



September 19, 2022

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees are provided for your use at the Monday, September 19, 2022 Board Meeting.

The meeting will be held at Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304.

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.  
President

**Agenda**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32308**  
**Monday, September 19, 2022**  
**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. Approval of Minutes  
Approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

**NEW BUSINESS**

***Approval of Consent Agenda***

The consent agenda format is an organizational 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 the efficiency and effectiveness of the meeting.

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

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

2. Attorney Invoice – Bryant Miller Olive (July 2022)  
Authorize payment of invoices as presented.

3. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
4. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
5. Human Resource Report  
Approve the report as presented.

#### ***TCC Foundation***

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

#### ***Academic Affairs***

7. 2022 FCS Textbook Affordability Report  
Approve the 2022 report for submission to the Florida College System Chancellor.
8. Additional Dual Enrollment Articulation Agreement with Liberty County Public School  
Approve the articulation agreements.

#### ***Administrative Services***

9. Fund Analysis - August  
Presented as an information item only.
10. Architect Invoices  
Authorize payment of architectural invoices as presented.
11. Construction Status Report  
Presented as an information item only.
12. FY 2022-2023 Carry Forward Spending Plan  
Approval of the FY 2022-23 Carry Forward Spending Plan.
13. Guaranteed Maximum Price - TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project  
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Rippee Construction, for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project.
14. Disposition of Surplus Property Assets  
Authorize the College to dispose of the items designated as surplus.

15. Direct Support Organization Audit Reports

Presented as an information item only.

**BOARD OF TRUSTEES**

**PUBLIC COMMENT**

**WORKSHOP**

**PRESIDENT'S REPORT**

**NEXT MEETING DATE**

October 17, 2022

Location: **Main Campus**

**ADJOURNMENT**

**Minutes**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, August 15, 2022**  
**Business Meeting & Workshop – 2:30 PM**

The August 15, 2022, District Board of Trustees meeting was called to order by Chair Grant at approximately 2:29 p.m.

**Members Present:** Chair Grant, Trustee Lamb, Messersmith, Moore, Stevens, Ward, Kilpatrick

**Absent:** None                      **Via phone/Zoom:** None

**Others Present:** President Murdaugh, Candice Grause, Celia Cassels, Craig Knox, Calandra Stringer, Heather Mitchell, Kim Moore, Sheri Rowland, Joey Walters, Amanda Clements, Lei Wang, Nyla Davis, Bob Ballard, Gerald Jones, Wes Hardin, Angela Long, Jessica Chapman, Bret Ingerman, Sharisse Turner, Bill Spiers.

**COMMENTS**

i. Board Chair Grant asked everyone to stand for a moment of silence and to stand for the pledge of allegiance. Chair Grant introduced VP Mitchell and VP Moore to present on the Sunshine Health project and grant. VP Mitchell talked in depth about the Gadsden Connect program. VP Moore thanked and introduced Nathan Landsbaum, CEO of Sunshine Health. Landsbaum stated he was honored to be a partner in the program and talked about the expansion of the program to be statewide. Chair Grant welcomed Jessica Chapman to TCC. He acknowledged the \$1.6 million grant from Governor DeSantis to expand dental hygiene and surgical technology programs.

ii. Board Members – Trustee Messersmith welcomed the three new associate Deans, stated Eagles Rise was a great time and great to be there for Dr. Murdaugh’s ten-year recognition at Eagles Rise. Trustees Kilpatrick and Trustee Moore stated Eagles Rise was an exceptional event and thanked Dr. Murdaugh’s service to the College. Trustee Moore congratulated the Foundation and the College for hosting the Rock the Roost concert. Trustee Lamb commended VP Mitchell and VP Moore on the Gadsden Connect Program. Trustee Ward missed events but was happy others could attend and welcomed Jessica Chapman. Trustee Stevens congratulated VP Mitchell and the Foundation about Rock the Roost.

iii. President Murdaugh applauded VP Mitchell and her team for the concert, thanked the Trustees that attended Eagles Rise, wished Trustee Lamb happy birthday, and recognized Trustee Moore’s company for being awarded Most Promising Place to Work for the 13<sup>th</sup> year in a row. He welcomed Jessica Chapman and asked VP Stringer to introduce her to the Board. President Murdaugh welcomed and introduced Bertie Culbreath as his new Executive Assistant. He asked VP Stringer to introduce the new associate deans, Ross Brooks, Dr. Ken Tellis, and Dr. Marty Walker. He congratulated VP Moore on the new appointment to the American Association of Community College Commission on Economic and Workforce Development.

**APPROVAL OF MINUTES**

1. June 21, 2022 Meeting

Request Board approve minutes as presented.

**MOTION:** Trustee Moore

**SECOND:** Trustee Stevens

Motion passed unanimously.

## **BOARD OF TRUSTEES**

### The District Board of Trustees 2022 Board Self-Evaluation

Acknowledge and accept the results of the 2022 Board Self-Evaluation as presented.

2. The District Board of Trustees 2022 Board Self-Evaluation  
Acknowledge and accept the results of the 2022 Board Self-Evaluation as presented.

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

Motion passed unanimously.

3. Election of Officers  
Approve the election of Trustee Lamb to Chair and Trustee Kilpatrick to Vice Chair recommended by Trustee Moore.

**MOTION:** Trustee Stevens                      **SECOND:** Trustee Messersmith

Motion passed unanimously.

## **INFORMATION AND NEWS ITEMS**

Trustee Messersmith thanked Chair Grant for his service to the Board of Trustees. Chair Grant thanked Dr. Murdaugh, staff, and students for his time in the position. Dr. Murdaugh presented a thank you plaque to Chair Grant. New Chair Lamb expressed thanks for the position of Chair.

VP Grause presented news and media coverage for the month of June that included the reappointment of Trustee Lamb, STEM Charter School, grant growth, and a healthcare pinning ceremony. She mentioned an upcoming press conference on August 18<sup>th</sup> with the Department of Juvenile Justice about Project Anchor, new student convocation, and fall classes starting next week.

## **UNFINISHED BUSINESS**

None.

## **PRESENTATIONS**

President Murdaugh asked VP Rowland to introduce the members of the Student Government Association (SGA). She talked about her annual calendar of monthly Student Spotlights. VP Rowland acknowledged the leaders on her team, Dr. Gerald Jones, Dr. Jennifer Carr, and Deirdre Green. Tommy McCall was introduced as President of SGA and introduced the leadership team.

## **NEW BUSINESS**

### ***Approval of Consent Agenda***

4. Attorney Invoice – Bryant Miller Olive (June 2022)  
Authorize payment of architectural invoices as presented.
5. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
6. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
7. Human Resource Report  
Approve the report as presented.
8. Collective Bargaining Agreement  
Approve and ratify the CBA between UFF and TCC for current fiscal year 2022-2023.

**MOTION:** Trustee Messersmith                      **SECOND:** Trustee Kilpatrick

Motion passed unanimously.

### ***TCC Foundation***

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

**Academic Affairs**

10. Additional Dual Enrollment Articulation Agreements with Private Schools.  
Approve the articulation agreements.  
**MOTION:** Trustee Moore                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.

**Administrative Services**

11. Fund Analysis – July 2022  
Presented as an information item only.
12. Architect Invoices  
Authorize payment of architectural invoices as presented.  
**MOTION:** Trustee Stevens                      **SECOND:** Trustee Ward  
Motion passed unanimously.
13. Construction Status Report  
Presented as an information item only.

**PUBLIC COMMENT**

None

**WORKSHOP**

None.

**PRESIDENT'S REPORT**

President Murdaugh mentioned the press conference Department of Juvenile Justice is important and announced Project Anchor.

**NEXT MEETING DATE**

September 19, 2022

Location: **Main Campus**

**ADJOURNMENT**

Chair Grant called for adjournment at approximately 3:56 pm

Minutes approved at the regular meeting of the District Board of Trustees on September 19<sup>th</sup>, 2022.

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**Eugene Lamb Jr.**  
Chair

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**Jim Murdaugh, Ph.D.**  
President



September 19, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Attorney Invoice – Bryant Miller Olive (July 2022)

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**Item Description**

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to collective bargaining process and related to Faculty labor relations.

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$50.00.

**Recommended Action**

Authorize payment of invoices as presented.





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

Invoice Date: August 10, 2022  
 Invoice No. 78814  
 Client No. 25480.006

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

Purchase Order No. PO-015825

Statement of Legal Services

				Hours
07/20/2022 DMH	Draft email and review responses			0.20
	<b>Current Services</b>			0.20
				\$50.00
		Recapitulation		
	<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	Denise M. Heekin	0.20	\$250.00	\$50.00
	Total Current Work			\$50.00
	Previous Balance Due			\$375.00
	Balance Due			\$425.00

Tallahassee Community College

Invoice Date: August 10, 2022  
Invoice No. 78814  
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

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

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



September 19, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Sponsored Programs – Provider

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### **Item Description**

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

### **Overview and Background**

The following are recommended for approval.

#### **I. Receipt, Amendment, Extension of Resources**

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

This amendment is a no-cost extension through 10/31/22. The award amount remains the same.

##### Florida Department of Education – Adult Education and Family Literacy for Leon County - Amendment 1

This amendment increases the award amount by \$45,000 and extends the award date through 10/30/22. Total award amount is \$222,683.

##### Florida Department of Education - Number One Standards Teacher Professional Development Initiative - TCC - Amendment 2

This amendment reallocated funding from Other Services to Travel. The award amount remains the same.

##### Florida Department of Education - CTE for the 21st Century - Perkins V - Augment Positions

This award is part 1 of 2 that will support staff positions for CTE Outreach and Recruitment providing graphic design, management and guidance of the CTE brand. The award is for \$352,958, including an indirect rate of 5%. The funding period is from 7/1/22 through 6/30/23.

Florida Department of Education - CTE Adult Education - Augment Positions

This award is part 2 of 2 that will support staff positions for CTE Outreach and Recruitment providing graphic design, management and guidance of the CTE brand. The award is for \$40,743, including an indirect rate of 5%. The funding period is from 7/1/22 through 6/30/23.

US Department of Education – Talent Search Program for Gadsden County FY 21 - 26

Year two of a five-year program that 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 amount of this award is \$1,386,875, with an indirect cost rate of 8%. The funding period is from 9/1/2022 through 8/31/2026.

Florida Department of Juvenile Justice - Contracted Research Position FY 22/23

This award is to provide a position to research services of the Florida Department of Juvenile Justice FY 22/23. New award amount is \$112,588.84, with an indirect rate of 14%. The funding period is from 7/1/2022 through 6/30/2023.

Florida Department of Juvenile Justice - Project Anchor FY 22 - 25

This award is to design and deliver a Career Education and Certification program for at-risk youth in the Department of Juvenile Justice's custody residing in residential programs throughout Florida. The total award amount is \$16,310,800.80 (\$4,769,240 annually) including an indirect cost rate of 14%. The funding period is 8/3/22 through 7/31/25.

Sunshine State Health Plan (Gadsden Connect) 22 - 26

This award is to create strategic partnerships that act as a connecting force between employers and job seekers. The total award amount is \$509,589.40 (\$101,917.88 annually) with an indirect cost rate of 0%. The funding period is 7/1/22 through 7/1/26.

National Science Foundation - HBCU - RISE 22 - 25

This award is to increase the opportunities of impact for under-represented populations at TCC and FAMU in career opportunities in Material Science, Chemistry, Engineering or similar fields. The total award amount is \$73,560 (\$24,520 annually) with an indirect cost rate of 42%. The funding period is 9/1/22 through 8/31/25.

Florida Department of Corrections - Compass 100 22 -23

This project provides contracted staff responsible for the implementation of Compass 100 hybrid and Thinking for a Change curricula within DOC facilities throughout Florida. The amount of this award is \$2,223,495.86, including an indirect rate of 10%. The current funding period is from 7/1/22 through 6/30/23.

## **II. Commitments, Expenditures, Contracts for Service**

None at this time

### **Past Actions by the Board**

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

Initial award was approved at the October 2020 Board of Trustees meeting.

Florida Department of Education – Adult Education and Family Literacy for Leon County

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

Florida Department of Education - Number One Standards Teacher Professional Development Initiative - TCC

Amendment 1 was approved at the January 2022 Board of Trustees meeting.

### **Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the new awards is \$936,509.59.

### **Recommended Action**

Authorize funding for the awards and contracts as presented.



September 19, 2022

## **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

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### **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 Sterling Council 22 - 23

This award is to provide executive staff support to direct the Sterling Council. The Florida Sterling Council was established in 1992 as a not-for-profit 501(c)3 corporation endorsed by the Executive Office of the Governor. The mission is "Serving Florida as the epicenter of business quality through assessment, training, and recognition for performance Excellence and proven results." The amount of this contract is \$187,447.81, including an indirect cost rate of 14%. The funding period is 7/1/22 through 6/30/23.

#### **II. Commitments, Expenditures, Contracts for Service**

##### Mark Russell – Florida Department of Juvenile Justice – Analyst – Amendment 2

This amendment increases the amount by \$439,360 (\$109,840 annually) not to exceed \$847,104.80 for the period of 7/1/20 through 6/30/26.

### **Past Actions by the Board**

#### Florida Sterling Council 22-23

This award is an annual renewal.

Contract for Service: Mark Russell – Florida Department of Juvenile Justice – Amendment 2.  
Amendment 1 was approved at the October 2020 meeting.

**Funding/ Financial Implications**

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the award is \$23,019.91.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



September 19, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Human Resource Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

The College brings forth a request to approve appointments, separations and outside employment.

**Past Actions by the Board**

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

**Funding/ Financial Implications**

This item is funded by the 2022-2023 Operating Budget.

**Recommended Action**

Approve the report as presented.



**Original Appointments - Executive, Administrative, Managerial & Professional**

Name	Position	Department	Effective Date
Jessica Chapman	Director, TCC Charter Schools	Academic Affairs	August 15, 2022

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Ashley Johnson	Athletics and Campus Recreation Manager	Athletics	August 23, 2022
Angela Rabon	Staff Assistant	Testing Center	September 1, 2022
Aaron Jones	Lead Instructor, Commercial Vehicle Driving Program	CDL Program	September 1, 2022

**Original Appointments - Faculty**

Name	Position	Department	Effective Date
Emma Bigler	Nursing Clinical Faculty	Healthcare Professions	August 11, 2022
Brett Gourley	Biological Science Faculty	Science and Math	August 11, 2022
Brittany Sullivan	Nursing Faculty	Healthcare Professions	August 11, 2022

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Candice Mills	Career Development Specialist	Compass 100 DOC - Gulf C.I	September 1, 2022
Lauren Kappler	Regional Civics Literacy Captain	FDOE - Civics Literacy Program	September 1, 2022
Kenneth Chestnut	Regional Civics Literacy Captain	FDOE - Civics Literacy Program	September 1, 2022
Robin Siegers	Regional Civics Coach	FDOE - Civics Literacy Program	September 1, 2022

**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
Rita Cooke	Food Service Assistant	FPSI Dining	September 1, 2022	April 30, 2027

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Carlos Miranda	Multimedia Graphics Design Faculty	Business, Industry and Technology	August 5, 2022	Resigned
Shacarra Sigler	Budget Coordinator	Financial Services	August 5, 2022	Resigned
Shelby Bishop	Executive Assistant to President	President's Office	August 5, 2022	Resigned
Alex Bosque	Contract Manager	Workforce Development	August 8, 2022	Contract Not Renewed
Tremaan Gipson	Supervisor, Landscape Services	Facilities	August 8, 2022	Resigned
Tom Waller	Sociology Faculty	Behavioral, Social Science and Education	August 9, 2022	Retired
Nakesha Richardson	Career Development Specialist	Compass 100 - Holmes CI	August 10, 2022	Resigned
Alton Oliver	Landscaper	Facilities	August 12, 2022	Resigned
Justin Bowie	Business Office Manager	Sponsored Programs	August 16, 2022	Resigned
Desiree Gorman	Director of Special Projects and Innovation	Workforce Development	August 16, 2022	Resigned
Kenyon Roberts	Media Production Specialist	Communications and Marketing	August 19, 2022	Resigned
Justin Adams	Communications Specialist	Center for Professional Development	August 22, 2022	Resigned
Roberta Bryant	Career Development Specialist	Compass 100 DOC - DeSoto CI	August 30, 2022	Resigned
Ashley Laqos	Career Development Specialist	Compass 100 DOC - Homestead C.I.	August 31, 2022	Resigned
Mike McLeod	Head Baseball Coach	Athletics	August 31, 2022	Retired

Matthew Carroll	Admissions Navigator	Admissions and Records	August 31, 2022	Resigned
Veronica Sitaras	Program Specialist	Sponsored Programs	August 31, 2022	Contract Not Renewed

#### Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Peter Wolf	Store Clerk	Facilities	Academy Sports	Sales Manager
Patrick McDermott	BSSE Faculty	Behavioral, Social Science and Education	Self/Southern New Hampshire University	Santa Claus/Adjunct Instructor
Makehia Barnes	Nursing Faculty	Healthcare Professions	FAMU	Adjunct Instructor
Mary "Angie" Cherry	Nursing Faculty	Healthcare Professions	HCA Florida Capital Hospital	Registered Nurse
Shekitta Allen	Communications Specialist	Learning Commons	Florida State University	Online Mentor
Keller Sheppard	Senior Business Intelligence Analyst	FL Department of Juvenile Justice/Sponsored Programs	Florida State University	Adjunct Instructor
Lindsey Smitherman-Brown	Humanities Faculty	Communications and Humanities	Chipola College	Adjunct Instructor
Gene Tanner	Economics Faculty	Business, Industry and Technology	York Technical College	Adjunct Instructor
Frank Trombino	Economics Faculty	Business, Industry and Technology	Flagler College	Adjunct Instructor
Tricia Rizza	Associate Dean, Faculty Initiatives	Academic Affairs	Florida State University	Writing Program Administrator
Glenn Alston	Criminal Justice Instructional Coordinator	FPSI	U.S. Public Defender's Office	Pre-Sentence Investigator

#### Seeking to Hold Political Office Requests (All Employees)

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

#### Reclassifications (All Employees)

Name	Position	Department	Effective Date	Prior Position
Angelina Kuleshova	Student Success Analyst	Academic Affairs	August 24, 2022	Math Faculty
Lynn Sleeth	Nursing Faculty	Healthcare Professions	August 11, 2022	Adjunct
Alexa Doran	English Faculty	Communications and Humanities	August 11, 2022	Adjunct
Will Owens	Math Faculty	Science and Math	August 11, 2022	Adjunct
Frank Trombino	Economics Faculty	Business, Industry and Technology	August 8, 2022	Adjunct
Bertie Culbreath	Executive Assistant to the President	President's Office	August 8, 2022	Executive Assistant
Michal Paul	Math Faculty	Science and Math	August 11, 2022	Adjunct
Gene Tanner	Economics Faculty	Business, Industry and Technology	August 22, 2022	Adjunct
Krishna Patel	Chemistry Faculty	Science and Math	August 11, 2022	Adjunct
Amanda Wallace	English Faculty	Communications and Humanities	August 11, 2022	Adjunct
Jeffrey Thornton	Research and Business Analyst	Instructional Research	September 1, 2022	Information Specialist
Christen Givens	Dean, Enrollment Services	Academic Affairs	August 22, 2022	Director of Recruiting and Admissions
Samantha Monroe	Human Resource Specialist II	Human Resources	August 15, 2022	Human Resource Specialist I
Caffie Brockman	Environmental Services Technician	Facilities	September 1, 2022	Environmental Services Shift Supervisor
Terrisa Anderson	Speech Faculty	Communications and Humanities	August 11, 2022	Adjunct
Loren Williams	Simulation Lab Technician, HCP	Healthcare Professions	September 1, 2022	OPS Employee
Kris Reeves	Technology Consultant Manager	Information Technology	September 1, 2022	Technology Consultant



September 19, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** TCC Foundation Update

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### **Item Description**

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

### **Overview and Background**

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

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

- September 27 - TCCF President's Circle Draft Event, 4:00 – 6:00 p.m., Location TBD
- September 29 – TCC Alumni Hall of Fame Dinner, 6:00 – 8:30 p.m., TCC Workforce Development Ballroom
- October 18 – TCCF Scholarship Donor/Recipient Luncheon, 12:15 – 1:15 p.m., TCC Workforce Development Ballroom

### **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.

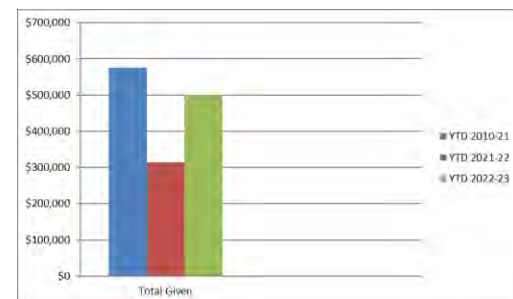
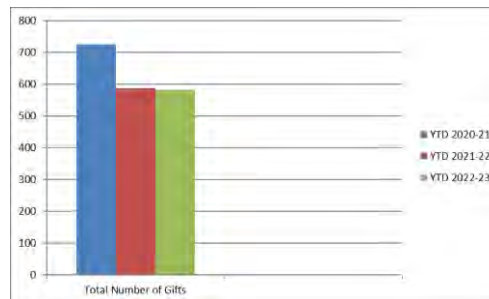
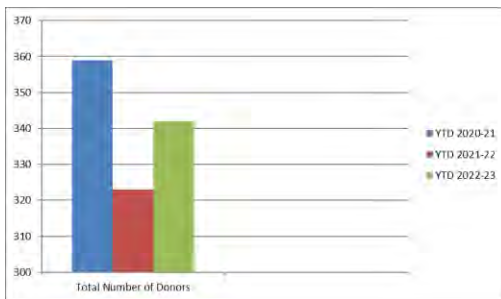
# TCC Foundation - Financial Update FY 22/23

## July - August

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		<b>Total Received</b>	\$576,095	\$313,676
	<b>Scholarship amount</b>	\$404,916	\$248,711	\$173,102
	<b>Program support amount</b>	\$88,813	\$24,383	\$40,365
	<b>Facility support amount</b>	\$47,655	\$16,390	\$107,213
	<b>Unrestricted support amount</b>	\$34,711	\$24,192	\$180,007
	<b>Number of Donors</b>	359	323	342
	<b>Number of Gifts</b>	726	587	582
	<b>Net assets of the TCC Foundation</b>	\$19,533,719	\$23,092,039	\$20,545,755

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		<b>Total Received for Alumni</b>	\$20,129	\$25,102
	<b>Number of Donors</b>	87	84	80
	<b>Number of Gifts</b>	186	189	161

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		<b>Cash</b>	\$576,095	\$312,853
	<b>Gift in Kind</b>	\$0	\$823	\$0
	<b>Number of Planned Gifts Confirmed</b>	3	4	4
	<b>Total Raised - Pledges Received</b>	\$151,669	\$120,758	\$564,410
	<b>Grants Received</b>			3 grants total \$1,820,182
	<b>Grants Applied For</b>			8 grants total \$2,719,706
	<b>Pledges Expected by 6/30/2023</b>			\$479,867





September 19, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** 2022 FCS Textbook Affordability Report

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### **Item Description**

This item presents the 2022 textbook and 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 30<sup>th</sup>. 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 94% 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 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 2022 report for submission to the Florida College System Chancellor.

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

### Tuition and Fees

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

- Yes  
 No

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

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

- Yes  
 No

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

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

- Yes  
 No

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

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

- Yes  
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.  
Some fees increased due to rising national costs associated with purchasing goods, services, equipment, and materials. For example, services for video capturing a tool used to support online learning saw an almost 50% increase in service fee charges but the market demonstrated even more.

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

- Yes  
 No

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

The college was able to remove and/or decrease almost 10% of its user fees from the prior year. These cost savings are being directed primarily toward healthcare and workforce programs. For example, in healthcare, Radiographic Image Analysis discontinued film and now relies solely on digital media for analysis in the course.

### 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 years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate the strengths and weakness of the current textbook. If the committee selects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member (s) concerned make a recommendation to the dean/director.

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 15<sup>th</sup> for Summer and Fall. Textbooks must be selected and approved by October 1<sup>st</sup> 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.

Fall 2021 Number	177 out of 1644
Fall 2021 Percent	6.5%
Spring 2022 Number	36 out of 1436
Spring 2022 Percent	2.5%

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 student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Click or tap here to enter text.](#)

### Other Affordability Strategies

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

The college continues to establish its Summer Scholars Program providing graduating seniors within the service district the opportunity to enroll in 6 hours of free tuition and receive a book scholarship by attending TCC upon meeting the requirements of having a high school 3.0 GPA. The College launched a new program allowing prospective students to enroll in acceleration-paced courses to earn their Associate of Arts degree. SOAR matches earned college credit earned in high school and applies it toward a guided pathway that allows a student to complete an AA degree in one calendar year or less.



2021-2022 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2021	23-Aug-21	ACG	2021	9	22-Jul-21	32	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	CTS	2381	1	20-Aug-21	3	Errors made by the third-party bookstore vendor
TCC	Fall 2021	23-Aug-21	ECO	2013	15	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	ECO	2013	16	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	ECO	2013	17	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	ECO	2023	13	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	ECO	2023	14	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	FIN	1100	8	14-Jul-21	40	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	FIN	1100	9	14-Jul-21	40	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	GEB	1011	16	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	GRA	1206C	2	04-Aug-21	19	Course schedules changed for some faculty after the posting deadline
TCC	Fall 2021	23-Aug-21	SPC	1017	11	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPC	2608	22	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPN	1120	12	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPN	1120	13	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPN	1120	14	09-Aug-21	14	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPN	1120	15	22-Sep-21	-31	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SPN	1121	8	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	THE	2000	7	12-Jul-21	42	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	THE	2000	9	22-Sep-21	-31	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	NUR	3655	1	29-Jul-21	25	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	1005	32	30-Jul-21	24	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	1005	33	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	1005L	17	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2085	22	21-Jul-21	33	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2085	23	30-Jul-21	24	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2085	24	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2085	25	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2085	26	09-Sep-21	-18	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	BSC	2086L	13	30-Jul-21	24	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	CHM	1032	5	19-Jul-21	35	Teaching assignments given to faculty members after the 45-day window passed

2021-2022 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2021	23-Aug-21	HSC	2531	10	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	HSC	2531	11	09-Aug-21	14	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	MAC	2233	7	28-Jul-21	26	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	MAC	2233	7	28-Jul-21	26	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	MAT	1033	83	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	MAT	1033	84	22-Sep-21	-31	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	OCE	1001	5	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	PLS	1005	1	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	STA	2023	21	28-Jul-21	26	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	STA	2023	22	28-Jul-21	26	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	STA	2023	23	30-Jul-21	24	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	STA	2023	24	03-Aug-21	20	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	47	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	48	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	49	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	50	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	51	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	52	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	53	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	54	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	55	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	56	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	57	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	AMH	2020	58	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	CJE	2640	2	21-Jul-21	33	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	CJL	2130	2	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	DEP	2004	16	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	DEP	2004	17	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	PHI	2600	4	13-Jul-21	41	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	POS	1041	45	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	POS	1041	46	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed

2021-2022 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Fall 2021	23-Aug-21	POS	1041	47	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	POS	1041	48	17-Aug-21	6	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	POS	1041	49	17-Aug-21	6	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	POS	1041	50	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	PSY	2012	47	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	PSY	2012	48	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	PSY	2012	49	20-Aug-21	3	Errors made by the third-party bookstore vendor
TCC	Fall 2021	23-Aug-21	SLS	1510	100	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	101	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	102	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	103	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	104	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	106	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	107	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	108	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	109	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	110	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	111	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	112	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	113	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	114	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	115	06-Aug-21	17	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	116	06-Aug-21	17	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	117	06-Aug-21	17	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	118	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	119	11-Aug-21	12	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	120	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	121	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	122	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	123	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	124	20-Aug-21	3	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	97	14-Jul-21	40	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	98	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	1510	99	26-Jul-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Fall 2021	23-Aug-21	SLS	2261	20	04-Aug-21	19	Teaching assignments given to faculty members after the 45-day window passed

2021-2022 Sections Not Posted 45 Days Before the Start of Class

<b>Campus</b>	<b>Term</b>	<b>Class Start Date</b>	<b>Course Prefix</b>	<b>Course ID</b>	<b>Section</b>	<b>First Section Adoption Received Date</b>	<b>Days Posted Before the Start of Class</b>	<b>Select a reason for not meeting the 45 day requirement</b>
TCC	Fall 2021	23-Aug-21	MAT	0018	5	17-Aug-21	6	Course schedules changed for some faculty after the posting deadline
TCC	Fall 2021	23-Aug-21	MAT	0018	6	17-Aug-21	6	Course schedules changed for some faculty after the posting deadline
TCC	Fall 2021	23-Aug-21	MAT	0028	12	17-Aug-21	6	Course schedules changed for some faculty after the posting deadline

2021-2022 Sections Not Posted 45 Days Before the Start of Class

Campus	Term	Class Start Date	Course Prefix	Course ID	Section	First Section Adoption Received Date	Days Posted Before the Start of Class	Select a reason for not meeting the 45 day requirement
TCC	Spring 2022	06-Jan-22	ACG	2450	1	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CGS	2100	10	22-Dec-21	15	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CGS	2100	9	02-Dec-21	35	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	GEB	1011	13	09-Dec-21	28	Course schedules changed for some faculty after the posting deadline
TCC	Spring 2022	06-Jan-22	GEB	2100	1	06-Dec-21	31	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	TAX	2000	1	06-Dec-21	31	Changes in accreditation standards that required curricular changes
TCC	Spring 2022	06-Jan-22	ENL	2000	7	22-Dec-21	15	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	ENL	2000	8	22-Dec-21	15	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	LIT	2100	2	22-Nov-21	45	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	PHI	2600	2	22-Nov-21	45	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	SPN	1120	9	21-Dec-21	16	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	SPN	1121	8	22-Nov-21	45	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	BSC	2086	11	29-Nov-21	38	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	BSC	2086L	14	29-Nov-21	38	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CHM	1045	10	21-Dec-21	16	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004	8	02-Dec-21	35	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	10	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	2	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	3	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	4	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	5	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	6	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	7	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	8	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MCB	2004L	9	24-Nov-21	43	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MGF	1107	21	04-Jan-22	2	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	MGF	1107	22	04-Jan-22	2	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	OCE	1001	6	06-Dec-21	31	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	STA	2023	21	04-Jan-22	2	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	STA	2122	4	29-Nov-21	38	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	EDF	1004	1	23-Nov-21	44	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CCJ	2452	1	29-Nov-21	38	Teaching assignments given to faculty members after the 45-day window passed

2021-2022 Sections Not Posted 45 Days Before the Start of Class

<b>Campus</b>	<b>Term</b>	<b>Class Start Date</b>	<b>Course Prefix</b>	<b>Course ID</b>	<b>Section</b>	<b>First Section Adoption Received Date</b>	<b>Days Posted Before the Start of Class</b>	<b>Select a reason for not meeting the 45 day requirement</b>
TCC	Spring 2022	06-Jan-22	CJC	2162	1	23-Nov-21	44	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CJL	1500	1	23-Nov-21	44	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CJL	2100	1	23-Nov-21	44	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	CPO	2001	3	22-Nov-21	45	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	DEP	2004	12	09-Dec-21	28	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	EDF	1004	1	23-Nov-21	44	Teaching assignments given to faculty members after the 45-day window passed
TCC	Spring 2022	06-Jan-22	POS	1041	21	09-Dec-21	28	Teaching assignments given to faculty members after the 45-day window passed



September 19, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Additional Dual Enrollment Articulation Agreement with Liberty County Public School

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**Item Description**

This item presents additional Dual Enrollment Articulation Agreements between the College and public schools not within TCC's service area.

**Overview and Background**

In compliance with Florida Statute 1007.271 this articulation agreement is presented for annual approval as required by Florida law. TCC proposes additional agreements with Liberty County Schools. Liberty County is not included in TCC's service district; however, Chipola College gives TCC permission to enter into an agreement with Liberty County High School to provide dual enrollment courses to a limited number of students.

**Funding/ Financial Implications**

Dual enrollment students pay no tuition, fees, lab, or online course fees. Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, private schools will not be invoiced for the 2022-23 academic year. TCC will submit reimbursement requests to the Florida Department of Education during the fall and spring semesters. The school districts are responsible for the cost of the instructor if the course is taught at the high school site by a TCC instructor.

**Past Actions by the Board**

The Board approves these agreements annually.

**Recommended Action**

That the Board approve the articulation agreements.



*Office of the President*

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

July 21, 2022

Ms. Christen Givens  
Dual Enrollment Admissions  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304-2895

Dear Ms. Givens:

The following high school students at Liberty County High School have permission from Chipola College to enroll as a dual enrollment/early admission student at Tallahassee Community College for Fall Semester, 2022.

Isabella Finuff  
Jasmine Finuff  
Emma Dean  
William Brock Lewis  
Blanton Zebie Suber

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 fluid and cursive, with a long horizontal stroke at the end.

Sarah Clemmons, Ph.D.  
President

xc: Donna Summers  
School Counselor, LCHS



# **2022 – 2023 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, 2023.

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 per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. 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 2022-2023, career dual enrollment through TCC is available.

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

##### **Application Process for New Dual Enrollment Students**

Step 1: Complete TCC Online Application.

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

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

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

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

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

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

## **Application Process for Early Admission Students**

Step 1: Complete TCC Online Application.

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

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

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

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

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

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

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

### **Withdrawing from classes and Schedule Changes**

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

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

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

### **Summer Enrollment**

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

### **Maximum Course Loads**

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

### **Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106		ENC 1101
Writing	103		
Mathematics	114 -122		MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	123		MAC 1105, STA 2023
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107

Mathematics	21	MAC 1105, STA 2023
<b>Grade 10 FSA Reading</b>		
Reading	262	ENC 1101
<b>PSAT/NMSQT, The College Board</b>		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107

**Performance in High School Coursework**

HS Algebra		
Algebra I Honors		
Math for College Liberal Arts		
HS Algebra II		
HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107
Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better and 3.0 GPA	ENC1101
English IV Honors	B or Better and 3.0 GPA	ENC1101

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

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

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

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

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

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

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

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

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

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



### **Continued Enrollment for Academic Dual Enrollment**

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

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.00 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

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

### **Continued Enrollment for Early Admission**

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.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, apart from 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 taken that are not listed on the [Dual Enrollment Course – High School Subject Area Equivalency List](#) 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 using the course syllabus which is provided to each student in each college-level course at the beginning of each semester.

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory

progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TCC’s Academic Affairs designee.

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

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

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

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> 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.

**2022-2023 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 17 <sup>th</sup> , 2022 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2022 B session	High school
July 21 <sup>st</sup> , 2022	Last Day to Withdraw a student from Summer 2022 B session (use withdrawal form)	
August 15 <sup>th</sup> , 2022	Last Day for students to submit all paperwork <u>and</u> test scores (as	

	necessary) for enrollment in Fall 2022 semester. This includes registration for courses on the high school campus.	
August 22 <sup>nd</sup> , 2022	TCC First Day of Class	
August 23 <sup>rd</sup> , 2022	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 1 <sup>st</sup> , 2022	Last Day to Withdraw a student (use withdrawal form)	
November 14 <sup>th</sup> , 2022	Deadline to make changes to course offerings at the high school for Spring 2023. Deadline to identify instructors.	High school
December 2 <sup>nd</sup> , 2022	TCC Last Day of Class	
December 5 <sup>th</sup> , 2022	Deadline for students to submit paperwork for Spring 2023 (applications, test scores, permission to register forms)	
December 12 <sup>th</sup> , 2022	Deadline to submit grades to TCC	High school
December 13 <sup>th</sup> , 2022	TCC Transcripts will be delivered to high schools	TCC
January 5 <sup>th</sup> , 2023	TCC First Day of Class	
January 11 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10 <sup>th</sup> , 2023	Deadline to Submit "Course Request for Dual Enrollment" Form for 2022-2023.	High school
March 24 <sup>th</sup> , 2023	Last Day to Withdraw a student	High school
April 21 <sup>st</sup> , 2023	TCC Last Day of Class	
May 1 <sup>st</sup> , 2023	Deadline to submit grades to TCC	High school
May 3 <sup>rd</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 A and C sessions	High school
May 5 <sup>th</sup> , 2023	TCC transcripts will be delivered to high schools	

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

There are no exceptions.

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

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

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

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

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

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all

expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer terms. 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 2022-2023 is \$71.98. The rate will be charged for courses taking place on TCC's main campus and distance learning courses.

TCC will not charge tuition to the School Board for Summer 2023 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 maintain 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 5<sup>th</sup> 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.

## **XV. Responsibilities for Student Transportation**

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



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

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources 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 ensure educational access by providing reasonable and appropriate accommodation for 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 accommodation.

TCC 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



September 19, 2022

## **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

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### **Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 8/30/2022.

### **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**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of August 29, 2022**

<b>REVENUE</b>	<b>August Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 2,509,436	\$ 2,070,228	\$ 11,687,036	\$ 4,140,456	\$ 24,842,734	9%
State Support	2,659,567	3,080,652	5,214,331	\$ 6,161,305	36,967,829	14%
Federal Support	100,148	41,667	229,731	\$ 83,333	500,000	46%
Other Revenue	102,160	47,917	218,142	\$ 95,833	575,000	38%
Non-Revenue Sources	-	83,333	-	\$ 166,667	1,000,000	0%
<b>TOTAL REVENUE</b>	<b>5,371,310</b>	<b>5,323,797</b>	<b>17,349,240</b>	<b>10,647,594</b>	<b>63,885,563</b>	<b>27%</b>
<b>EXPENSES</b>	<b>August Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	311,554	317,146	628,747	634,293	3,805,756	17%
Instructional	1,034,051	1,133,698	2,305,944	2,267,397	13,604,381	17%
Non-Instructional	1,183,279	1,342,102	2,424,927	2,684,204	16,105,224	15%
OPS	247,760	508,165	355,596	1,016,330	6,097,979	6%
Personnel Benefits	859,292	897,685	1,775,906	1,795,371	10,772,223	16%
<b>TOTAL PERSONNEL COSTS</b>	<b>3,635,936</b>	<b>4,198,797</b>	<b>7,491,120</b>	<b>8,397,594</b>	<b>50,385,563</b>	<b>15%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	404,900	354,105	774,903	708,209	4,249,254	18%
Material & Supplies	191,841	231,881	558,752	463,763	2,782,576	20%
Other Current Charges	732,710	518,181	1,362,076	1,036,362	6,218,170	22%
<b>TOTAL CURRENT EXPENSES</b>	<b>1,329,451</b>	<b>1,104,167</b>	<b>2,695,731</b>	<b>2,208,333</b>	<b>13,250,000</b>	<b>20%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>20,833</b>	<b>-</b>	<b>41,666.67</b>	<b>250,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,965,387</b>	<b>\$ 5,323,797</b>	<b>\$ 10,186,851</b>	<b>\$ 10,647,594</b>	<b>\$ 63,885,563</b>	<b>16%</b>

**Purchase Orders from \$100,000 to \$324,999 +****Issued in August 2022**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-016124	8/18/2022	Architects: Lewis + Whitlock, PA	291,960.00	Professional services for Center for Innovation Exterior Envelope Improvements.	TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting.
PO-016125	8/18/2022	Architects: Lewis + Whitlock, PA	109,655.00	Professional services for Center for Innovation Stair Tower Improvements.	TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting.



September 19, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month of August 2022.

**Overview and Background**

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

Architects | Lewis + Whitlock, PA - \$0.00  
BKJ, Inc. Architecture - \$20,234.60  
Clemons, Rutherford & Associates, Inc. - \$1,650.00  
DAG Architects, Inc. - \$8,712.50  
Fitzgerald Collaborative Group, LLC - \$13,372.72

**Past Actions by the Board**

The Board last authorized architect invoices at the August 15, 2022 meeting.

**Funding/ Financial Implications**

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

**Recommended Action**

Authorize payment of architectural invoices as presented.

INVOICE NO. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-015754

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

Project Name:  
**ADA Restroom Improvements**  
**Bldgs 20, 38, 57, 31 & 17**  
 Date: 8/16/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS	
				PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASEBALL FIELD HOUSE - BLDG 140</b>					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ -	\$ 2,005.00
Phase 2- Construction Documents	\$ 5,755.00	0%	\$ -	\$ -	\$ -
Phase 3- Permitting/Bid	\$ 1,060.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ -	\$ -	\$ -
<b>ECOMONIC WORKFORCE DEV. (EWD) - BLDG 38</b>					
Phase 1- Existing Conditions Drawings	\$ 1,765.00	100%	\$ 1,765.00	\$ -	\$ 1,765.00
Phase 2- Construction Documents	\$ 4,275.00	0%	\$ -	\$ -	\$ -
Phase 3- Permitting/Bid	\$ 915.00	0%	\$ -	\$ -	\$ -
Phase 4- Limited Construction Administration	\$ 1,795.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	92%	\$ 68.80	\$ -	\$ 68.80
<b>MAIL ROOM (MR) - BLDG 57</b>					
Phase 1- Existing Conditions Drawings	\$ 1,065.00	100%	\$ 1,065.00	\$ -	\$ 1,065.00
Phase 2- Construction Documents	\$ 1,750.00	0%	\$ -	\$ -	\$ -
Phase 3- Permitting/Bid	\$ 625.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 50.00	0%	\$ -	\$ -	\$ -
<b>RYDER TRUCK DRIVING SCHOOL - BLDG 31</b>					
Phase 1- Existing Conditions Drawings	\$ 2,005.00	100%	\$ 2,005.00	\$ -	\$ 2,005.00
Phase 2- Schematic Design	\$ 2,585.00	50%	\$ 1,292.50	\$ -	\$ 1,292.50
Phase 3- Construction Documents	\$ 5,400.00	0%	\$ -	\$ -	\$ -
Phase 4- Permitting/Bid	\$ 1,310.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,025.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 75.00	0%	\$ -	\$ -	\$ -
<b>SUPPORT SERVICES (SS) - BLDG 17</b>					
Phase 1- Existing Conditions Drawings	\$ 2,610.00	100%	\$ 2,610.00	\$ -	\$ 2,610.00
Phase 2- Schematic Design	\$ 3,915.00	50%	\$ 1,957.50	\$ -	\$ 1,957.50
Phase 3- Construction Documents	\$ 7,820.00	0%	\$ -	\$ -	\$ -
Phase 4- Permitting/Bid	\$ 1,435.00	0%	\$ -	\$ -	\$ -
Phase 5- Limited Construction Administration	\$ 2,920.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 100.00	0%	\$ -	\$ -	\$ -
MEP Engineering	\$ 8,100.00	0%	\$ -	\$ -	\$ -
<b>GRAND TOTALS</b>	<b>\$ 63,535.00</b>		<b>\$ 12,768.80</b>	<b>\$ -</b>	<b>\$ 12,768.80</b>
<b>Total due Architect/Engineer</b>					<b>\$12,768.80</b>

---

Please remit payment to the following address:

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

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

**CERTIFIED TRUE AND CORRECT BY:**



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)





**East Store**  
 850-671-2714  
 eaststore@semblueinc.com  
 2915-1 East Park Ave.  
 Tallahassee, FL 32301  
 www.semblueinc.com

Date	6/3/2022
Invoice #	108178
Ordered By:	Bonnie
Terms	Card on File

**Bill To**

BKJ, Inc  
 1621 Physicians Drive  
 Tallahassee, FL 32308

**Customer Billing Information:**

Run Credit Card for Each Job  
 Tcc EWD

Account # B015

Thank you for your business.

# Invoice

Description	Qty	Rate	Amount
Scan B&W Document Larger than 11 x 17	59	1.00	59.00T
Save Files to USB	1	5.00	5.00T

Please Remit Payment To:

Seminole Blueprint, Inc  
 2915-1 East Park Avenue  
 Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.  
 A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.  
 In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal	\$64.00
Sales Tax (7.5%)	\$4.80
<b>Total</b>	<b>\$68.80</b>

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



# Purchase Order

Purchase Order Number	PO-015754
Purchase Order Date	07/08/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0399 CIF ADA Improvements - ADA Restroom Improvements - Bldgs 20, 38, 57, 31 & 17 Contact: Trey.Kimbrel@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	63,535.00	0.00	63,535.00

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Director of Procurement and Auxiliary Services

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

# Purchase Order

Purchase Order Number	PO-015754
Purchase Order Date	07/08/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

### Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional Architectural and Engineering services for the requested ADA Restroom Improvements in five (5) buildings located on Tallahassee Community College's Site 1 Main Campus at 444 Appleyard Drive in Tallahassee, Florida. Buildings include: Baseball Field house Bldg#20, Workforce Development Bldg#38, Mailroom Bldg#57, Transportation Terminal (Former Ryder) Bldg#31, and Support Services Bldg#17. Specifics per attached proposal dated June 9, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				63,535.00

### Messages

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

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

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

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

INVOICE NO. 8



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

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

Project Name:  
 Student Union (SU- bldg #35)  
 Lobby/1st Floor Renovations  
 Date: 8/16/22

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ 38,020.00	\$ -
Phase 6- 100% Construction Documents	\$ 44,260.00	100%	\$ 44,260.00	\$ 44,260.00	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	100%	\$ 13,905.00	\$ 13,905.00	\$ -
Phase 8- Construction Administration	\$ 32,460.00	38%	\$ 12,334.80	\$ 4,869.00	\$ 7,465.80
Reimbursable Expenses	\$ 250.00	100%	\$ 250.00	\$ 250.00	\$ -
<b>ADDITIONAL SERVICES</b>					
Energy Forms (required)	\$ 800.00	100%	\$ 800.00	\$ 800.00	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ 3,300.00	\$ -
Commissioning- Lighting (required)	\$ 3,000.00	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
<b>ADDITIONAL SERVICES No. 1</b>					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ 10,505.00	\$ -
<b>ADDITIONAL SERVICES No. 2</b>					
IT/ AV/ Security	\$ 20,330.00	100%	\$ 20,330.00	\$ 20,330.00	\$ -
<b>ADDITIONAL SERVICES No. 3</b>					
2nd Floor additional scope of work	\$ 8,930.00	100%	\$ 8,930.00	\$ 8,930.00	\$ -
<b>ADDITIONAL SERVICES No. 4</b>					
Graphics and Wayfinding	\$ 5,737.50	100%	\$ 5,737.50	\$ 5,737.50	\$ -
<b>ADDITIONAL SERVICES No. 5</b>					
Stair Design	\$ 6,965.00	100%	\$ 6,965.00	\$ 6,965.00	\$ -
<b>ADDITIONAL SERVICES No. 6</b>					
Renderings & Construction Boards	\$ 3,695.00	100%	\$ 3,695.00	\$ 3,695.00	\$ -

<b>GRAND TOTALS</b>	\$ 259,132.50		\$ 229,507.30	\$ 222,041.50	\$ 7,465.80
<b>Total due Architect/Engineer</b>					<b>\$7,465.80</b>

Please remit payment to the following address:

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

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

**CERTIFIED TRUE AND CORRECT BY:**

  
 \_\_\_\_\_  
 (Signature of Principal)

Bonnie Davenport AIA, President  
 \_\_\_\_\_  
 (Typed Name and Title)



# CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

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

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

www.craarchitects.com

August 2, 2022

Project No: 22021.00

Invoice No: 15599

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

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

**Professional Services from June 1, 2022 to July 31, 2022**

**Fee**

Estimated Construction Cost 247,500.00  
 Fee Percentage 8.66  
 Total Fee 21,433.50

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
SCHEMATIC DESIGN	15.00	3,215.03	0.00	0.00
DESIGN DEVELOPMENT	20.00	4,286.70	0.00	0.00
CONSTRUCTION DOCUMENTS	40.00	8,573.40	0.00	0.00
BIDDING	5.00	1,071.68	0.00	0.00
CONSTRUCTION ADMINISTRATION	20.00	4,286.70	0.00	0.00
Total Earned				0.00
Previous Fee Billing				0.00
Current Fee Billing				0.00

**Total Fee 0.00**

**Consultants**

TESTING LAB. CONSULT.

6/1/2022 SOUTHERN EARTH SCIENCES, INC. GEOTECHNICAL INVESTIGATION 1,500.00

**Total Consultants 1.1 times 1,500.00 1,650.00**

**Total this Invoice \$1,650.00**

**Billings to Date**

	Current	Prior	Total
Consultant	1,650.00	1,320.00	2,970.00
<b>Totals</b>	<b>1,650.00</b>	<b>1,320.00</b>	<b>2,970.00</b>

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



## Purchase Order

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

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

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

<b>Comments:</b>
PJ-0365 CUP Bldg 28 Automation Controls Addition - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	21,433.50	0.00	21,433.50

Purchasing & General Services Director

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

## Purchase Order

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

### Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022 **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				21,433.50

### Messages

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

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

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

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

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



22021.00



Southern Earth Sciences, Inc.  
P.O. Box 160745  
Mobile, AL 36616-1745  
251-445-4354

CLEMONS, RUTHERFORD & ASSOCIATES, INC  
2027 THOMASVILLE ROAD  
TALLAHASSEE, FL 32312  
JAMES LEWIS

Invoice number T22135-01  
Date 05/31/2022  
Project T22-135 TCC CUP AUTOMATED  
CONTROLS ADDITION

For Professional Services provided through May 31,2022

GEOTECHNICAL INVESTIGATION

Description	Current Billed
<b>TCC CUP AUTOMATED CONTROLS ADDITION</b>	1,500.00
LUMP SUM, \$1,500.00	
<b>Total</b>	<b>1,500.00</b>

Invoice total **1,500.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
T22135-01	05/31/2022	1,500.00	1,500.00				
	<b>Total</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*For questions regarding the services performed, please contact the branch office.  
Please include the invoice number on payments. Please do NOT staple or tape payments.  
We accept Checks, Visa, MasterCard, American Express, Discover and ACH payments.  
For questions concerning payment call Debbie: Corporate Accounts Receivable 251-445-4370.  
Finance charges will be assessed at the rate of 1% per month on account balances over 30 days.  
You will be responsible for payment of all attorney's fee and other costs of collection on this account.*



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

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

Invoice number 21108\_0722  
Date 07/31/2022

Project 21108 TCC WEI INFRASTRUCTURE  
EXTENSION

Professional Architectural Services

PHASE 1 - Site 6  
PO-014436

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>KH Construction Plans</b>	60,000.00	18.00	10,800.00	10,800.00	0.00
<b>KH Surveying Work</b>	9,200.00	100.00	9,200.00	9,200.00	0.00
<b>KH NFWMD Permitting</b>	10,000.00	0.00	0.00	0.00	0.00
<b>KH Construction Phase Services</b>	15,000.00	0.00	0.00	0.00	0.00
<b>KH / EGS Geotechnical &amp; Geophysical Services</b>	64,200.00	75.27	48,325.00	48,325.00	0.00
<b>KH Change Order 1-Additional Geotech &amp; Permitting</b>	47,600.00	81.09	38,600.00	38,600.00	0.00
<b>Architectural Fees</b>	47,680.00	30.23	8,362.50	14,412.50	6,050.00
<b>Total</b>	<b>253,680.00</b>	<b>47.83</b>	<b>115,287.50</b>	<b>121,337.50</b>	<b>6,050.00</b>

Invoice total **6,050.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21108_0622	06/30/2022	40,425.00		40,425.00			
21108_0722	07/31/2022	6,050.00	6,050.00				
	<b>Total</b>	<b>46,475.00</b>	<b>6,050.00</b>	<b>40,425.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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



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Pensacola  
Panama City  
Panama City Beach  
Atlanta

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

Invoice number 21094\_0722  
Date 07/31/2022  
Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)  
PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,500.00	0.00	0.00	0.00	0.00
<b>Task 2 - Executive Summary</b>	69,400.00	5.04	3,500.00	3,500.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	2.59	612.50	1,412.50	800.00
<b>Task 4 - Planning Elements</b>	163,200.00	1.72	2,800.00	2,800.00	0.00
<b>Task 5 - Decision Themes</b>	31,600.00	0.00	0.00	0.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	39,900.00	9.24	3,687.50	3,687.50	0.00
<b>Task 7 - Conclusion</b>	1,933.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>362,033.00</b>	<b>3.15</b>	<b>10,600.00</b>	<b>11,400.00</b>	<b>800.00</b>

Invoice total **800.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0622	06/30/2022	3,512.50		3,512.50			
21094_0722	07/31/2022	800.00	800.00				
	<b>Total</b>	<b>4,312.50</b>	<b>800.00</b>	<b>3,512.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

Invoice number 21114\_0722  
Date 07/31/2022  
Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 - Overview</b>	1,825.00	100.00	1,825.00	1,825.00	0.00
<b>Task 2 - Executive Summary</b>	59,130.00	0.00	0.00	0.00	0.00
<b>Task 3 - Existing Conditions</b>	41,890.00	1.94	0.00	812.50	812.50
<b>Task 4 - Planning Elements</b>	86,328.00	6.72	5,800.00	5,800.00	0.00
<b>Task 5 - Decision Themes</b>	16,985.00	6.18	0.00	1,050.00	1,050.00
<b>Task 6 - Master Plan &amp; Graphics</b>	30,825.00	7.22	2,225.00	2,225.00	0.00
<b>Task 7 - Conclusion</b>	1,815.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>238,798.00</b>	<b>4.90</b>	<b>9,850.00</b>	<b>11,712.50</b>	<b>1,862.50</b>

Invoice total **1,862.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0722	07/31/2022	1,862.50	1,862.50				
	<b>Total</b>	<b>1,862.50</b>	<b>1,862.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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Fitzgerald Collaborative Group, LLC

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

Invoice number 210208\_0722
Date 07/31/2022

Project 210208 TCC - GHAVINI NURSING
SIMULATION AUDITORIUM
RENOVATION

Professional Architectural Services

PO- 013757

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Basic Services like Measured Drawings, Programming, Schematic Design, Design Development, 90% Construction Documents, Permit Docs, Agency Permitting, Bidding, Construction Administration, Hydrant Flow Test, Record Documents, Pre Test and Balance, Post Test and Balance, and Construction Administration - Kever McKee. Includes a Subtotal row.

Additional Services

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Conversion of the Outdoor Storage Room 248-FCG and Conversion of the Outdoor Storage Room 248-H2 Eng.



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Tallahassee Community College  
Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208\_0722  
Date 07/31/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	76.57	153,274.56	155,082.74	1,808.18

Invoice total 1,808.18

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0622	06/30/2022	1,808.18		1,808.18			
210208_0722	07/31/2022	1,808.18	1,808.18				
	Total	3,616.36	1,808.18	1,808.18	0.00	0.00	0.00

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



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**Fitzgerald Collaborative Group, LLC**

1401 Peachtree Street NE  
Suite 200  
Atlanta, GA 30309  
850.350.3500

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

Invoice number 210224\_0722  
Date 07/31/2022

Project 210224 TCC - GHAZVINI SOLAR PANELS  
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	10,350.00	10,350.00	0.00
90% Construction Documents-Kever McKee	750.00	100.00	750.00	750.00	0.00
90% Construction Documents-H2 Engineer	2,200.00	100.00	2,200.00	2,200.00	0.00
Permit Documents	3,363.00	100.00	3,363.00	3,363.00	0.00
Permit Documents-Kever McKee	562.00	0.00	0.00	0.00	0.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	0.00	0.00	0.00	0.00
Construction Administration	9,260.00	0.00	0.00	0.00	0.00
Construction Administration-Kever McKee	750.00	0.00	0.00	0.00	0.00
Construction Administration-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Subtotal	55,500.00	68.99	38,288.00	38,288.00	0.00
<b>Additional Required Services</b>					
Measured Drawings	2,400.00	100.00	1,200.00	2,400.00	1,200.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	60.00	3,240.00	3,240.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	100.00	0.00	500.00	500.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	88.42	14,790.00	16,490.00	1,700.00
Total	74,150.00	73.87	53,078.00	54,778.00	1,700.00



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Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_0722  
Date 07/31/2022

Invoice total 1,700.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0622	06/30/2022	6,163.00		6,163.00			
210224_0722	07/31/2022	1,700.00	1,700.00				
	Total	7,863.00	1,700.00	6,163.00	0.00	0.00	0.00

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





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**Fitzgerald Collaborative Group, LLC**

1401 Peachtree Street NE  
Suite 200  
Atlanta, GA 30309  
850.350.3500

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

Invoice number 210224\_0822  
Date 08/31/2022

Project 210224 TCC - GHAZVINI SOLAR PANELS  
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Basic Services</b>					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	10,350.00	10,350.00	0.00
90% Construction Documents-Kever McKee	750.00	100.00	750.00	750.00	0.00
90% Construction Documents-H2 Engineer	2,200.00	100.00	2,200.00	2,200.00	0.00
Permit Documents	3,363.00	100.00	3,363.00	3,363.00	0.00
Permit Documents-Kever McKee	562.00	0.00	0.00	0.00	0.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	100.00	0.00	4,440.00	4,440.00
Construction Administration	9,260.00	0.00	0.00	0.00	0.00
Construction Administration-Kever McKee	750.00	0.00	0.00	0.00	0.00
Construction Administration-H2 Engineering	2,200.00	0.00	0.00	0.00	0.00
Subtotal	55,500.00	76.99	38,288.00	42,728.00	4,440.00
<b>Additional Required Services</b>					
Measured Drawings	2,400.00	100.00	2,400.00	2,400.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	60.00	3,240.00	3,240.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	100.00	500.00	500.00	0.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	88.42	16,490.00	16,490.00	0.00
Total	74,150.00	79.86	54,778.00	59,218.00	4,440.00



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Tallahassee Community College  
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224\_0822  
Date 08/31/2022

Invoice total 4,440.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0622	06/30/2022	6,163.00			6,163.00		
210224_0722	07/31/2022	1,700.00		1,700.00			
210224_0822	08/31/2022	4,440.00	4,440.00				
	Total	12,303.00	4,440.00	1,700.00	6,163.00	0.00	0.00

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Fitzgerald Collaborative Group, LLC

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

Invoice number 210208\_0822
Date 08/31/2022

Project 210208 TCC - GHAVINI NURSING
SIMULATION AUDITORIUM
RENOVATION

Professional Architectural Services

PO- 013757

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Basic Services like Measured Drawings, Programming, Schematic Design, Design Development, 90% Construction Documents, Permit Docs, Agency Permitting, Bidding, Construction Administration, Hydrant Flow Test, Record Documents, Pre Test and Balance, Post Test and Balance, and Construction Administration - Kever McKee. Subtotal row at the bottom.

Additional Services

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Conversion of the Outdoor Storage Room 248-FCG and Conversion of the Outdoor Storage Room 248-H2 Eng.



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Tallahassee Community College

Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208\_0822

Date 08/31/2022

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,530.00	79.25	155,082.74	160,507.28	5,424.54

Invoice total 5,424.54

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0622	06/30/2022	1,808.18			1,808.18		
210208_0722	07/31/2022	1,808.18		1,808.18			
210208_0822	08/31/2022	5,424.54	5,424.54				
	Total	9,040.90	5,424.54	1,808.18	1,808.18	0.00	0.00

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



September 19, 2022

**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

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**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 2022*

## MAIN CAMPUS (SITE 1)

TASK	% COMPLETE	DUE DATE	NOTES
TCC COVID Air Quality Upgrades to HVAC	65%	TBD	Scope includes multiple technologies that will best integrate with the existing campus HVAC equipment to provide the maximum air quality improvements.
AP 160 Classroom Renovation	60%	TBD	Renovations underway
Student Union Bldg#35 1 <sup>st</sup> Floor/Food Court Renovation	60%	December	Under Construction
Administration Bldg#27 Lobby	75%	TBD	Video Wall installed; Water Wall Installed; Completion pending final finishes
Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
Elevator Upgrades at SMA Bldg#2	10%	TBD	Scheduling for shut down
Elevator Upgrades at SU Bldg#35	10%	TBD	Materials on backorder
Athletics	10%	TBD	Awaiting 100% Construction Documents
Baseball Fieldhouse Window Replacement	20%	TBD	Out for Bid
Flagpole Memorial Garden	20%	TBD	Contract awarded; Installing irrigation
State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	5%	TBD	Field measurements in progress
State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S, 12,18,27,30,35,39,41	5%	12/31/2023	Buildings SMA#2 and SU#35 underway
State DM - 15KV Electrical Underground Infrastructure	5%	TBD	Design development approval pending
State DM - Roof Restoration Mailroom (MR) Bld#57	5%	TBD	Contract awarded
Carpet/LVT Replacements	I/P	In Progress	AC Bldg#8 Floors 1-3 - In Progress AP Bldg#3 1 <sup>st</sup> Floor - In Progress Cashiers Office – Materials due by 9/15 CT Bldg#41 Hallways – Materials due by 9/15 TPP Bldg#11 1 <sup>st</sup> Floor South Counseling Center & TPP 266 Breakroom LVT - COMPLETE

SUSTAINABILITY	% COMPLETE	DUE DATE	NOTES
Hydration Stations	Continuous	On-going	Prevented 360,000 Plastic Bottles from going to landfills
Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 1,683,000 Plastic Bags from going to landfills
CO2 Avoidance	Continuous	On-going	Prevented 18,000 lbs. of CO2 from being released into the atmosphere

### GADSDEN SERVICE CENTER (SITE 2)

TASK	% COMPLETE	DUE DATE	NOTES
None to report			

### FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TASK	% COMPLETE	DUE DATE	NOTES
Dining Facility Bldg#8 (IAQ)	35%	TBD	Indoor air quality
FPSI Master Plan	15%	TBD	In progress
State DM - Elevator Door Lock Monitoring Systems Bldg#3	1%	12/31/2023	Quote underway
State DM - Replace 2 Chillers and Install VFD's on Chill Water Pumps at Bldg#4	5%	TBD	Quote underway

### CENTER FOR INNOVATION (SITE 4)

TASK	% COMPLETE	DUE DATE	NOTES
CFI 2 <sup>nd</sup> Floor Renovation	80%	TBD	In progress
State DM - CFI Exterior Envelope (Walls & Windows)	1%	TBD	Architect PO issued
State DM - CFI Exterior Staircases	1%	TBD	Architect PO issued

### GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TASK	% COMPLETE	DUE DATE	NOTES
Ghazvini Simulator Expansion	65%	TBD	In progress
Ghazvini Patio Solar Panel System	10%	TBD	GMP Pending September Board Approval

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

---

TASK	% COMPLETE	DUE DATE	NOTES
WEI Master Plan	15%	TBD	In progress
Infrastructure	10%	TBD	In progress
Irrigation Well	10%	TBD	Contract Issued

## FOUNDATION CLASSROOM RENOVATION SUMMARY

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Renovated Classroom(s)	Cost to Date
<b>SM 118</b> - Classroom Renovations	\$ 40,437.18
<b>CH 233</b> - Classroom Renovations	\$ 19,166.32
<b>CH 234</b> - Classroom Renovations	\$ 16,119.87
<b>SM 114</b> - Classroom Renovations	\$ 16,879.87
<b>SM 211</b> - Classroom Renovations	\$ 27,774.36
<b>SM 129</b> – Classroom Renovations	\$ 42,569.77





September 19, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** FY 2022-2023 Carry Forward Spending Plan

---

### **Item Description**

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

### **Overview and Background**

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

The College ended the year fiscally strong, having total expenses of \$61,701,128 against a budget of \$62,250,000. But our fund balance grew even more than that because of two primary forces. First, we had an increase in federal indirect revenue from awards from \$1,672,305 to \$3,855,353. Second, and, the biggest impact is our Other Post-Employment Benefits (OPEB). This year our required year-end adjustments had a major impact on the fund balance. The Governmental Accounting Standards Board (GASB) governs how post-employment benefits are measured and reported. This year our actuarial report increased the amount projected for employee retirements by \$7.8 million – meaning we need more to cover these expenses should we have to do so for all employees at one time. However, on our financial statements this shows as a decrease in expense because they are not counted in current year. This alone had an impact of 10% on the fund balance.

While Statute calls for TCC to have a fund balance of exactly 5%, and we will adjust accordingly, please note the following:

- A 5% fund balance would not make one payroll, which is \$4 million.
- A 5% fund balance is approximately 20 days of our operating budget.
- As we make annual operating budget adjustments, the fund balance helps us to offset annual increases in health insurance, property insurance, and service contracts.

- It provides a safety net for fluctuation in enrollment and other revenue.
- It provides a contingency for natural disaster and other emergencies.

**Funding/ Financial Implications**

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

**Past Actions by the Board**

The Board approved the FY 2021-2022 Carry Forward Spending Plan on October 18, 2021.

**Recommended Action**

Approval of the FY 2022-23 Carry Forward Spending Plan.

**Tallahassee Community College**

**Certified Fund Balance**

**Fiscal Year 2021-22**

<b>Account Title</b>	<b>GL</b>	<b>Fund Balance Unrestricted</b>
Reserve for Performance Based Incentive Funds	30200	\$ -
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ -
Fund Balance - College	31000	\$ 15,510,965.40
Total Unallocated Fund Balances		<b>\$ 15,510,965.40</b>
Funds Available		\$ 72,275,661.37
College's Reserve Requirement %		5%
Reserve Requirement		\$ 3,613,783.07
<b>Amount Requiring Spending Plan</b>		<b>\$ 11,897,182</b>

Tallahassee Community College  
2022-23 Florida College System Carryforward Spending Plan  
Pursuant to 1013.841, Florida Statutes  
July 1, 2022

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY2022-23	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
Example	(c) Completion of remodeling project, up to \$10M	Remodeling Student Services B-19 Ph 1	11,897,182	5	2	2023-2024	Currently funded with local and CIF funds.
1.	(g) Commitment to contingency reserve related to state declared emergency	Natural Disaster Contingency	\$1,878,463.44	2	3	2023-24	Based on deductible of 3% of Total Effected Values over a 3-year period.
2.	(b) Completion of renovation, repair or maintenance project, up to \$5M	ADA Compliance Project	\$750,000.00	2	2	2023-24	Necessary project in order to comply with requirements from the most recent ADA Review. Increased for 2022 due to construction costs.
3.	(e) Nonrecurring expenditures for operations	Master Plan Updates	\$425,000.00	2	2	2022-23	Money was reserved for this purpose and is now being expended.
4.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Pat Thomas Boulevard	\$500,000.00	2	5	2025-26	The College is responsible for a public roadway and reserves funds in Fund 7, for repairs and also in preparation for imminent bridge repairs and reconstruction. Increased for 2022 due to construction costs.
5.	(e) Nonrecurring expenditures for operations	Difference to Maintain Two Months in Fund Balance	\$2,638,564.93	1	1	2023-24	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. This represents the shortfall to that amount.
6.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Emergency Repairs	\$75,000.00	1	1	2021-22	In the last year, emergency repairs included damaged chill water line, lightening damage, asbestos abatement and required labor. From 2020 to 2022 construction costs increased nationally an average of 25%, the new submission accounts for this.
7.	(e) Nonrecurring expenditures for operations	Facility Building Automation & HVAC Server	\$275,199.00	1	1	2023-24	Security standards and continuity of operations require that the server for the College's building automation and heating/cooling be separate from the servers provided for other campus operations.
8.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Buildout of classrooms and facilities to support workforce programming	\$1,000,000.00	3	1	2025-26	At TCC, we are expanding our instructional offerings related to workforce in order to meet a growing need. Vocational requirements for workforce development require a more diverse classroom structure – laboratories, sufficiency of square footage, outdoor learning environments such as construction, etc.

9.	(e) Nonrecurring expenditures for operations	Bachelors of Science in Nursing program support	\$409,954.50	3	1	2026-27	The College has expanded its nursing program in order to meet regional demand, however the competitive market has made hiring nursing faculty cost prohibitive. We are using fund balance to attract quality nursing instructors
10.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Campus roadway	\$3,000,000.00	2	1	2023-24	Design, planning and development of a roadway across campus linking the public transit bus loop to additional buildings and creating a lane for save vehicle traffic and a protected pedestrian throughway.
11.	(e) Nonrecurring expenditures for operations	Security Improvements	\$350,000.00	4	1	2023-24	TCC is in the midst of a complete campus security review which includes additional cameras, server and equipment.
12.	(e) Nonrecurring expenditures for operations	ERP Support	\$100,000.00	4	1	2026-27	Contract for consulting and programming support of Workday Student ongoing implementation and improvements.
13.	(e) Nonrecurring expenditures for operations	Digitization of Services for Students	\$30,000.00	1	1		Online Syllabus system; digital ID card; and scheduling system.
14.	(e) Nonrecurring expenditures for operations	Food services during construction	\$70,000.00	1	1		A one-time reservation of funds to cover the potential costs of providing alternative food options for students on campus during the all 2022 semester.
15.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Irrigation sytem on campus.	\$50,000.00	4	1		Install irrigation to select locations on campus.
16.	(e) Nonrecurring expenditures for operations	Student Scholarships	\$120,000.00	4	1		Post HEERF funding the, College is providing scholarships on an as needed basis to assist students with transitioning back to school for 2022-23.
17.	(e) Nonrecurring expenditures for operations	Student Employe Schoarships	\$125,000.00	5	1		The College provides scholarships to employees who take classes at TCC or other approved institutions. This account is not completely fuded so we are uing fund balance to provide this means of professional development.
18.	(b) Completion of renovation, repair or maintenance project, up to \$5M	Planned expenditure related to building surplus	\$100,000.00	2	1		The College is preparing to surplus older buildings per the Master Plan. This is anticipated expenses related to removal and clean-up.
19.							

*Total as of July 1, 2022: \**      \$      11,897,182

*Amount Requiring Spending Plan*      \$      11,897,182

\$      0



September 19, 2022

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Guaranteed Maximum Price - TCC Ghazvini Center for Healthcare Education  
Patio Solar Panel System Project

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### **Item Description**

This item requests approval of the Guaranteed Maximum Price (GMP) for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System project.

### **Overview and Background**

This project will include a new Solar Panel System and Canopy Structure requiring strengthening of the existing structure that is located on the level 02 patio at the existing TCC Ghazvini Center for Healthcare Education building. The solar panel system and canopy will provide supplemental power to the facility, shade the existing patio and provide weather protection along the perimeter of the patio. The proposed panels have a level of transparency that will allow for some sunlight to reach the patio, creating an inviting environment for students to gather and enjoy. This project is located on TCC's Ghazvini Center for Healthcare Education Campus (Site 5), located at 1528 Surgeons Drive in Tallahassee, Florida.

The requirements for the GMP solicitation process were reviewed and completed by Rippee Construction. The bid specifications were approved by TCC and Rippee Construction and released to the public on July 10, 2022. Proposals from sub-contractors were opened on August 4, 2022 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the construction of the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project is \$1,648,818.87 with supporting documents attached.

### **Funding/ Financial Implications**

The GMP for this project is \$1,648,818.87. Construction contract will be funded from local college funds.

### **Past Actions by the Board**

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

**Recommended Action**

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Rippee Construction, for the TCC Ghazvini Center for Healthcare Education Patio Solar Panel System Project.



CERTIFIED GENERAL CONTRACTOR, License CGC1522435

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**Guaranteed Maximum Price  
for the Project:**

**TCC GHAZVINI CENTER  
SOLAR PANELS PATIO**

**August 19, 2022**



**Submitted By:**

**Rippe Construction, Inc.  
2107 Delta Way  
Tallahassee, FL 32303  
Office: 850-668-6805  
CGC1522435**





CERTIFIED GENERAL CONTRACTOR, License CGC1522435

---

August 19, 2022

Mr. Trey Kimbrel  
Project Manager  
Tallahassee Community College  
444 Appleyard Drive, 102A SS Bldg.  
Tallahassee, Florida 32304

**RE: TCC GHAZVINI CENTER SOLAR PANELS PATIO**

Dear Mr. Kimbrel,

Rippe Construction, Inc. proposes a Guaranteed Maximum Price of **\$1,648,818.87** for the completion of the **TCC GHAZVINI CENTER SOLAR PANELS PATIO** project. The scope of work is generally stated below and further detailed herein, all in accordance with 100% Drawings and Specifications, by Fitzgerald Collaborative, dated June 9, 2022.

The general scope of work for the proposed project is a new solar panel system and canopy structure requiring strengthening of the existing structure that is located on the level 02 patio at the existing TCC Ghazvini Center for Healthcare Education. The solar panel system and canopy will provide supplemental power to the facility, shade the existing patio and provide weather protection long the perimeter of the patio. The proposed panels have a level of transparency that will allow some sunlight to reach the patio, creating an inviting environment for students to gather and enjoy. Scopes of work include, but are not limited to, selective demolition, concrete, structural steel, waterproofing, fireproofing, high performance coatings, power, lighting, solar panels, & exterior improvements. Notice to Proceed is schedule for September 20, 2022, Substantial Completion is scheduled for March 28, 2023, and Final Completion is scheduled for 30 days from acceptance of Substantial Completion.

Please call Rippee Construction, Inc. at (850) 668-6805 if you have any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Callie Neal". The signature is written in a cursive, flowing style.

Callie Neal  
President



September 19, 2022

## **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:** Disposition of Surplus Property Assets

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### **Item Description**

This item requests Board approval to dispose of property assets designated as surplus.

### **Overview and Background**

The College has the responsibility to periodically dispose of accumulated surplus property assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

### **Funding/ Financial Implications**

There are no funding or financial implications.

### **Past Actions by the Board**

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

### **Recommended Action**

Authorize the College to dispose of the items designated as surplus.

### Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Asset Code
BA-17336	Treadmill - FPSI	5/1/2006	\$5,164.06	\$0.00	1
BA-17337	Treadmill - FPSI	5/1/2006	\$5,164.06	\$0.00	1

**Asset Codes:**

- 1 - Obsolete/To Be Disposed
- 2 - Salvaged/Used for Parts
- 3 - Surplus/To Be Donated
- 4 - Surplus/To Be Sold
- 5 - Asset To Be Used for Trade-In Value
- 6 - Lost/Stolen (Police report filed)



September 19, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Direct Support Organization Audit Reports

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**Item Description**

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

**Overview and Background**

Per Florida Statutes 1004.70(6), the College's DSOs must be audited annually and the results be submitted to the Board for review. For the fiscal year ending March 31, 2022, audits were completed for both the Public Safety Academy Housing, Inc. and the Tallahassee Community College Foundation, Inc.

**Funding/ Financial Implications**

No funding requirements.

**Past Actions by the Board**

The Board last reviewed the audited financial statements for these DSOs at the November 15, 2021 meeting.

**Recommended Action**

For information only.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**Havana, Florida**

**FINANCIAL STATEMENTS**

**Years Ended March 31, 2022 and 2021**

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MEMBERS

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

**TBL**  
THOMSON BROCK  
LUGER & COMPANY

*Certified Public Accountants and Business Advisors*

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

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

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

**INDEPENDENT AUDITORS' REPORT**

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

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the accompanying financial statements of Public Safety Academy Housing, Inc. (a nonprofit organization), which comprise the statements of financial position as of March 31, 2022 and 2021, and the related statements of activities, changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Public Safety Academy Housing, Inc. as of March 31, 2022, and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

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

***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Public Safety Academy Housing, Inc.'s ability to continue as a going concern for a reasonable period of time.

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



### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 10, 2022, on our consideration of Public Safety Academy Housing, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Public Safety Academy Housing, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Safety Housing, Inc.'s internal control over financial reporting and compliance.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on page 4 be presented to supplement the basic financial statements. Such information, although not a part of basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiring with management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Thomson Brock Impact Company*

Tallahassee, Florida  
August 10, 2022

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

The discussion and analysis of Public Safety Academy Housing, Inc.'s financial statements provides an overview of the financial activities for the year ended March 31, 2022. Management has prepared the financial statements and the related footnote disclosures along with the discussion and analysis. Responsibility for the completeness and fairness of this information rests with the preparers. The discussion and analysis contains activities of the Public Safety Academy Housing, Inc. for fiscal years 2022 and 2021.

Public Safety Academy Housing, Inc. was incorporated on February 26, 2003, as a direct support organization of Tallahassee Community College for the purpose of financing and constructing a housing facility at the College's Florida Public Safety Institute. The housing facility was financed by a \$9 million mortgage note and was completed on January 4, 2006. Upon completion, Public Safety Academy Housing, Inc. executed an agreement with the College whereby the College leases the housing facility from Public Safety Academy Housing, Inc. and is responsible for operating and maintaining the facility. During the fiscal year ended March 31, 2015, the Organization refinanced its original mortgage rate and borrowed an additional \$575,000 in a separate mortgage note payable to renovate and refurbish the dormitory. All revenues generated by the facility are retained by the College. In exchange, Public Safety Academy Housing, Inc. receives a monthly lease payments totaling \$735,500 for the fiscal year ending March 31, 2022, for its mortgage payments and operating expenses.

By design, Public Safety Academy Housing, Inc. was limited in its establishment to obtaining the financing and constructing the housing facility, with all post completion activities to be the responsibility of the College. Accordingly, 2022 financial activities consist of monthly lease receipts, mortgage payments, and the recognition of certain costs (depreciation) incurred during prior years but recognized as current year expenses. The nature of Public Safety Academy Housing, Inc.'s future activities can be expected to remain consistent with those of the 2022 fiscal year.

See independent auditors' report.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**March 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b><u>ASSETS</u></b>		
CURRENT ASSETS		
Cash	\$ <u>68,573</u>	\$ <u>15,698</u>
TOTAL CURRENT ASSETS	68,573	15,698
PROPERTY AND EQUIPMENT, Net	<u>4,950,767</u>	<u>5,191,233</u>
	\$ <u><u>5,019,340</u></u>	\$ <u><u>5,206,931</u></u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
CURRENT LIABILITIES		
Current portion of mortgage notes payable	\$ 678,747	\$ 605,079
Interest payable	<u>5,878</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	684,625	605,079
LONG-TERM LIABILITIES		
Mortgage notes payable	<u>1,592,275</u>	<u>2,268,703</u>
TOTAL LIABILITIES	2,276,900	2,873,782
NET ASSETS		
Invested in capital assets, net of related debt	2,673,867	2,317,451
Unrestricted	<u>68,573</u>	<u>15,698</u>
	<u>2,742,440</u>	<u>2,333,149</u>
	\$ <u><u>5,019,340</u></u>	\$ <u><u>5,206,931</u></u>

See accompanying notes.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**Years Ended March 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
OPERATING REVENUE		
Lease income	\$ 735,500	\$ 766,719
OPERATING EXPENSES		
Depreciation	240,466	245,409
Contractual services	<u>7,343</u>	<u>7,313</u>
	<u>247,809</u>	<u>252,722</u>
OPERATING INCOME	487,691	513,997
NONOPERATING EXPENSE		
Interest expense	<u>78,400</u>	<u>94,385</u>
CHANGES IN NET ASSETS	409,291	419,612
BEGINNING NET ASSETS	<u>2,333,149</u>	<u>1,913,537</u>
ENDING NET ASSETS	\$ <u><u>2,742,440</u></u>	\$ <u><u>2,333,149</u></u>

See accompanying notes.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**STATEMENTS OF CASH FLOWS**  
**Years Ended March 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Rents and fees collected	\$ 735,500	\$ 766,719
Payments to vendors	( 7,343)	( 7,313)
Payments for interest expense	( 72,522)	( 94,385)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>655,635</b>	<b>665,021</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Principal payments on long-term debt	( 602,760)	( 655,161)
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<b>( 602,760)</b>	<b>( 655,161)</b>
<b>NET INCREASE IN CASH</b>	<b>52,875</b>	<b>9,860</b>
<b>CASH AT BEGINNING OF YEAR</b>	<u>15,698</u>	<u>5,838</u>
<b>CASH AT END OF YEAR</b>	<u>\$ 68,573</u>	<u>\$ 15,698</u>
<b>RECONCILIATION OF CHANGES IN NET ASSETS TO CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Changes in net assets	\$ 409,291	\$ 419,612
Adjustments to reconcile change in net assets to cash provided by operating activities:		
Depreciation	240,466	245,409
(Decrease) increase in liabilities:		
Interest payable	<u>5,878</u>	<u>-</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>\$ 655,635</u>	<u>\$ 665,021</u>

See accompanying notes.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2022 and 2021**

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

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

A summary of significant accounting policies follows.

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

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

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

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

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

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

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

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2022 and 2021**

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

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

**Subsequent Events** - Management has performed an analysis of the activities and transactions subsequent to March 31, 2022, to determine the need for any adjustments to and/or disclosures within the audited financial statements for the year ended March 31, 2022. Management has performed their analysis through August 10, 2022, the date of this report.

**NOTE 2 - RELATED PARTY TRANSACTIONS**

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

In November 2005, the Organization executed an agreement with the College to operate the housing complex. Terms of the agreement include monthly lease revenue that varied between \$55,000 and \$62,500 for the fiscal year, with automatic annual lease renewals unless thirty (30) day prior notice of cancellation is given by either party. Total lease income earned amounted to \$735,500 and \$766,719 for the years ended March 31, 2022 and 2021, respectively.

**NOTE 3 - PROPERTY AND EQUIPMENT**

Property and equipment as of March 31, 2022 and 2021, is summarized as follows:

	<u>2022</u>	<u>2021</u>
Building	\$ 8,491,790	\$ 8,491,790
Furniture and equipment	<u>592,650</u>	<u>592,650</u>
	9,084,440	9,084,440
Accumulated depreciation	<u>( 4,133,673)</u>	<u>( 3,893,207)</u>
	<u>\$ 4,950,767</u>	<u>\$ 5,191,233</u>

Depreciation expense for the years ended March 31, 2022 and 2021 amounted to \$240,466 and \$245,409, respectively.

**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2022 and 2021**

**NOTES 4 - MORTGAGE NOTES PAYABLE**

Mortgage notes payable as of March 31, 2022 and 2021, were as follows:

	2022	2021
<p>\$6,017,876 refinanced mortgage note payable executed November 10, 2014 with Gadsden County, Florida and assigned to a commercial lender; bearing interest at 2.75% through December 31, 2017, then at 3.34% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 2.45%; payable in monthly installments of principal and interest, maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	\$ 2,038,581	\$ 2,581,085
<p>\$575,000 mortgage note payable executed November 10, 2014, with Gadsden County, Florida and assigned to a commercial lender. The note bears interest at 3.99% until August 31, 2019, and thereafter a floating rate equal to 70% of the prime rate of JPMorgan Chase Bank, with a floor in all cases of 3.25%; payable in monthly installments of principal and interest; maturing June 1, 2025. The note is collateralized by a leasehold mortgage in real estate and first priority security interest in all personal property located at the facility. Note is also collateralized by assignment of rents and leases related to housing facility.</p>	<u>232,441</u> 2,271,022	<u>292,697</u> 2,873,782
<p>Less current portion</p>	<u>( 678,747)</u>	<u>( 605,079)</u>
	<u>\$ 1,592,275</u>	<u>\$ 2,268,703</u>



**PUBLIC SAFETY ACADEMY HOUSING, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2022 and 2021**

**NOTES 4 - MORTGAGE NOTES PAYABLE (Continued)**

As of March 31, 2022, the scheduled maturities of the mortgage notes payable were as follows:

	<u>Principal</u>	<u>Interest</u>
March 31, 2023	\$ 678,747	\$ 58,192
2024	698,651	38,190
2025	719,417	16,947
2026	<u>174,207</u>	<u>851</u>
	<u>\$ 2,271,022</u>	<u>\$ 114,180</u>

MEMBERS

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

# TBL

THOMSON BROCK  
LUGER & COMPANY

*Certified Public Accountants and Business Advisors*

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

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

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

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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Public Safety Academy Housing, Inc. (a Florida nonprofit organization), which comprise the statements of financial position as of March 31, 2022 and 2021, and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated August 10, 2022.

Internal Control over Financial Reporting

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

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

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

#### Compliance and Other Matters

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

#### Purpose of This Report

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

A handwritten signature in black ink that reads "Thomson Block Audit Company". The signature is written in a cursive, flowing style.

Tallahassee, Florida  
August 10, 2022

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**

**FINANCIAL STATEMENTS**

**MARCH 31, 2022 AND 2021**

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
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## INDEPENDENT AUDITORS' REPORT

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

### **Report on the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Tallahassee Community College Foundation, Inc. (the Foundation), a component unit of Tallahassee Community College (the College), which comprise the statements of financial position as of March 31, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as of March 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

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

#### ***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

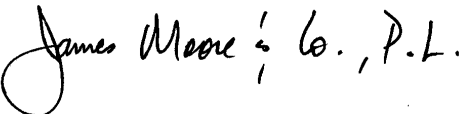
In performing an audit in accordance with GAAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

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

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 25, 2022 on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida  
August 25, 2022

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**MARCH 31, 2022 AND 2021**

<u><b>ASSETS</b></u>	<u><b>2022</b></u>	<u><b>2021</b></u>
<b>Current assets</b>		
Cash and cash equivalents	\$ 56,353	\$ 208,456
Investments	1,641,480	2,191,846
Current portion contributions receivable	405,247	578,566
Prepaid expenses	49,752	-
Total current assets	<u>2,152,832</u>	<u>2,978,868</u>
<b>Noncurrent assets</b>		
Cash and cash equivalents restricted for endowments	448,682	186,168
Investments restricted for endowments	19,184,371	18,026,862
Noncurrent portion contributions receivable, net	136,949	175,361
Land held for sale	325,000	325,000
Collectibles and other assets	5,777	5,777
Total noncurrent assets	<u>20,100,779</u>	<u>18,719,168</u>
<b>Total Assets</b>	<u><u>\$ 22,253,611</u></u>	<u><u>\$ 21,698,036</u></u>
<u><b>LIABILITIES AND NET ASSETS</b></u>		
<b>Current liabilities</b>		
Accounts payable and accrued expenses	\$ 140,150	\$ 56,265
Total current liabilities	<u>140,150</u>	<u>56,265</u>
<b>Total liabilities</b>	<u>140,150</u>	<u>56,265</u>
<b>Net assets</b>		
Without donor restrictions	1,183,071	1,156,195
With donor restrictions	20,930,390	20,485,576
Total net assets	<u>22,113,461</u>	<u>21,641,771</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 22,253,611</u></u>	<u><u>\$ 21,698,036</u></u>

The accompanying notes to the financial statements  
are an integral part of these statements.



**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED MARCH 31, 2022 AND 2021**

	2022			2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>Support and revenues</b>						
Private contributions	\$ 55,570	\$ 1,349,333	\$ 1,404,903	\$ 65,201	\$ 1,021,581	\$ 1,086,782
In-kind contributions	723,798	-	723,798	664,099	-	664,099
Investment income, net	9,993	1,133,360	1,143,353	271,559	5,712,789	5,984,348
Special events	294,363	25,000	319,363	281,712	-	281,712
Miscellaneous	13,873	-	13,873	13,219	30,683	43,902
Net assets released from restrictions:						
Satisfaction of program and time restrictions	2,062,879	(2,062,879)	-	1,020,774	(1,020,774)	-
Total support and revenues	<u>3,160,476</u>	<u>444,814</u>	<u>3,605,290</u>	<u>2,316,564</u>	<u>5,744,279</u>	<u>8,060,843</u>
<b>Expenses</b>						
Program services - educational activities	2,146,375	-	2,146,375	1,331,912	-	1,331,912
General and administrative	515,126	-	515,126	423,050	-	423,050
Development activities	472,099	-	472,099	294,448	-	294,448
Total expenses	<u>3,133,600</u>	<u>-</u>	<u>3,133,600</u>	<u>2,049,410</u>	<u>-</u>	<u>2,049,410</u>
<b>Increase in net assets</b>	<u>26,876</u>	<u>444,814</u>	<u>471,690</u>	<u>267,154</u>	<u>5,744,279</u>	<u>6,011,433</u>
<b>Net assets, beginning of year</b>	1,156,195	20,485,576	21,641,771	889,041	14,741,297	15,630,338
<b>Net assets, end of year</b>	<u>\$ 1,183,071</u>	<u>\$ 20,930,390</u>	<u>\$ 22,113,461</u>	<u>\$ 1,156,195</u>	<u>\$ 20,485,576</u>	<u>\$ 21,641,771</u>

The accompanying notes to the financial statements  
are an integral part of these statements.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED MARCH 31, 2022**

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

The accompanying notes to the financial statements  
are an integral part of this statement.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED MARCH 31, 2021**

	<u>Educational Activities</u>	<u>General and Administrative</u>	<u>Development Activities</u>	<u>Total</u>
Academic and athletic support	\$ 536,131	\$ 1,900	\$ -	\$ 538,031
Personnel services	276,986	99,803	62,872	439,661
Scholarships	362,036	-	-	362,036
Contract services	21,300	77,245	148,301	246,846
Materials and supplies	43,882	25,171	32,539	101,592
Professional fees	-	83,885	-	83,885
Rental	40,431	14,568	13,740	68,739
Hospitality and events	19,645	21,157	15,316	56,118
Honoraria and awards	1,236	46,541	2,425	50,202
Printing and postage	14,531	12,692	10,438	37,661
Miscellaneous	11,716	7,280	2,715	21,711
Advertising	3,647	10,199	3,896	17,742
Bank fees	-	8,296	-	8,296
Insurance	-	4,909	-	4,909
Dues and subscriptions	-	3,457	21	3,478
Meetings	-	2,407	803	3,210
Travel	-	974	1,357	2,331
Bad debt	-	2,164	-	2,164
Training	371	402	-	773
Licenses	-	-	25	25
<b>Total expenses</b>	<u>\$ 1,331,912</u>	<u>\$ 423,050</u>	<u>\$ 294,448</u>	<u>\$ 2,049,410</u>

The accompanying notes to the financial statements  
are an integral part of this statement.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED MARCH 31, 2022 AND 2021**

	<b>2022</b>	<b>2021</b>
<b>Cash flows from operating activities</b>		
Cash received from contributors and others	\$ 1,343,202	\$ 1,040,084
Cash received from interest and dividends	427,787	349,718
Cash paid for scholarships and suppliers	(2,375,669)	(1,329,422)
Net cash provided by (used in) operating activities	(604,680)	60,380
<b>Cash flows from investing activities</b>		
Purchases of investments	(363,235)	(524,146)
Sales of investments	790,285	210,444
Net cash provided by (used in) investing activities	427,050	(313,702)
<b>Cash flows from financing activities</b>		
Contributions restricted for endowments	288,041	432,084
<b>Increase in cash and cash equivalents, and restricted cash</b>	110,411	178,762
<b>Cash and cash equivalents, and restricted cash beginning of year</b>	394,624	215,862
<b>Cash and cash equivalents, and restricted cash end of year</b>	\$ 505,035	\$ 394,624
<b>Reconciliation of increase in net assets to net cash provided by (used in) operating activities</b>		
Increase in net assets	\$ 471,690	\$ 6,011,433
Adjustments to reconcile increase in net assets to net cash provided by (used in) operating activities:		
Realized and unrealized gain on investments	(1,034,193)	(5,873,228)
Non-cash contributions	-	(22,000)
(Increase) decrease in:		
Prepaid expenses	(49,752)	2,400
Collectibles and other assets	-	41,878
Contributions receivable	211,731	320,370
Increase (decrease) in:		
Accounts payable and accrued expenses	83,885	11,611
Contributions restricted for endowments	(288,041)	(432,084)
Total adjustments	(1,076,370)	(5,951,053)
Net cash provided by (used in) operating activities	\$ (604,680)	\$ 60,380
<b>Supplemental schedule of non-cash investing and financing activities:</b>		
Prepaid gift cards	\$ 22,025	\$ 22,000
Gift cards used by students	(24,454)	(44,278)
	\$ (2,429)	\$ (22,278)

The accompanying notes to the financial statements  
are an integral part of these statements.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

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

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

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

*Net assets without donor restrictions* - consists of amounts that are available for use in carrying out the supporting activities of the Foundation and are not subject to donor-imposed stipulations.

*Net assets with donor restrictions* - consists of amounts that are available for the purposes restricted by donors and grantors, a time restriction, or to be held in perpetuity with earnings restricted for a specific purpose. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

(c) **Land Held for Sale**—Land held for sale consists of real property donated to the Foundation, recorded at its fair market value at date of contribution, and held at its fair value less estimated costs to sell.

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

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

Due to its tax-exempt status, the Foundation is not subject to U.S. federal income tax or state income tax. The Foundation’s Form 990 has not been subject to examination by the Internal Revenue Service or the state of Florida for the last three (3) years.

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

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

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

(g) **Cash and Cash Equivalents**—For the purposes of reporting cash flows, the Foundation considers all highly liquid investments with an original maturity of three months or less to be cash, cash equivalents, or restricted cash.

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

	2022	2021
Cash and cash equivalents	\$56,353	\$208,456
Cash restricted for endowment purposes	448,682	186,168
	\$505,035	\$394,624

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

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

(j) **Fair Value Measurements**—The Foundation’s investments are stated at fair value (see Note 6). Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

(2) **Related Party Transactions:**

Personnel and certain facility costs are provided to the Foundation by the College. For the years ended March 31, 2022 and 2021, the Foundation has recorded these donated services at \$412,227 and \$439,661 for personnel services, \$62,142 and \$60,583 for facility costs, and \$249,305 and \$163,855 for other office expenses, respectively.

In addition, during the years ending March 31, 2022 and 2021, the Foundation utilized the services of a vendor owned by a board member in the amount of \$24,177 and 25,349, respectively.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

**(3) Contributions Receivable:**

Contributions receivable consist of unconditional promises to give for the Foundation's Major Gifts Campaign and College Employee Giving Program. The present value of estimated future cash flows have been calculated using a discount rate of 2.42% and 0.92%, after providing for collection losses for the years ended March 31, 2022 and 2021, respectively. A summary of contributions to be collected follows:

	<b>2022</b>	<b>2021</b>
In one year or less	\$ 405,247	\$ 578,566
Between one year and ten years	160,683	215,299
	565,930	793,865
Less:		
Allowance for collection losses	(21,239)	(33,923)
Discounts for time-value of money	(2,495)	(6,015)
	\$ 542,196	\$ 753,927

The Foundation is the beneficiary of conditional promises to give. A conditional promise requires a future event to take place before the promise becomes binding on the donor. Typically, the Foundation has no control over the required event. As of March 31, 2022 and 2021, the Foundation was the beneficiary of various promises to give that did not meet recognition criteria of approximately \$3,760,000 and \$3,617,000, respectively. No receivable was recorded for these conditional pledges, nor was future support recognized.

**(4) Investments:**

Investments are carried at fair value; realized and unrealized gains and losses are reflected in investment income, net, in the Statement of Activities. The following are the major types of investments held by the Foundation at March 31, 2022 and 2021:

	<b>2022</b>	<b>2021</b>
Investment pool	\$ 19,184,371	\$ 18,026,862
Bond mutual and exchange traded funds	1,641,480	2,191,846
	\$ 20,825,851	\$ 20,218,708

**March 31, 2022**

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

**March 31, 2021**

Investment pool consists of 96.5% in mutual funds, 3.5% in FEG pooled investment funds, and less than 1% in demand deposits as of March 31, 2021.

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

(4) **Investments:** (Continued)

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

	<b>2022</b>	<b>2021</b>
Interest and dividends	\$ 663,298	\$ 391,920
Net realized and unrealized gain (loss) on investments	523,591	5,629,182
Investment fees	(43,536)	(36,754)
	\$ 1,143,353	\$ 5,984,348

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

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

	<b>2022</b>	<b>2021</b>
Approximately forty-eight (48) acres, DR. MLK Jr. Road, Crawfordville, Florida	\$ 605,000	\$ 605,000
Impairment loss	(280,000)	(280,000)
	\$ 325,000	\$ 325,000

(6) **Fair Value Measurements:**

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

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



**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

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

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

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

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

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

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

**Fair Value Measurements at March 31, 2022**

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

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
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(6) **Fair Value Measurements:** (Continued)

<b>Fair Value Measurements at March 31, 2021</b>				
<b>Description</b>	<b>(Level 1)</b>	<b>(Level 2)</b>	<b>(Level 3)</b>	<b>Fair Value</b>
Investments restricted for endowment purposes:				
Money market funds	\$ 178,559	\$ -	\$ -	\$ 178,559
Domestic equity securities	9,238,717	-	-	9,238,717
International equity securities	5,934,663	-	-	5,934,663
Domestic bond mutual funds	1,561,670	-	-	1,561,670
International bond mutual funds	584,319	-	-	584,319
FEG pooled investments	-	707,493	-	707,493
Total investments restricted for endowment purposes:	17,497,928	707,493	-	18,205,421
Non-endowed investments:				
Equity mutual funds	550,243	-	-	550,243
Bond mutual and ETF's	1,641,603	-	-	1,641,603
Total non-endowed investments:	2,191,846	-	-	2,191,846
Nonfinancial assets:				
Land	-	325,000	-	325,000
Total assets	\$ 19,689,774	\$ 1,032,493	\$ -	\$ 20,722,267

(7) **Endowments:**

The Foundation's endowments consist of one hundred thirty (146) donor restricted funds. As required by generally accepted accounting principles, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions. Donor-restricted endowments are classified as net assets with donor restrictions.

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

The Foundation has adopted a policy to not spend from "underwater" endowments unless directed otherwise by the donor.

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

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

(7) **Endowments:** (Continued)

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

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

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

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

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

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

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

(7) **Endowments:** (Continued)

Endowment net assets composition by type of fund as of March 31, 2021:

	<b>With Donor Restrictions</b>		
	<b>Original Gift Amount</b>	<b>Accumulated Gains and Other</b>	<b>Total Funds</b>
Donor-restricted endowment funds	\$ 8,732,245	\$ 8,357,258	\$ 17,089,503

	<b>With Donor Restrictions</b>		
	<b>Original Gift Amount</b>	<b>Accumulated Gains and Other</b>	<b>Total Funds</b>
Endowment net assets, beginning of year	\$ 8,137,796	\$ 3,153,589	\$ 11,291,385
Investment return, net	-	5,712,789	5,712,789
Contributions	464,630	-	464,630
Transfers	129,819	-	129,819
Amounts appropriated for expenditure	-	(509,120)	(509,120)
	\$ 8,732,245	\$ 8,357,258	\$ 17,089,503

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

Net assets with donor restrictions as of March 31, 2022 and 2021, are restricted for the following purposes:

	<b>2022</b>	<b>2021</b>
Subject to expenditure for specified purpose:		
Scholarships and grants	\$ 1,329,229	\$ 1,031,376
Academic, student programs, and support	919,783	1,423,444
Pledges receivable with purpose restrictions, net	397,163	532,392
	2,646,175	2,987,212
Subject to the passage of time:		
Pledges receivable without restrictions, net	74,479	83,861
Land	325,000	325,000
	399,479	408,861
Subject to spending policy and appropriation:		
Accumulated gains and term endowments	8,811,731	8,357,258
Pledges receivable to be held in perpetuity, net	91,410	137,674
Endowment funds restricted in perpetuity	8,981,595	8,594,571
	17,884,736	17,089,503
Total net assets with donor restrictions	\$ 20,930,390	\$ 20,485,576

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
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**(9) Board Designated Net Assets Without Restriction:**

On January 26, 2012, the Board unanimously approved the designation of \$500,000 from net assets without restriction to the HPE Surgical Technology Program and the Ghazvini Fund in the amounts of \$404,500 and \$95,500, respectively, for the purpose of funding and supporting the College’s healthcare initiative program. As of March 31, 2022, board designated net assets without restriction remaining for the HPE Surgical Technology Program and the Ghazvini Fund amounted to \$102,695.

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

The more significant concentrations of credit risk are as follows:

- (a) **Demand and Time Deposits**—The Foundation maintains cash and time deposits with several financial institutions and brokerage houses. The Foundation has no policy requiring collateral or other security to support its deposits, although all demand and time deposits with the financial institutions are federally insured up to FDIC limits. At brokerage houses, amounts are insured by the Securities Investor Protection Corporation (SIPC) up to the SIPC limits.
- (b) **Financial Instruments**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include investments. The investments are held in high quality institutions and companies with high credit ratings.
- (c) **Contributions Receivable**—Financial instruments that potentially subject the Foundation to concentrations of credit risk include contributions receivable. The contributions receivable is made up of pledge receivables from donors.

**(11) Liquidity and Availability of Resources:**

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<b>2022</b>	<b>2021</b>
Non-endowed cash and cash equivalents	\$ 56,353	\$ 208,456
Non-endowed investments	1,641,480	2,191,846
Current portion of contributions receivable	405,247	578,566
	<b>\$ 2,103,080</b>	<b>\$ 2,978,868</b>

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

**TALLAHASSEE COMMUNITY COLLEGE FOUNDATION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**MARCH 31, 2022 AND 2021**

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

For the purposes of analyzing resources available to meet general expenditures over a twelve (12) month period, the Foundation considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. Endowment spending and endowed assets are not included in this calculation, refer to Note 7 for information on the Endowment spending policy of the Foundation.

(12) **Commitments:**

As of March 31, 2022 and 2021, the Foundation maintained programmatic grant commitments to the College in the amounts of \$100,321 and \$403,301 for promises to give conditional upon the College's satisfaction of compliance with donor/grantor restrictions.

In addition, during the year ended March 31, 2022, the Foundation entered into a contract commitment for a fundraiser occurring in the fiscal year ending March 31, 2023. As a part of the contract, the Foundation agreed to pay \$1,500,000 to host the fundraiser. Management expects to collect more than \$1,500,000 in revenue from the fundraiser.

(13) **Subsequent Events:**

The Foundation has evaluated events and transactions for potential recognition or disclosure in the financial statements through August 25, 2022, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed other than the event noted below.

Subsequent to year end, the Foundation took out a \$1,000,000 line of credit to pay vendors for fundraising activities until the revenue for those activities is received. The line of credit is collateralized by a non-endowed Vanguard fund.

(14) **Recently Issued Accounting Pronouncements:**

The Foundation has considered the new pronouncements that altered accounting principles generally accepted in the United States of America, and other than as disclosed in the notes to the financial statements below, does not believe that any other new or modified principles will have a material impact on the Foundation's reported financial position or operations in the near term.

In February 2016, the FASB issued Accounting Standards Update 2016-02: Leases (Topic 842), to increase transparency and comparability among Foundations by recognizing lease assets and lease liabilities on the statement of financial position and disclosing key information about leasing arrangements. The new standard is effective for fiscal years beginning after December 15, 2021 and may be adopted early. The Foundation is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operations, and cash flows.

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

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

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tallahassee Community College Foundation, Inc. (a Florida non-profit organization), which comprise the statements of financial position as of March 31, 2022 and 2021, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated August 25, 2022.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

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

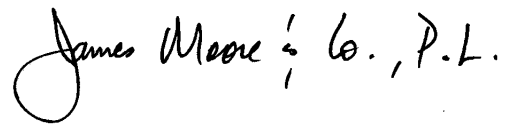
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

### ***Compliance and Other Matters***

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

### ***Purpose of this Report***

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

James Moore & Co., P.L.

Tallahassee, Florida  
August 25, 2022