1.5 %

This supplement will be determined from data provided by TCC’s Office of Institutional Effectiveness based on Integrated Postsecondary Education Data

System (IPEDS) methodology (percent of credit students that complete their degree program within 150% of the normal time to degree). Again, this supplement is contingent on the performance-based funding appropriated by the Florida Legislature to the College.

- B. **Faculty Incentive Supplement.** The College will provide a specialized program to enhance Faculty knowledge, skills, and abilities that should lead to an increase in student success. Participation is voluntary. Upon program completion faculty will receive a \$750 supplement increase to their base wage.

The program will consist of Faculty completing a 25-hour professional development course related to teaching and learning. As part of the course, Faculty must submit a plan to implement strategies to enhance instructional effectiveness in and/or outside the classroom as well as evidence-based outcomes. Faculty can participate only once in the program and may use twenty-five (25) of their required professional development work hours.

- 5. **Compensation for Supplemental Assignments.** Supplemental assignments are beyond the faculty members regular work responsibilities, as outlined in Article 13, Work Responsibilities.

Payroll periods for supplemental pay shall correspond to regular pay dates during the period the supplemental work is performed. Supplemental pay assignments may be continued, revised, added or deleted as work duties specified by these assignments are relevant to institutional needs.

- A. **Extra Teaching Assignment.** If eligible for an extra course teaching assignment pursuant to Article 13, Work Responsibilities, it shall be compensated according to the tables below. In healthcare programs, lecture classes will be paid at the appropriate credit or equivalent contact hour rate (“clock/contact hour rate”). Clinical and healthcare labs will be paid at the clock hour rate.

Fall and Spring Extra Teaching Assignment and Summer Teaching Assignments		
Academic Credential	Credit Hour Rate	Clock/Contact Hour Rate
Doctorate	\$1,100	\$24.45
Masters	\$1,000	\$22.22
Bachelors	\$900	\$20.00
Associate Degree and program specific credentials	\$750	\$17.00

Extra Teaching Assignment in Clinical Settings	
Academic Credential	Clock Hour Rate
Doctorate	\$73
Masters	\$66
Bachelors	\$60
Associate Degree and program specific credentials	\$50

B. Program Chair. Program Chairs will be determined annually by the Provost. Program Chairs shall receive a \$2,000.00 stipend for each of the Fall, Spring and Summer semesters, if assigned, and their duties may extend beyond their contractual duty days. Total reassigned time shall not exceed forty percent (40%) of the regular contracted teaching load. Summer assignments as a Program Chair are dependent on institutional need.

C. Non-teaching Pay Assignments. For Faculty members who provide leadership in a non-teaching capacity, and exceed their College Service requirements. Faculty must complete all obligations as set forth in Article 13, section 3., Work Responsibilities (e.g., instructional and office hours, professional development, College service, and Faculty advising), before they will be eligible to receive a Salary Supplement for a Non-Teaching Pay Assignment. The salary supplements are as follows:

Non-teaching Pay Assignments	
New Course Development	\$1,250
Academic Enrichment	\$2,500 per semester
Faculty Enrichment	\$1,250 per semester

The Addendum at the end of this Article entitled Non-Teaching Pay Assignments provides a listing of existing non-teaching pay assignments.

D. Directed Independent Study (DIS) and Continuing Education. Full-time Faculty members who teach directed individual study (DIS) methods beyond their regular contracted teaching load shall be compensated per student per credit hour according to the table below. Classes with sixteen (16) or more students will be paid at the standard class rate.

Full-time Faculty members who teach continuing education classes that are aligned with their academic preparation and are beyond their regular contracted teaching load shall be compensated per student per credit hour according to the

table below. Clock hour load shall be compensated per student according to the clock hour rate in the table below.

Directed Independent Study and Continuing Education		
Academic Credential	Credit Hour Rate	Clock Hour Rate
Doctorate	\$73	\$35.04
Masters	\$66	\$31.68
Bachelors	\$60	\$28.80
Associate Degree and program specific credentials	\$50	\$24.00

E. **Honors Module.** Full-time Faculty members who teach honors modules beyond their regular contracted teaching load shall be compensated \$250 for the first student and \$50 for each additional student. Classes with sixteen (16) or more students will be paid at the standard class rate.

F. **Pay Supplements Based on Class Size.** There will be no pay supplements based on the size of the class other than those identified for Directed Independent Study or Honors Modules, as listed in sections 5.D. and 5.E. above. The College maintains its management right to establish class sizes.

6. **Substitute Pay.** Substituting for another full-time Faculty member in their absence is considered a professional courtesy, but must pre-approved by the appropriate Dean. Full-time Faculty may only receive supplemental pay for substituting for another Faculty member if the time required exceeds two (2) consecutive class periods and requires instruction, including preparation or student meetings. If these factors apply, the Faculty member shall be compensated in accordance with the tables below.

Substitute Pay		
Academic Credential	Credit Hour Rate	Clinical Hour Rate
Doctorate	\$27	\$40
Masters	\$25	\$36
Bachelors	\$23	\$28
Associate Degree and program specific credentials	\$21	\$25

7. **Increase Pay for Additional Educational Degree Attainment.** Faculty who complete additional educational attainment above what is the minimum degree required for the Faculty member's position may be eligible for an increase in base salary.

To be eligible, Faculty must have "meets requirements" on their most recent evaluation, and the additional educational attainment must meet at least one (1) of the following criteria:

- A. Graduate degree from an accredited college or university in the assigned teaching field, subject to prior approval at department level and by the Vice President of Academic Affairs/Provost.
- B. Graduate degree from an accredited college or university in related fields, subject to prior approval at department level and by the Vice President of Academic Affairs/Provost.

Official transcripts must be furnished to the Office of the Vice President of Academic Affairs/Provost. A two percent (2%) pay increase to the base salary will be effective upon verification. Such pay increases will not be retroactive.

The salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit the official transcript to Human Resources. Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. The processing of the increase will be effective with the pay period following receipt of the required documentation by Human Resources.

8. **Certifications and Graduate Course Attainment.** The College may pay for certain professional licenses, certifications, or additional graduate course(s) beyond a Faculty member's existing professional degrees when the following criteria are met:

- A. Earning and maintaining a professional license or certification directly related to, required for, or specifically recognized in a Faculty member's teaching area or field of expertise, subject to prior approval at the department level and by the Vice President of Academic Affairs/Provost.
- B. Attaining up to eighteen (18) graduate hours above a Faculty member's existing graduate degree in order to teach in another discipline, per SACSCOC standards, and as deemed necessary by the College and pre-approved by the Vice President of Academic Affairs/Provost.
- C. The Faculty member agrees in writing to remain employed by the College for one (1) academic year following completion of the professional license, certification or additional graduate courses. The Faculty member must also agree in writing that if he or she does not remain employed by the College for one (1) academic year following completion of the professional license, certification or additional graduate courses, that the Faculty member will repay the College for the cost of attaining the professional license, certification or additional graduate courses.

No pay raise is associated with the attainment of professional licenses or certifications or

additional graduate hours above the Faculty member's existing graduate degree, except for additional educational degree attainment pursuant to section 7 of this Article.

9. **Pay Dates.** All faculty shall be paid on a monthly basis. Pay dates for all employees shall be the last College business day (Monday - Friday) of each month, unless otherwise established by the Vice President of Administrative Services and Chief Business Officer. The College will publish and distribute information relating to the pay dates for each of the terms within each semester.

ADDENDUM TO ARTICLE 23

NON-TEACHING PAY ASSIGNMENTS

Course Development	Academic Enrichment	Faculty Enrichment
Creation of a fully online or hybrid format	Eyrie	Faculty Coordinator – Service Learning
Preparing courses that have never been offered at TCC for appropriate delivery mode	Theatre	Faculty Coordinator – African Drum & Dance Ensemble
Creation of a Lab Manual	Model UN	Faculty Coordinator – FYE
New Curriculum Development	Honors	Faculty Coordinator – Council Leadership
OER Creation (not using existing resources)	Forensics Debate Coaching	Faculty Coordinator – Adjunct Facilitation (ATALS, AFAP)
	Talon	Faculty Coordinator – New Faculty Seminar or Orientation Facilitation
	Model UN	Faculty Coordinator -- TCC Online; CPE
	Phi Theta Kappa	Student Peer Tutoring Coordination
	Global Gateway	Training Coordination (Development and Delivery)
	Brain Bowl	
	QEP	

ARTICLE 24 **BENEFITS**

1. **Participation on College-wide Committee.** The Union may submit the names of fifteen (15) individuals to the Vice President of Academic Affairs/Provost for inclusion on any College-wide committee to review benefits. The College will guarantee the selection of at least two (2) of the individuals submitted by the Union.
2. **Insurance Benefits.** Board policy sets forth insurance benefits for employees. Faculty members shall be entitled to receive the same types of insurance, including the same scope and level of benefits and coverage for Health and Major Medical Insurance and Life Insurance as that provided to full-time, Classified Staff of the College for the plan year beginning January 1, 2021. The College will contribute 100 percent (100%) towards the monthly premium for the HMO health insurance plan for an individual employee offered by the College. The employee is responsible for any amounts for premiums associated with a plan selected by the employee that is more than the HMO individual employee plan. Should the monthly premium for the single employee HMO plan decrease to an amount below the HMO plan, the College will only be responsible for contributing the lower amount and the employee will be responsible for any additional premiums above the lower amount that is associated with the plan selected by the employee.
3. **Life Insurance.** The College shall provide life insurance in the amount equal to two times the base salary for the annual contract of the Faculty member up to a maximum coverage amount of \$200,000. Faculty may purchase, at their expense, additional coverage as offered by the carrier; up to \$250,000 in life insurance on their spouse; and up to \$10,000 on their children from age 6 months to 26 years. Payroll deductions shall be used for the payment of any insurance premiums not covered by the College's contribution.
4. **Supplemental Insurance Plans.** Faculty members shall be entitled to participate in any supplemental insurance plans authorized by the College.
5. **Tuition Reimbursement.** Faculty members and their families are eligible to receive tuition waivers for college classes in accordance with Board Policy 04-15 and Board Policy 04-16. Faculty members are also eligible to receive tuition reimbursement for non-TCC courses in accordance with Board Policy 04-14.
6. **Employee Assistance Program.** The College shall provide an Employee Assistance Program in which one or more consultations for a medical, mental, family, financial, or substance abuse problem shall be provided. Notice of availability of the program, including an explanation of services offered, will be provided by the Human Resources Department to all Faculty no less than once annually.
7. **Retirement Plans and Tax Sheltered Annuities.** As employees of the College, Faculty members may participate in either the Florida Retirement System Pension Plan, or its Investment Plan. Faculty may also participate in the Community College Optional

Retirement Plan in lieu of membership in the Florida Retirement System. Faculty also have the option to contribute on a voluntary basis to a 457b and/or a ROTH 403b deferred compensation options.

8. **Faculty use of Facilities.** Faculty are eligible to use athletic facilities, the Library, Learning Resource Centers, and wellness programs. Faculty may rent certain facilities at a reduced rate.
9. **Parking.** Faculty are provided with parking at no cost.
10. **Annual Leave.** Pursuant to Board Policy 04-28, teaching Faculty do not receive annual leave; Librarians do receive annual leave.
11. **Sick Leave.** Faculty members are provided with sick leave, as set forth in Board Policy 04-29. Payment for unused sick leave upon separation from employment is set forth in section D of Board Policy 04-29. Faculty members are eligible for participation in the College's Sick Leave Pool, as set forth in Board Policy 04-30.
12. **Personal Leave.** Personal leave for Faculty is set forth in Board Policy 04-31.
13. **Leave of Absence without Pay.** Leave of Absence without Pay for Faculty is set forth in Board Policy 04-32. This policy also covers the continuance of benefits while on leave without pay.
14. **Administrative Leave.** Administrative leave for Faculty is set forth in Board Policy 04-33.
15. **Military Leave.** Military leave for Faculty is set forth in Board Policy 04-36. The College will comply with all state and federal laws regarding military leave.
16. **Family Medical Leave.** Family Medical Leave for Faculty is set forth in Board Policy 04-40.
17. **Domestic Violence Leave.** Domestic Violence Leave for Faculty is set forth in Section 741.313, Florida Statutes.
18. **Referenced Leave Policies.** The College's leave policies that are cited in this Article are incorporated by reference. Any proposed modification to the College's leave policies must first be bargained with UFF-TCC. Any alleged violation of the policies referenced in this Article are subject to Article 8, Grievance and Arbitration.

ARTICLE 25

INTELLECTUAL PROPERTY

The College creates and supports an intellectual environment in which College employees are free to create and collaborate in the development of scholarly and creative works, educational materials, and other intellectual property. Such development activities increase professional knowledge, provide creative models for students, and bring recognition to the individuals and the College.

1. **Materials subject to copyright and patent.** In general, the materials subject to copyright and patent shall be divided for discussion purposes into the following major categories:
 - A. Books, study guides, television scripts, articles, lectures, artistic works, logos, graphic designs, musical arrangements and compositions, dramatic compositions, tests and other relevant materials which are usually covered by copyright laws.
 - B. Technological materials such as computer programs, computer-controlled multimedia including videodiscs, CD ROMS, etc., and television related materials, such as educational materials and video programs developed and released through cable television, open broadcast television, videocassette and the like, all of which are normally covered by copyright laws.
 - C. Scientific products and discoveries, which are usually subject to patent as opposed to copyright laws.
 - D. All materials covered by this Article shall be interpreted under one of the above categories.
2. **Determination of Rights.** To determine the disposition of rights to copyrightable materials and patents developed by Faculty, such rights shall be interpreted within the framework of the categories listed below:
 - A. **Individual Effort.** Right to copyrightable materials or patents that are generated as a result of individual initiative and not as a specific College assignment shall reside solely with the author or inventor. This includes materials generated with the incidental use of College facilities and/or resources.
 - B. **College Assisted Individual Effort.** When the College provides support of an individual effort resulting in copyrightable materials or patents by contributing Faculty time, facilities and/or other College resources, the College is entitled to certain rights and privileges as listed below.
 - i. The College shall be granted a royalty-free license to make full use of all products and processes so developed pursuant to this section.
 - ii. The College shall recover all costs, supported by detailed records on time and materials.

- iii. Generally, copyrights and patents shall be held in the name of the College Faculty member concerned, but agreements between the Faculty member and the College may create other rights and responsibilities, including joint ownership.
 - C. **College Initiated and Supported Efforts.** Ownership of copyrightable material or a patent relating to materials or processes identified above, developed as a result of specific assignment by the College or arising out of the duties for which the individual was specifically employed by the College, shall reside with the College. Under special circumstances, the College may share royalty income with the author or inventor upon recommendation by the College and approval by the Board of Trustees.
 - D. **Sponsor Supported Efforts.** Faculty who produce copyrightable material or a patent under sponsor-supported projects shall be governed by the specific terms and conditions of the applicable sponsorship contract. Faculty are responsible for determining, in advance, the terms of sponsorship and executing a Copyright/Patent Royalty Agreement with the sponsor.
3. **Royalty Income.** Royalty income from copyrighted materials and patents shall be distributed as listed below.
- A. **Individual Effort.** Income derived from materials and patents produced from the individual initiative of College Faculty, as defined above, shall accrue solely to the author or inventor.
 - B. **College Assisted Individual Effort.** Income derived from individual efforts which are complemented by College time, facilities and/or resources, as defined above, shall accrue solely to the author or inventor. However, repayment to the College must be made by the individual(s) concerned, as outlined above, which also outlines the other rights of the College in these cases. The above holds in all cases except those in which the individual(s) request, and the College agrees to permit the College's name to be used in connection with the product or process and also agrees to market or assist in acquiring a marketing source for the product or process. In these cases, royalties shall be shared with the College receiving twenty-five (25%) percent and the individual(s) receiving seventy-five (75%) percent, unless a written agreement is executed and approved by all parties prior to the granting of the copyright or patent that specifies an alternative sharing of royalties.
 - C. **College Initiated and Supported Efforts.** When copyrighted material or a patent is generated by a specific College assignment or as a result of labors for which the individual was employed, for any matters covered under the above information, the College shall be the sole recipient of all income derived therefrom. In specific instances, where an exceptional individual-initiative product results, and only after College recommendation and approval by the Board of Trustees, portions of income derived therefrom may be shared between

the College and the author or inventor. Such efforts shall be determined on a case-by-case basis.

- D. **Sponsor Supported Efforts.** Income derived from sponsor-supported efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents. Income derived from copyrighted materials or patents shall be disbursed in accordance with stated College policies when the contract or grant document is silent as to disbursement of royalties or times of value.
4. **Dispute Resolution.** Disputes between the author(s) of a work and the College are grievable in accordance with Article 8 Grievance Procedure.

ARTICLE 26
STUDY ABROAD OR DOMESTIC TRAVEL COURSES

1. Study abroad and domestic travel courses must be supported by the Dean, applied for via the Global Education Council, and approved by the Provost. Travel must occur during non-teaching periods during the semester or session the course is offered (i.e., Spring break, mid-semester, Summer, as appropriate).
2. Study abroad and domestic student travel courses shall be held to the same enrollment requirements as other courses offered by the College. The Provost shall determine when and if a course shall be offered and/or cancelled.
3. Study abroad and domestic travel courses may be taught as part of the Faculty member's regular teaching load or as an extra teaching assignment at the compensation rates established in Article 23 Wages. Faculty expenses shall be reimbursed in accordance with College policy and if approved by the Provost. No additional compensation will be granted to the Faculty member.

ARTICLE 27 **DISCIPLINE**

Faculty shall be subject to discipline according to the nature and severity of the offense, for conduct that violates reasonable standards of conduct which include, but are not limited to, the following:

1. Incompetence, negligence or inefficiency in the performance of duty;
2. Conviction of a criminal offense or of a misdemeanor involving moral turpitude;
3. Violation or disobedience of any regulation, order or directive;
4. Insubordination toward supervisors;
5. Violation of any of the College's Policies or Procedures, including the Civility and Mutual Respect policy;
6. Engaging in discrimination or harassment based upon any legally protected status;
7. Attempting to induce any officer or employee of the College to commit an act in violation of any of the College's Policies or Procedures;
8. Excessive absences, tardiness or abuse of leave privileges;
9. Reporting for work under the influence or being at work under the influence of alcohol or illegal or controlled substances. Being in possession of alcohol or illegal or controlled substances during working hours and/or the sale or use of same during working hours and/or on College property;
10. Theft, misplacement, or misuse of equipment, material, property or money of the College, the public, or of other employees;
11. Falsification of official documents;
12. Failure to report for duty after a leave of absence has expired;
13. Unauthorized release of confidential information;
14. Violating safety rules or accepted safe practices;
15. Possession of weapons or firearms during working hours and/or on College property at any time; and
16. Conduct, whether on or off the job, that adversely affects the employee's ability to either appear at work or to perform assigned responsibilities in a proper and usual manner; or conduct that adversely affects the ability of the College to carry out its assigned mission.

A written oral warning and written reprimand may be appealed in writing to the Provost or his/her designee whose decision is final. The employee may submit a written rebuttal to the College's final decision. Such rebuttal shall be part of the employee's personnel file.

The appeal process for a suspension or dismissal is addressed in Article 8 Grievance and Arbitration Procedure.

The pre-disciplinary process is set forth in College Policy 05-16.

ARTICLE 28

REDUCTION IN FORCE

A reduction in force may require the separation, involuntary demotion or reassignment of employees covered by this bargaining unit. The decision to reduce the work force of employees covered by this bargaining unit cannot be grieved under Article 8, Grievance and Arbitration Procedure.

Personnel who are to be laid-off will be identified and notified as soon as possible. A minimum of two (2) weeks' notice shall be required.

1. **Reduction in Force Criteria.** The following criteria will be utilized in the event that it becomes necessary to reduce personnel:
 - A. The needs of the College community;
 - B. Employee's Faculty rank, years in rank, and years at the College as a full-time Faculty member within the bargaining unit, and the highest in-field degree/credential;
 - C. Employee performance as determined by existing evaluations*;
 - D. Educational qualifications and/or expertise in assigned position(s); and
 - E. Relevant work experience.

*Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in the Florida Board of Education Rules.

The College will establish the layoff unit, including but not limited to department, program, campuses, disciplines, and sub-disciplines. The employee with the lowest rank in the specified work unit or program would be laid off, unless the College can demonstrate that the other Reduction-in-Force Criteria outweigh rank.

An individual whose position has been eliminated may be offered immediate placement into a vacancy for which the individual is equally qualified in another department or program. In the event such an offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to this Policy.

2. **Employment Recall.**
 - A. A recall list shall be valid for two (2) years.
 - B. All persons on the recall list should regularly review the posted College position vacancy announcements. Should a vacancy occur at the College, the employee must apply to receive consideration.
 - C. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to the recall provisions set forth in this Policy.

- D. An employee who held a continuing/permanent status appointment on the date of termination by reason of layoff shall resume the continuing/permanent status appointment upon recall.
- E. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.

ARTICLE 29
**SEVERABILITY AND PROHIBITION AGAINST
RE-OPENING OF NEGOTIATIONS**

1. Should any provision of this Agreement, or any part thereof, be rendered or declared invalid by any decree of a court of competent jurisdiction, all other articles and sections of this Agreement shall remain in full force and effect for the duration of this Agreement. The parties agree to immediately meet and confer concerning any invalidated provision(s).
2. This Agreement contains the entire agreement of the parties on all matters relative to wages, hours, terms and conditions of employment as well as all other matters, which were or could have been negotiated prior to the execution of this Agreement. This Section does not prohibit the parties from entering into negotiations concerning the terms of a successor agreement.

ARTICLE 30
DURATION

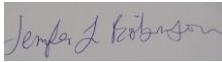
This Agreement shall become effective upon ratification by the Union and the College and shall remain in effect until June 30, 2021.

This Agreement was ratified by the UFF on [DATE]

This Agreement was ratified by the Board on [DATE].

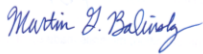
UNITED FACULTY OF FLORIDA

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



Jen Robinson
President

Jim Murdaugh, Ph.D.
President



Martin Balinsky
Vice-President
Co-Chief Negotiator

Frank Messersmith
Chair

Dated: August 7, 2020

Dated: _____



September 21, 2020

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

Choose an item.

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 (all events will adhere to the CDC guidelines):

- September 22 – TCC Alumni & Friends Induction Ceremony, by ZOOM
- September 28 – TCC Visit with a VP, 12:00 – 12:30, by ZOOM
- October 6 – Classroom Unveiling, 5:30 – 7:00 p.m., HSS 118
- October 13 – President's Circle Reception, 5:30 – 7:00 p.m., TCC Student Union and ZOOM

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.

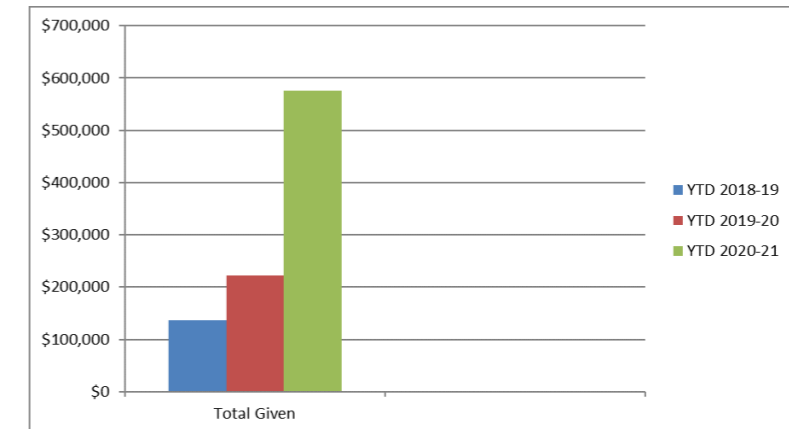
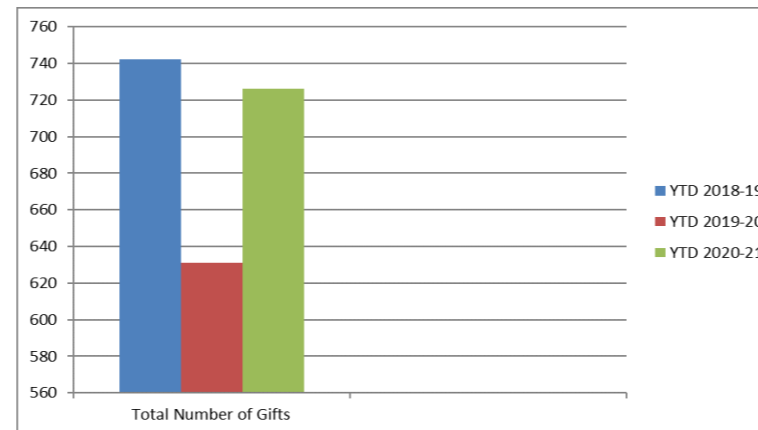
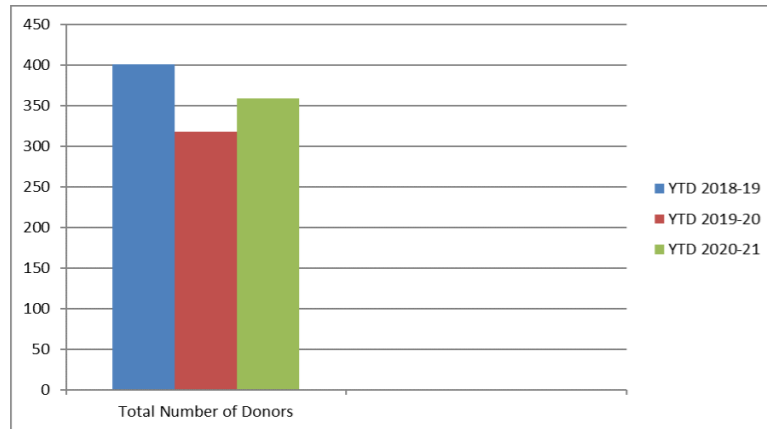
Recommended Action

None required. Report provided for information only.

TCC Foundation - Financial Update FY 20/21 July - August

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		Total Received	\$137,210	\$221,738
	Scholarship amount	\$61,823	\$149,148	\$404,916
	Program support amount	\$27,385	\$19,683	\$88,813
	Facility support amount	\$26,747	\$29,855	\$47,655
	Unrestricted support amount	\$21,255	\$23,052	\$34,711
	Number of Donors	401	318	359
	Number of Gifts	742	631	726
	Net assets of the TCC Foundation	\$17,921,497	\$17,763,475	\$18,734,274

TCC Foundation		YTD 18/19	YTD 19/20	YTD 20/21
		Cash	\$135,054	\$211,738
	Gift in Kind	\$2,156	\$10,000	\$0
	Planned Gifts	\$0	\$0	\$0
	Total Raised - Pledges Received	\$15,000	\$41,764	\$76,488
	Grants Received			8 grants total \$1,065,644
	Grants Applied For			12 grants total \$3,708,242
	Pledges Expected by 6/30/2021			\$701,535





September 21, 2020

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: 2020-2021 Dual Enrollment Articulation Agreements with the Liberty County School Board and Tallavana Christian School

Item Description

This item represents the 2020-2021 Dual Enrollment Articulation Agreements between the College and the Liberty County School Board, a permission letter from Chipola College, as well as Tallavana Christian School in Gadsden County.

Overview and Background

Each agreement contains information regarding Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran on May 15, 2020. The Emergency Order suspends testing requirements for student eligibility for initial enrollment in college dual enrollment courses taken through December 31, 2020, provided by section 1007.271(2). Subsequently, the articulation agreement includes information about the application process for admittance into the Jump Start Program, a program that emerged from and adheres to the emergency order.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus. This also includes online courses. Moreover, the school districts pay for the cost of the instructor if the course is taught at the high school site by a TCC instructor.

Past Actions by the Board

The Board approves these agreements.

Recommended Action

Approval of the 2020-2021 dual enrollment articulation agreements.

2020 – 2021 Dual Enrollment Articulation Agreement

Liberty County Schools and Tallahassee Community College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Liberty County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2021.

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

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For 2020-2021, career dual enrollment through TCC is not available.

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

Application Process for Jump Start Students

For Fall 2020 Enrollment Only

Step 1: Complete [TCC Online Application](#).

Step 2: Complete the Super Strong Assessment.

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

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator to discuss the student's academic plan.

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

- Copy of Super Strong assessment results
- Permission to register form
- High school transcript (please use the FASTER system)

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

Jump Start Student Course Options on TCC's Campus

The list below reflects the courses available for Fall 2020:

- A. National Government (POS1041)
- B. Concepts of Positive Living (HSC1100)
- C. College Success (SLS1510)
- D. Composition I (ENC1101C)
- E. Intermediate Algebra (MAT1033)
- F. College Algebra (MAC1105C)

TCC Course	Alternative Method for Dual Enrollment Eligibility (For Jump Students Only)
ENC 1101	ERW score \geq 430 on PSAT/NMSQT or;
	English Language Arts Reading Level \geq 4 or;
	B or better grade English Honors (10th grade or higher or meets 10th competencies) or;
	B or better in English course for AP, IB, or Cambridge/AICE programs
MAT 1033 MGF 1106 MGF 1107	Math score \geq 480 on PSAT/NMSQT or;
	Math FSA or Algebra EOC level \geq 4 or;
	B or better grade in Algebra 1 Honors, Algebra 2, or Algebra 2 Honors
MAC 1105	Math score \geq 530 on PSAT/NMSQT or;
	B or better grade in Pre-calculus or higher or;
	B or better in Math course for AP, IB, or Cambridge/AICE programs
MAC 1105C	Math score \geq 530 on PSAT/NMSQT or;
	B or better in Algebra 2 or Algebra 2 honors or;
Placement in mathematics courses will be determined by the student's algebra or non-algebra track program of study.	
Additional initial eligibility requirement includes an unweighted high school GPA of 3.0 or higher.	
Common placement tests scores (PERT, SAT, ACT) fewer than 2 years old can be used.	

Note: The Jump Start Program emerged from Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran on May 15th, 2020. One of the provisions of the order suspends the testing requirement for student eligibility regarding initial enrollment in the college dual enrollment courses taken through December 31st, 2020. For the spring semester, student eligibility for initial enrollment in the College's dual enrollment program will adhere to the previous requirements, unless otherwise noted by the Commissioner of

Education. Additionally, the jump start program will only be available to students in 9th, 10th, 11th and 12th grade.

Application Process for Traditional (New) Dual Enrollment Students

For Spring 2021 Enrollment Only

Step 1: Complete [TCC Online Application](#).

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

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

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

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

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

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

Note: If Emergency Order No. 2020-EO-02 continues through the spring, new dual enrollment students will adhere to the process listed in the section that reads: Application Process for Jump Start Students.

Application Process for Early Admission Students

Step 1: Complete [TCC Online Application](#).

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

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

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

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

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

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

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

Withdrawing from classes and Schedule Changes

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

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

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

Summer Enrollment

Students are allowed to enroll in summer courses during Summer B session. Enrollment in sessions A, F and C are not allowed.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

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

Testing for Dual Enrollment Eligibility

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

Prior to May 1st, 2017

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114-122	MAT 1033	
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	550	28.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program			
Reading	19	ENC 1101	
English	17		
Mathematics	19-20	MAT 1033	
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107	
Grade 10 FSA Reading			
Reading	262	ENC 1101	

After May 1st, 2017

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114-122	MAT 1033	
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	470	25.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program			
Reading	19	ENC 1101	

English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
Grade 10 FSA Reading		
Reading	262	ENC 1101

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

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

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

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

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

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

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

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

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

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

Continued Enrollment for Academic Dual Enrollment

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

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.0 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.0 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. High school credit earned for the passage of dual enrollment courses

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

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

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

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

N/A

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

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

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

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

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

IX. Registration procedures for dual enrollment

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

2020-2021 Deadlines for High Schools:

Due Date	Activity	Responsible Party
June 19 th , 2020 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2020 B session	High school
July 23 rd , 2020	Last Day to Withdraw a student from Summer 2018 B session (use withdrawal form)	
August 17 th , 2020	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2020 semester. This includes registration for courses on the high school campus.	
August 24 th , 2020	TCC First Day of Class	
August 25 th , 2020	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 3 rd , 2020	Last Day to Withdraw a student (use withdrawal form)	
November 8 th , 2020	Deadline to make changes to course offerings at the high school for Spring 2020. Deadline to identify instructors.	High school
December 4 th , 2020	TCC Last Day of Class	
December 7 th , 2020	Deadline for students to submit paperwork for Spring 2020 (applications, test scores, permission to register forms)	

December 14 th , 2020	Deadline to submit grades to TCC	High school
December 15 th , 2020	TCC Transcripts will be delivered to high schools	TCC
January 7 th , 2021	TCC First Day of Class	
January 13 th , 2021	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 12 th , 2021	Deadline to Submit “Course Request for Dual Enrollment” Form for 2021-2022.	High school
March 26 th , 2021	Last Day to Withdraw a student	High school
April 23 rd , 2021	TCC Last Day of Class	
May 3 rd , 2021	Deadline to submit grades to TCC	High school
May 7 th , 2021	TCC transcripts will be delivered to high schools	

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

There are no exceptions.

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

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

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

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

1. Provide TCC with an official copy of the postsecondary transcript.

2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

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

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

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

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

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

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

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

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

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

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

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

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

TCC will transmit student transcripts to the district office at the end of each semester.

XIV. Responsibilities for student transportation

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

XV. Responsibilities for Funding that Delineates Costs Incurred by the School Board and TCC

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

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking

courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2020-2021 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses.

TCC will not charge tuition to the School Board for Summer 2021 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

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

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

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

Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 21 business days of TCC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XVI. Responsibilities for Student Transportation

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

XVII. Responsibilities for services and resources that are available to students with disabilities

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

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

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

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Liberty County School Board

Date

Superintendent, Liberty County School District



Office of the President

(850) 718-2201
3094 Indian Circle
Marianna, FL 32446-2053
www.chipola.edu

August 3, 2020

Mr. Marcus Nicholas
High School Dual Enrollment
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2895

Dual Enrollment Admission:

Miss Addison Howell from Liberty County High School has permission from Chipola College to enroll as a dual enrollment student at Tallahassee Community College for Fall Semester 2020.

Please let us know if we can be of further assistance.

Sincerely,

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

Sarah Clemmons
President

xc: Donna Summers
School Counselor, LCHS

2020 – 2021 Dual Enrollment Articulation Agreement

Tallavana Christian School and Tallahassee Community College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Tallavana Christian School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2021.

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

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For 2020-2021, career dual enrollment through TCC is not available.

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

Application Process for Jump Start Students

For Fall 2020 Enrollment Only

Step 1: Complete [TCC Online Application](#).

Step 2: Complete the Super Strong Assessment.

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

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator to discuss the student's academic plan.

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

- Copy of Super Strong assessment results
- Permission to register form
- High school transcript (please use the FASTER system)

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

Jump Start Student Course Options on TCC's Campus

The list below reflects the courses available for Fall 2020:

- A. National Government (POS1041)
- B. Concepts of Positive Living (HSC1100)
- C. College Success (SLS1510)
- D. Composition I (ENC1101C)
- E. Intermediate Algebra (MAT1033)
- F. College Algebra (MAC1105C)

TCC Course	Alternative Method for Dual Enrollment Eligibility (For Jump Students Only)
ENC 1101	ERW score \geq 430 on PSAT/NMSQT or;
	English Language Arts Reading Level \geq 4 or;
	B or better grade English Honors (10th grade or higher or meets 10th competencies) or;
	B or better in English course for AP, IB, or Cambridge/AICE programs
MAT 1033 MGF 1106 MGF 1107	Math score \geq 480 on PSAT/NMSQT or;
	Math FSA or Algebra EOC level \geq 4 or;
	B or better grade in Algebra 1 Honors, Algebra 2, or Algebra 2 Honors
MAC 1105	Math score \geq 530 on PSAT/NMSQT or;
	B or better grade in Pre-calculus or higher or;
	B or better in Math course for AP, IB, or Cambridge/AICE programs
MAC 1105C	Math score \geq 530 on PSAT/NMSQT or;
	B or better in Algebra 2 or Algebra 2 honors or;
Placement in mathematics courses will be determined by the student's algebra or non-algebra track program of study.	
Additional initial eligibility requirement includes an unweighted high school GPA of 3.0 or higher.	
Common placement tests scores (PERT, SAT, ACT) fewer than 2 years old can be used.	

Note: The Jump Start Program emerged from Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran on May 15th, 2020. One of the provisions of the order suspends the testing requirement for student eligibility regarding initial enrollment in the college dual enrollment courses taken through December 31st, 2020. For the spring

semester, student eligibility for initial enrollment in the College's dual enrollment program will adhere to the previous requirements, unless otherwise noted by the Commissioner of Education. Additionally, the jump start program will only be available to students in 9th, 10th, 11th and 12th grade.

Application Process for Traditional (New) Dual Enrollment Students

For Spring 2021 Enrollment Only

Step 1: Complete [TCC Online Application](#).

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

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

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

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

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

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

Note: If Emergency Order No. 2020-EO-02 continues through the spring, new dual enrollment students will adhere to the process listed in the section that reads: Application Process for Jump Start Students.

Application Process for Early Admission Students

Step 1: Complete [TCC Online Application](#).

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

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

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form.](#)

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

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

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

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

Withdrawing from classes and Schedule Changes

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

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

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Coordinator before the deadline which is published on TCC's dual enrollment website.

Summer Enrollment

Students are allowed to enroll in summer courses during Summer B session. Enrollment in sessions A, F and C are not allowed.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

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

Testing for Dual Enrollment Eligibility

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

Prior to May 1st, 2017

P.E.R.T.			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	550	28.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19-20		MAT 1033
Mathematics	21		MAC 1105, STA 2023, MGF 1106, MGF 1107
Grade 10 FSA Reading			
Reading	262		ENC 1101

After May 1st, 2017

P.E.R.T.			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	470	25.5	MAC 1105, STA 2023, MGF 1106, MGF 1107

Enhanced ACT, American College Testing Program		
Reading	19	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
Grade 10 FSA Reading		
Reading	262	ENC 1101

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

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

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

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

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

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

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

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

Continued Enrollment for Academic Dual Enrollment

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

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.0 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.0 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. High school credit earned for the passage of dual enrollment courses

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

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

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with

the number of high school credits to be awarded either as an elective or subject area credit.

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

N/A

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

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

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

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

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

IX. Registration procedures for dual enrollment

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

2020-2021 Deadlines for High Schools:

Due Date	Activity	Responsible Party
June 19 th , 2020 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2020 B session	High school
July 23 rd , 2020	Last Day to Withdraw a student from Summer 2020 B session (use withdrawal form)	
August 17 th , 2020	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2020 semester. This includes registration for courses on the high school campus.	
August 24 th , 2020	TCC First Day of Class	
August 25 th , 2020	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 3 rd , 2020	Last Day to Withdraw a student (use withdrawal form)	

November 8 th , 2020	Deadline to make changes to course offerings at the high school for Spring 2020. Deadline to identify instructors.	High school
December 4 th , 2020	TCC Last Day of Class	
December 7 th , 2020	Deadline for students to submit paperwork for Spring 2020 (applications, test scores, permission to register forms)	
December 14 th , 2020	Deadline to submit grades to TCC	High school
December 15 th , 2020	TCC Transcripts will be delivered to high schools	TCC
January 7 th , 2021	TCC First Day of Class	
January 13 th , 2021	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 12 th , 2021	Deadline to Submit “Course Request for Dual Enrollment” Form for 2021-2022.	High school
March 26 th , 2021	Last Day to Withdraw a student	High school
April 23 rd , 2021	TCC Last Day of Class	
May 3 rd , 2021	Deadline to submit grades to TCC	High school
May 7 th , 2021	TCC transcripts will be delivered to high schools	

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

There are no exceptions.

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

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

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC Online Application](#) and all other procedures required by

TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

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

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

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

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

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

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a

high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

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

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

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

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

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

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

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

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

TCC will transmit student transcripts to the district office at the end of each semester.

XIV. Responsibilities for student transportation

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

XV. Responsibilities for funding that delineates costs incurred by the School Board and TCC

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board.

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

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program.

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

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

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

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

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Tallavana Christian School Board

Date

Principal (Head Master), Tallavana Christian School



September 21, 2020

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: 2020 FCS Textbook Affordability Report

Item Description

This item presents the 2020 textbook and college affordability compliance report.

Overview and Background

The 2016 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks and instructional materials.

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

The attached report summarizes TCC's compliance with textbook affordability, and TCC has 97% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class. The college continues to make gains in lowering the cost of materials for students, including expanding high enrollment general education courses that utilize Open Educational Resources (OER) for all sections.

Funding/ Financial Implications

None

Past Actions by the Board

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

Recommended Action

Approval of the 2020 report for submission to the Florida College System Chancellor.

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2020, each college must input institutional responses for the 2020 FCS Affordability Report via <https://www.research.net/r/2020FCSAffordability> . If you have any questions about completing the report, please contact Hayley Spencer, Director of Research and Analytics, at Hayley.Spencer@fldoe.org.

This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

Contact Information

1. College Name
Tallahassee Community College

2. Contact Information

Name	Calandra Stringer
Title	Associate Vice President for Academic Affairs
Email Address	stringec@tcc.fl.edu

Tuition and Fees

3. Did your institution reduce or hold tuition flat over the prior year?
 Yes
 No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.
Click or tap here to enter text.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.
 Yes
 No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.
Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?
 Yes
 No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

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

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

Yes

No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

[Some fees were increased due to the cost of materials increasing and due to vendors increasing the price for students to have access to services. For example, the cost to use the mathematics platform increased from \\$15.00 to \\$25.00. Using the services saves students \\$1 million in textbook costs, there was a fee increase of \\$10 per student.](#)

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

Yes

No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[TCC has a total of 184 laboratory/course fees of which 9% are being decreased or removed, 78% are unchanged, and 13% are being increased.](#)

Textbook Affordability

8. Describe your institution’s selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance.

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate a textbook that may satisfy the needs of the program. The next task on the committee’s agenda is to evaluate the strengths and weaknesses of the current textbook. If the committee elects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/ director.

9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

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

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

Faculty Collective Bargaining Agreement, Article 17: Textbook Selection

Textbooks must be selected and approved by February 15th for Summer and Fall. Textbooks must be selected and approved by October 1st for Spring. After faculty select the textbooks, Associate Deans are responsible for reviewing and uploading the textbook information to the bookstore system. Materials are automatically posted within 48 hours of being uploaded into the bookstore’s system.

11. Report the number and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. We recognize that COVID-19 may have impacted spring 2020 posting deadlines, as DOE ORDER NO. 2020-EO-01 suspended the 45-day requirement in section 1004.085(5), F.S., for course sections that were modified to virtual or remote delivery modalities.

Fall 2019 Number	47 out of 1598
Fall 2019 Percent	3%
Spring 2020 Number	32 out of 1359
Spring 2020 Percent	2%

12. Identify examples of why the posting deadlines were not met, if applicable. Select all that apply.

- Changes in accreditation standards that required curricular changes
- Errors made by the third-party bookstore vendor
- Teaching assignments given to faculty members after the 45-day window passed
- Course schedules changed for some faculty after the posting deadline
- Course sections changed instructional modality
- Other (please specify) [Click or tap here to enter text.](#)

Financial Aid Policies

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

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency financial aid grant to students (CARES Act)
- Emergency student aid fund for students in emergency financial situations with unplanned costs (non-CARES Act)
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Click or tap here to enter text.](#)

Other Affordability Strategies

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

The College offered a Summer Scholars program in which graduating seniors from service area received 6 hours of free tuition and a book scholarship for attending TCC for Summer 2020 if they met the 3.0 high school GPA requirement. The College also offered the Eagles Rise program to graduating seniors from Title I high schools in the service area. The students received 6 hours of free tuition.

2019-2020 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days psoted before the start of class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2019	26-Aug-19	AMH	2020	191076	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191076	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191077	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191077	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191108	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191108	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191225	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191225	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191226	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191226	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191227	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191227	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191451	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	AMH	2020	191451	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	AMH	2020	191452	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	CGS	1060	193146	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	CHM	1020	191365	8/13/2019	13	class added due student demand
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EMS	2603L	191024	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	FIN	1100	191107	7/29/2019	28	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	GEB	1011	191367	8/14/2019	12	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	GEB	1011	191454	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	GEB	1011	192996	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191013	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191014	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191460	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	MGF	1107	191461	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	POS	1041	191380	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	POS	1041	191444	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	POS	1041	191445	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191448	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191448	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191458	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191458	10/22/2019	-57	technical system/adoption didn't process

2019-2020 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days psoted before the start of class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2019	26-Aug-19	RMI	2662	191075	7/18/2019	39	human error /adoption not completed
TCC	Fall 2019	26-Aug-19	SLS	1510	191307	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191309	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191373	8/12/2019	14	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191374	8/12/2019	14	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191383	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	SLS	1510	191443	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191446	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191449	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191450	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	THE	2000	192967	10/22/2019	-57	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	ACG	2071	195146	12/20/2019	19	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	AMH	2020	195183	1/2/2020	6	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	AMH	2020	195183	1/2/2020	6	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	BSC	2010	195147	12/19/2019	20	class added due student demand
TCC	Spring 2020	08-Jan-20	BSC	2085	195255	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	BSC	2085L	195256	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	CGS	2100	191731	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191732	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191733	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191734	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192582	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192623	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192684	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	195128	12/20/2019	19	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CHM	2210L	193450	12/19/2019	20	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	CHM	2210L	193450	12/19/2019	20	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	CJC	2162	193409	1/6/2020	2	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	DEP	2004	195252	1/22/2020	-14	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	DEP	2004	195252	1/22/2020	-14	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	EGS	1002	193396	1/3/2020	5	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	EGS	1002	193396	1/3/2020	5	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	ENL	2000	193343	1/6/2020	2	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	GEB	1011	195254	1/31/2020	-23	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	GRA	2103C	195186	1/3/2020	5	class added due student demand
TCC	Spring 2020	08-Jan-20	GRA	2103C	195186	1/3/2020	5	class added due student demand

2019-2020 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days psoted before the start of class	Select a reason for not meeting the 45 day requirement
TCC	Spring 2020	08-Jan-20	HSC	1171	195244	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	MAT	0028	193272	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	MAT	0028	193272	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	MAT	1033	195237	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	MAT	1033	195260	1/21/2020	-13	class added due student demand
TCC	Spring 2020	08-Jan-20	POS	1041	195184	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	WOH	2022	195216	1/21/2020	-13	class added due student demand
TCC	Summer 2019	09-May-19	AMH	2020	190757	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	ANT	2000	190779	5/8/2019	1	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CHD	2220	190890	5/20/2019	-11	human error /adoption not completed
TCC	Summer 2019	09-May-19	FIN	1100	190778	5/9/2019	0	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1100	190891	5/20/2019	-11	adopted on time but data reporting error
TCC	Summer 2019	09-May-19	HSC	1171	190690	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1171	190892	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1171	191007	6/10/2019	-32	class added due student demand
TCC	Summer 2019	09-May-19	NUR	3065	190687	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	NUR	3805	190688	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	PET	2084	190495	4/9/2019	30	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	POS	1041	190733	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	POS	1041	190734	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	POS	1041	190735	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190760	5/8/2019	1	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190898	5/28/2019	-19	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190899	5/28/2019	-19	class added due student demand
TCC	Summer 2019	09-May-19	SLS	2261	190761	5/8/2019	1	adopted on time but data reporting error
TCC	Summer 2019	09-May-19	SPM	2000	190494	3/28/2019	42	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	STA	2023	190759	5/7/2019	2	class added due student demand

2019-2020 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days psoted before the start of class	Select a reason for not meeting the 45 day requirement
TCC	Summer 2019	09-May-19	STA	2023	190759	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	STA	2023	190902	6/10/2019	-32	class added due student demand
TCC	Summer 2019	09-May-19	STA	2023	190902	6/10/2019	-32	class added due student demand



September 21, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF SEPTEMBER 2020

MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
Foundation Classroom Renovation – SM 128	25%	TBD	Underway
Foundation Classroom Renovation – SM 137	25%	TBD	Underway
Foundation Classroom Renovation – CT 107	5%	TBD	Underway
Foundation Classroom Renovation – HSS 110	25%	TBD	Underway
Foundation Classroom Renovation – HSS 259	25%	TBD	Underway
AMTC Welding Lab	10%	TBD	Plans review complete. EDA Site Certificate approved. CMAR RFQ award approved at August board approval.
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Ground 955 Trip Hazards and Replaced 25 sections of Sidewalk
Hurst Museum Renovations	50%	TBD	Underway
FPAC Dressing Rooms	5%	TBD	Underway
SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 146,459 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,567,000 Plastic Bags from going to landfills

GADSDEN CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI Elevator Upgrade	20%	TBD	Proposals received and under review.

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			

FOUNDATION CLASSROOM RENOVATION SUMMARY

Renovated Classroom(s)	Cost to Date
SM 116 - Classroom Renovations	\$ 69,028.36
TPP 130 - Classroom Renovations	\$ 63,003.59
TPP 205 - Classroom Renovations	\$ 66,282.17
HSS 111 - Classroom Renovations	\$ 44,679.45
SM 129 - Classroom Renovations	\$ 24,087.31
HSS 118 - Classroom Renovations	\$ 81,727.29
SM 128 - Classroom Renovations	\$ -
SM 137 - Classroom Renovations	\$ -
CT 107 - Classroom Renovations	\$ -
HSS 110 - Classroom Renovations	\$ -
HSS 159 - Classroom Renovations	\$ -



September 21, 2020

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: FPAC Building No. 12 Roof Replacement

Item Description

This item requests approval of the attached Roofing material and services proposal No. 25-FL-200460 for the Fine and Performing Arts Center (FPAC) Building No.12 Roof Replacement.

Overview and Background

The Main Campus FPAC building 12 Roof is in need of structural improvements and requires repairs. The attached proposal no. 25-FL-200460 in the amount of \$1,194,094.00 was received from Garland/DBS, Inc. and is recommended for all Roofing Materials and labor for the replacement of the roof for the FPAC building no. 12.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. (Florida General Contractor License#CGC1517248) administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Funding/ Financial Implications

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

Past Actions by the Board

None

Recommended Action

Approve the attached proposal no. 25-FL-200460 from Garland/DBS, Inc. as presented.



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL R.1

**F-PAC Building Roof Replacement
Tallahassee Community College
444 Appleyard Dr
Tallahassee, FL 32304**

**Date Submitted: 08/31/2020
Proposal #: 25-FL-200460
MICPA # PW1925**

FLORIDA General Contractor License #: CGC1517248

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work:

Structural Improvements

1. Open existing vertical wall panel allowing access for new structural materials
2. Create a temporary dry-in cap to cover access point daily
3. Structural improvements will follow the details supplied by Johnson and Milner Associates structural engineer.

Dormer Restoration (on top of the roof)

1. Prior to the start of the roof retrofit, prime dormer with Rust Go Primer
2. Install R-Mer Coat PVDF primer at a rate of 400 sf per gallon
3. Install R-Mer coat Kynar metal restoration coating at a rate of gallon per 300 sf
 - a. Vertical surface will require two passes with 6 hours between passes
 - b. 30 days required for full cure
4. Install rain diverter on the new roof see detail Curb 1.1 in the Support Instillation Package (Details Folder)

Roof Hugger Framing System (Purlins)

1. Mark the purlins on the top side of the roof
 - a. Spacing must not exceed 5' at any point notify owner representative if this condition exist
2. Do not remove any existing panels or clips
3. Install roof hugger system by aligning above roof framing with the existing purlin system
4. Press the roof hugger system down firmly and align with previously marked purlins
 - a. Continue hugger attachment to purlins attachment to the valley

5. Transition purlin attachment to steel deck in valleys where applicable
 - a. DO NOT transition in the field of the roof
6. Fasten down hugger system using TFC ¼-14 DP3 fastener
7. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
8. Fasteners should be place in pre-punched holes
 - a. All pre-engineered holes should be filled with a fastener

Roof Hugger Framing System (Metal Deck)

1. Do not remove any existing panels or clips
2. Install roof hugger system by aligning hugger with the existing metal panels
3. Press the roof hugger system down firmly to the existing metal roof panels
 - a. Continue hugger attachment to purlins attachment to the valley
4. Transition purlin attachment to steel deck in valleys where applicable
 - a. DO NOT transition in the field of the roof
5. Fasten down hugger system using TFC 2¼"-14 DP3 fastener
6. Fasteners must be attached to the metal deck, connection to existing roof panel is not acceptable
7. Fasteners should be place in pre-punched holes
 - a. All pre-engineered holes should be filled with a fastener

Retrofit Roof Over Existing Standing Seam

1. Install flute filler in the void between the hugger and panel, apply ¼" by 3" bead of Insulock HR to hold the insulation in place
2. Install coverboard (approved cover boards: Densdeck, Gypsum, CDX Plywood)
3. The combination of ISO and coverboard should equal the max height of the roof hugger

R-Mer Span Panel Installation

****Shop Drawing must be ordered prior to the start of work****

1. Identify the center line for the area of work
 - a. Work may proceed in two directions from the centerline
2. Remove all film from the panel
3. Install gutter box with flange
 - a. Fasten every 12" o.c.
4. Install Valley trim
 - a. Install continuous cleat
 - b. Fasten every 12" o.c.
 - c. From valley edge and caulk line to install foam sealant in the center
 - d. Valleys that transition 5/12 to 2/12 will include an additional run of foam sealant
5. Prior to installing panel the top end must be folded using the "pan end tool"
6. Clips on eave and ridge will be inset 8"
7. Follow clip spacing per Garland Uplift
 - a. Zone one 5' o.c.
 - b. Zone two 5' o.c.
 - c. Zone three 5' o.c.
8. Install clip using 2 fasteners per clip
 - a. Fasteners must be Blazer ¼-14 HWH
 - b. Fasteners must be attached to purlins
 - c. Drill bit extenders must be used to ensure fasteners are "not" driven at an angle
9. Use 6" step over clamps to hold clips in place while fastening
 - a. Use caution not to damage panel finish with clamp
 - b. Apply tape to avoid the metal to metal damaging the finish
10. Before securing panel install two rows of butyl sealant over foam on eve trim
11. Panel must overhang eave edge by 1.5" to allow for thermal expansion and contraction

12. Install two rows of butyl sealant on inside of rib before installing the subsequent panel
13. Anchor centerline panel using a #30 drillbit and #44 1/8" pop rivets
14. Install subsequent panels
 - a. Panel alignment should be checked every 3 to 4 panels
15. Install gable clips 1" from roofs edge
16. Trimming the panel will likely be required to fit
17. Valley panels must be cut to match valley angle
 - a. Install gunnable butyl in two rows like the eave detail
 - b. Panel clips maybe installed over the cleat but not over the actual valley
18. Seam Cap will be installed
 - a. Factory applied butyl has already been installed
 - b. Ensure proper positioning before allowing solid contact
 - c. 3/4" overhang is require on eave edge
 - d. Hand crimp the top, bottom, and all clip locations of seam cap
19. Install edge stiffener
 - a. Hold in place using small step over clamps
 - b. Rivet into place using Garland color match rivets
20. Ridge cap should be test fit and proper location marked on the panel rib
21. Install factory provided head closure
 - a. These details cannot be field fabricated
 - b. Fasten into place with 1/8" pop rivets
 - c. Caulk the backside of head closure
22. Installing ridge cap
 - a. Install butyl tape over the head closure
 - b. Install ridge cleat fastening to head closure every 6" o.c.
23. Gable end rake edge install
 - a. Dry fit rake edge to mark location for rake edge cleat
 - b. Field modify rake edge to ensure proper fit
 - c. Instruction will be located in the FT Section of the Shop Drawings
24. Mechanically seam clip
 - a. Fold down 3/4" over hang with duck bill vice grip
 - b. Tap flush with rubber mallet

Install new R-Mer Wall Panels

1. Install 16 gauge hat channel to existing substructure
2. Install wall panel clips per uplift requirements
3. Install wall panels per shop drawing guidelines

Install new gutter and down spouts

1. Install new gutters box hangers
2. Install new downspouts
 - a. Tie into ground level plumbing where existing

Please reference Addendum #1, dated 5/20/2020, following this proposal.

Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
14.01.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over an Existing Roof Using Steel Furring - Mechanically Fastened Polyisocyanurate on Existing Roof with an R-Value of 20	\$ 3.93	51,000	SF	\$ 200,430
4.03	Insulation Recovery Board & Insulations Options: RECOVERY BOARD TYPE 1/2" Wood Fiber or Perlite Board Installed Over an Existing Roof Mechanically Fastened to Roof Deck - Metal Deck	\$ 0.88	51,000	SF	\$ 44,880
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 6.30	51,000	SF	\$ 321,300
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.55	51,000	SF	\$ 28,050
14.02.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.00	51,000	SF	\$ 51,000
14.02.35	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - Installed Over Existing Roof Using Steel Furring At or Above 3:12 Slope	\$ 7.41	51,000	SF	\$ 377,910
Sub Total Prior to Multipliers					\$ 1,023,570
22.03	MULTIPLIER - MULTIPLE MATERIAL STAGINGS Multiplier is applied when labor production is effected by the time it takes to stage a roof multiple times. Situations include, but are not limited to staging materials to perform work on multiple roof levels, planned shutdowns and restarts, portion of the job is over sensitive work areas requiring staging from more than one point, etc.	20	\$ 1,023,570	%	\$ 204,714

22.08	MULTIPLIER - ROOF HEIGHT IS GREATER THAN 20 FT, BUT LESS THAN OR EQUAL TO 50 FT STORIES Multiplier is applied when labor production is effected by the roof height. This multiplier applies to roof heights that exceed an estimated 2 stories, but are less than or equal to an estimated 5 stories. Additional roof height can require increased safety requirements, larger lift equipment, tie-offs, etc.	18	\$ 1,023,570	%	\$ 184,243
22.12	MULTIPLIER - ROOF IS CONSIDERED NON-STANDARD ARCHITECTURE Multiplier is applied when labor production is effected because the roof area is not a box- or rectangular-shaped. Situations considered to be non-standard architecture can include, but are not limited roof areas that contains sharp angles and/or curves, have multiple roof area dividers or expansion joints, long and narrow	15	\$ 1,023,570	%	\$ 153,536
22.13	MULTIPLIER - ROOF HAS GREATER THAN 4/12 SLOPE Multiplier is applied when Roof Area has a Greater than 4/12 Slope, Steeper slope reduces overall labor production and requires additional safety precautions.	22	\$ 1,023,570	%	\$ 225,185
22.23	MULTIPLIER - ROOF SIZE IS GREATER THAN 50,000 SF, BUT LESS THAN 100,000 SF Multiplier is applied when Roof Size is greater than 50,000 SF, but less than 100,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across a large roof area resulting in fixed costs being a small impact on the overall job costs	-5	\$ 1,023,570	%	\$ (51,179)
Total After Multipliers					\$ 1,740,069

Base Bid Total Maximum Price of Line Items under the MICPA: \$ 1,740,069
Proposal Price Based Upon Market Experience: \$ 1,194,094

Garland/DBS Price Based Upon Local Market Competition:

Parker Brothers Roofing	\$ 1,194,094
Crawford Roofing, Inc.	\$ 1,203,174
Ferrara Consultants/Space Age Roof Tech, LLC.	\$ 1,397,485
Acme Roofing & Sheet Metal Co., Inc.	\$ 1,527,309
TeamCraft Roofing	\$ 1,724,495

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid 60 days from proposal date listed above.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Joe Mullen

Joe Mullen
Garland/DBS, Inc.
(216) 430-3635



September 21, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - August

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/31/2020.

Overview and Background

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of August is attached to this item.

Past Actions by the Board

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 August 31, 2020

REVENUE	Budgeted	Received Year to Date	August Revenues	% of YTD Budget
Student Fees	\$ 24,638,626	10,319,968	\$ 4,948,841	42%
State Support	33,570,994	4,541,882	\$ 2,232,270	14%
Federal Support	490,000	48,377	\$ 31,367	10%
*Other Revenue	2,530,000	299,861	\$ 132,544	12%
Non-Revenue Sources	1,383,431	-	\$ -	0%
TOTAL REVENUE	\$ 62,613,051	\$ 15,210,088	\$ 7,345,022	24%
EXPENSES	Budgeted	Expended Year to Date	August Expenses	% of YTD Expenses
<u>PERSONNEL COSTS</u>				
Administrative	\$ 3,334,838	\$ 553,368	\$ 287,128	17%
Instructional	12,700,504	2,161,217	\$ 956,265	17%
Non-Instructional	17,618,054	2,627,899	\$ 1,296,817	15%
OPS	5,181,486	609,878	\$ 271,729	12%
Personnel Benefits	10,528,169	1,701,865	\$ 825,203	16%
TOTAL PERSONNEL COSTS	\$ 49,363,051	\$ 7,654,225	\$ 3,637,141	16%
<u>CURRENT EXPENSES</u>				
Services	\$ 4,069,320	\$ 391,178	\$ 157,684	10%
Material & Supplies	2,321,199	606,156	\$ 327,741	26%
Other Current Charges	6,614,481	1,724,605	\$ 1,031,838	26%
TOTAL CURRENT EXPENSES	\$ 13,005,000	\$ 2,721,939	\$ 1,517,263	21%
CAPITAL OUTLAY	\$ 250,000	\$ -	\$ -	0%
TOTAL EXPENSES	\$ 62,618,051	\$ 10,376,164	\$ 5,154,403	17%

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

Issued in August 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-012721	8/17/2020	TeamDynamix Solutions, LLC	101,000.00	Year 2 of 3 year software license renewal	FAC6A14.0734(2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.