



June 20, 2023

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Tuesday, June 20, 2023, Board Meeting.

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

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, June 20, 2023
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. May 2023 Minutes
Approve minutes as presented.
2. 2022 Presidential Evaluation Minutes
Approve the minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

3. Attorney Invoice – Bryant Miller Olive (May 2023)
Authorize payment of invoices as presented.
4. Sponsored Programs – Provider
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. Annual, Continuing and Post Award Contract Recommendations
Approve the recommendations for annual, continuing and post award contracts in the attached list.
8. Laboratory/Course and Distance Learning Fees for 2023-2024
Approve the laboratory/course and distance learning fees.
9. Public Charter School Dual Enrollment Articulation Agreement
Approve the articulation agreement.
10. Private School Dual Enrollment Articulation Agreement
Approve the articulation agreement.
11. Academic Curriculum Changes
Approve the proposed curriculum changes.

Administrative Services

12. Fund Analysis - May 2023
Presented as an information item only.
13. Construction Status Report
Presented as an information item only.
14. Architect Invoices
Authorize payment of architectural invoices as presented.
15. Use of College Personnel and Facilities
Approve the use of College resources for TCC Foundation DSO activities as presented.

16. Banking Services Agreement
Approve the College to enter into a banking services agreement with Wells Fargo.
17. 2022-2023 Equity Report Update
Approve the 2022-2023 Equity Report Update as presented.
18. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.
19. College Operating Budget Amendment for FY 2022-23
Approve the College's FY 2022-23 Operating Budget Amendment.
20. College Operating Budget for FY 2023-2024
Approve the College's FY 2023-2024 Operating Budget.
21. Capital Improvement Plan (CIP) 2024-25 Through 2026-2027
Approve the 2024-25 through 2026-27 CIP, as summarized on the attached CIP-2 form.
22. LS Building No. 15 Coping and Roofing
Approve the attached proposal no. 25-FL-230403 from Garland/DBS, Inc. as presented.
23. RFQ 2023-04 Award Recommendation
Approve the recommended construction manager at risk, RAM Construction & Development, LLC, for the TCC CUP Control Room & Restroom Additions project.
24. RFQ 2023-06 Award Recommendation
Approve the recommended construction manager at risk, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovation project.
25. Changes to Salary Schedule
Approve updates to the 2023 – 2024 Salary Schedule as presented.

BOARD OF TRUSTEES

26. 2023 - 2024 Schedule of Business Meetings and Workshops
Approve the schedule as presented.

PUBLIC COMMENT

PRESIDENT'S REPORT

NEXT MEETING DATE

August 21, 2023

Location: **Main Campus Hinson Administration Building**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
Wakulla Environmental Institute
170 Preservation Way
Crawfordville, FL 32327
Monday, May 15, 2023
Business Meeting and Workshop – 2:30 PM**

On May 15, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Eugene Lamb at 2:30 p.m.

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

Absent: Trustee Karen Moore

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Barbara Wills, Amy Bradbury, Nyla Davis, Mike Robeck, Anthony Jones, Craig Knox, Suzi Baugh, Angela Long, Sheri Rowland, Heather Mitchell, Bob Ballard, Rob Hall, Lei Wang, Trevoris McDaniel, Don Herr, Logan Lane, Glenn Alston, Amanda Clements, Calandra Stringer, Nolan Turnage, Cynthia Covington, Nicholas Vick, Kim Moore, Bill Spiers, Wes Hardin, Tawana Carter, and Chuck Moore.

CALL TO ORDER

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

COMMENTS

i. Board Chair Lamb commented he was glad to be in Wakulla for the meeting. He complimented Dr. Rowland and the staff for the beautiful and organized commencement ceremonies. He also attended the Cord Ceremony at the Veterans Success Center. Chair Lamb shared that a sub-committee meeting was held with Vice Chair Kilpatrick and Dr. Murdaugh. And they discussed three items required by the president's contract: 1.) Annual Physical 2) Annual Evaluation 3) Reviewed Contract. He remarked that a great team works with the president.

ii. Board Members: Trustee Messersmith remarked that the president's evaluation reminds us how well this college is doing under his leadership. He attended the Retiree Luncheon, Coach Patti Townsend's going away celebration, commencement, and the Heroes in Public Safety Banquet and thanked VP Heather Mitchell and the foundation for the programs. Trustee Ward congratulated the president

on the award from Phi Theta Kappa, which he saw on social media. Trustee Stevens agreed with the evaluation for the president. He commended Coach John Schultz and the Forensics Team winning for bringing home a team award from nationals for the twenty-third consecutive year. He was glad to have the chance to attend the basketball game in Kansas and get to know Coach Rick Cabrera over the last year and is excited about the new incoming head basketball Coach Corey Hendren. Trustee Kilpatrick enjoyed attending the Cord Ceremony at the Veterans Success Center, commented on TCC being a top-ranked school for veterans, and mentioned that the Heroes in Public Safety Banquet was well done.

iii. President Jim Murdaugh echoed the sentiments that all of the recent celebrations were well organized and thanked the trustees for being there. We hosted Aspire Day (previously TCC2FSU) on April 28, with TCC and Florida State University representatives on hand to provide information about transfers to students and parents. We also welcomed the Big Sister/Big Brothers of the Big Bend Big Future Visit Day on April 27, organized by Anthony Jones. He thanked everyone that attended the Heroes in Public Safety Banquet and the Public Safety Day that was held at Florida Public Safety Institute. He recognized VP Mitchell and VP Sheri Rowland who did a great job of recognizing and thanking people in all the programs. Dr. Murdaugh congratulated VP Mitchell and VP Moore that attended and presented at National Association for Community College Entrepreneurship fund/SHIFT Summit. Where TCC was awarded the Community Excellence Award. The award recognized colleges that are providing exemplary support and services to veterans. Dr. Murdaugh thanked the trustees for the results of his evaluation, their kindness, and their confidence. He acknowledged the great team that is here at TCC.

APPROVAL OF MINUTES

1. April 2023 Minutes
Approve minutes as presented.

MOTION: Vice Chair Kilpatrick
Motion passed unanimously.

SECOND: Trustee Messersmith

INFORMATION AND NEWS ITEMS

VP Candice Grause shared recent media coverage; the PTK Award for the president in the Community College Daily; TCC's Men's basketball new Coach Corey Hendren; feature on Spring graduate Makaira Skeete who is a top full-time student, and works full time at CVS; Public Safety Day; Student Union renovations; baseball season wrap-up with Coach Bryan Henry, nursing program coverage in Honor of National Nurses Week; announcement of three new bachelor's degrees. Over the past month Logan Lane, Al Wynn, Tricia Rizza, and Amy Bentley, were on the TCC Tuesday segment on the Greg Tish show. Coach Hendren will soon be on show. VP Grause thanked Dr. Rowland and Dr. Stinger and their teams for organizing a wonderful commencement ceremony.

UNFINISHED BUSINESS

None

PRESENTATIONS

President Murdaugh introduced TCC's Phi Theta Kappa chapter president Nolan Turnage and TCC PTK member and TCC student Cynthia Covington. Mr. Turnage explained PTK is an honor society for community colleges. Ms. Covington nominated Dr. Murdaugh for the Shirley B. Gordon Award and spoke about why she chose TCC as her school. This award is given to College presidents and campus CEOs based on outstanding efforts given toward promoting the goals of Phi Theta Kappa and overall student success.

NEW BUSINESS

Approval of Consent Agenda

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2. Attorney Invoice – Bryant Miller Olive (March 2023)
Authorize payment of invoices as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Human Resource Report
Approve the report as presented.

Motion to Approve Consent Agenda

MOTION: Trustee Stevens **SECOND:** Trustee Ward

Motion passed unanimously.

TCC Foundation

5. TCC Foundation Update
Presented as an information item only.
6. TCC Foundation – Gift Acceptance for Piano
Accept gift as presented.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

Academic Affairs

7. Dual Enrollment Articulation Agreements with Private Schools
Approve the articulation agreements.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.
8. Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools
Approve the articulation agreements.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.

Administrative Services

9. Fund Analysis - April 2023
Presented as an information item only.
10. Construction Status Report
Presented as an information item only.
11. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.
12. ITB 2023-03 Award Recommendation
Approve the recommended Award to, All Florida Electric of Tallahassee, for the 15KV Electrical Switchgear Replacement project.
MOTION: Trustee Stevens **SECOND:** Vice Chair Kilpatrick
Motion passed unanimously.

PUBLIC COMMENT

None

WORKSHOP

VP Wills presented budget information.

PRESIDENT'S REPORT

The campus will be closed on Monday, May 29, for Memorial Day, and Monday, June 19, for Juneteenth Day.

On Tuesday, June 13, TCC will receive a proclamation from the Leon County Commission for Best and Brightest Companies, at the Leon County Commission Chambers, County Courthouse, 3:00 p.m.

Monday and Tuesday of next week, Dr. Stringer and President Murdaugh will be at Miami Dade College to talk about strengthening the Articulation agreements between our institutions. On Tuesday, Commissioner Manny Diaz will be meeting with college presidents and superintendents on how to strengthen the dual enrollment agreements with high schools and colleges.

NEXT MEETING DATE

June 20, 2023, Tuesday

Location: **Main Campus-Hinson Building**

ADJOURNMENT

Chair Lamb called for adjournment at 3:33 p.m.

Eugene Lamb Jr.
Chair

Jim Murdaugh, Ph.D.
President

MINUTES
District Board of Trustees - Presidential Evaluation Sub-Committee
Tallahassee Community College
Wakulla Environmental Institute
170 Preservation Way
Crawfordville FL. 32327

Monday, May 15, 2023

The meeting was called to order at approximately 2:00 p.m.

Members Present: Chair Eugene Lamb and Vice-Chair Jonathan Kilpatrick

Others Present: President Jim Murdaugh, Attorney Craig Knox, Human Resources Director Nyla Davis, and Bertie Culbreath.

Chair Lamb thanked everyone for being available for the President's evaluation meeting. President Murdaugh also thanked everyone for being present for his evaluation.

Human Resources Director Davis indicated that annually, on or before the first day of June, a sub-committee of the Board acting on behalf of the Board meets with the president to complete three tasks: 1.) complete the president's annual performance review, 2.) ensure the president has completed his annual comprehensive physical, and 3.) review the president's compensation.

Director Davis confirmed that the president provided a letter from the Mayo Clinic which was placed in his personnel file, satisfying the annual physical examination requirement.

She said all the performance evaluations were completed by the TCC Board of Trustees individually. The results were compiled and distributed to the President and TCC Board of Trustees. Chair Lamb said that it is an honor to evaluate the president and that the president's leadership speaks volumes about the great team at the College. Vice Chair Kilpatrick commended the evaluation of the president, which was easy to complete as it shows the college is fundamentally on a great track and bringing on the bachelor's degrees is good news.

The president's compensation was reviewed and discussed, and President Murdaugh reminded the Chair and Vice Chair that per his contract, he only receives a pay increase if the staff receives one.

The sub-committee updated the contract language and approved the contract on behalf of the District Board of Trustees of Tallahassee Community College.

The meeting was adjourned at approximately 2:10 p.m.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Attorney Invoice – Bryant Miller Olive (May 2023)

Item Description

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

Overview and Background

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

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$517.50 for May 2023.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: June 7, 2023
 Invoice No. 80834
 Client No. 25480.006

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

Purchase Order No. PO-015825 - 1

Statement of Legal Services

			Hours
05/02/2023	DMH	Review email, analyze issue and draft response	0.50
05/03/2023	DMH	Telephone conference with client (C. Grause)	0.10
05/10/2023	DMH	Review and reply to email	0.10
05/11/2023	BRR	Prepare and send zoom link for meeting	0.10
05/11/2023	DMH	Review email and reply	0.10
05/15/2023	DMH	Telephone conference with client / bargaining	0.60
05/15/2023	DMH	Draft email to opposing counsel	0.10
05/22/2023	DMH	Review email from UFF and respond	0.10
05/22/2023	DMH	Draft email to client	0.10
05/25/2023	DMH	Analyze issues new bill	0.30
Current Services			2.10
			\$517.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	2.00	\$250.00	\$500.00
Beatriz R. Ramirez	0.10	\$175.00	\$17.50

Payments

04/20/2023	Payment	ACH Rcv'd 4/20/23	50.00
05/23/2023	Payment	ACH rec'd 5/23/23 Invoice 80456	150.00

Tallahassee Community College

Invoice Date: June 07, 2023

Invoice No. 80834

Client No. 25480.006

200.00

Total Current Work	<hr/>	\$517.50
Previous Balance Due		\$0.00
Balance Due	<hr/>	\$517.50

Please Reference Client Number On Checks And Wire Transfers

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

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



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education – Test Development Center - Amendment 5

This amendment reallocates funds from Benefits to Equipment, Software, Rentals and Travel. The award amount remains the same.

Seminole State College of Florida - Subrecipient Agreement - CRRSA GEER II-Workforce Education Initiatives - Registered Apprenticeships and Pre-apprenticeship 2022-2023 - Amendment 2

This amendment reallocates funds merging two Program Specialist positions, increases Educational Materials & Supplies, and increases Equipment. The award amount remains the same.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistance - Amendment 5 & 6

These amendments reallocate funds from Contracted Services to Travel and increase the award by \$2,306,854.12. New award amount is \$3,829,925.88, including additional indirect costs of \$74,922.12.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists – Amendment 1

This amendment increases the award by \$2,501. New award amount is \$378,501.

Florida Department of Education - Best Practices of Implementing Mathematics Standards - Amendment 1

This amendment reallocates funds from Travel to Stipends, Printing, and Materials & Supplies. The award amount remains the same.

Florida Department of Education - State Standards for Computer Science- Amendment 1

This amendment reallocates funds from Stipends to Facilities. The award amount remains the same.

Florida Department of Education - Expanding Early Career and Technical Educations (CTE) College High School - Amendment 4

This amendment reallocates funds from salary and benefits to start-up cost which includes but is not limited to Contractual services, Printing, Fright & Postage, Repairs & Maintenance. The award amount remains the same.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education – Test Development Center

Amendment 3 & 4 were approved at the January 2023 Board of Trustees meeting.

Seminole State College of Florida - Subrecipient Agreement - CRRSA GEER II-Workforce Education Initiatives - Registered Apprenticeships and Pre-apprenticeship 2022-2023

Amendment 1 was approved at the February 2023 Board of Trustees meeting.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistance

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

Florida Department of Juvenile Justice - Delinquency Prevention Specialists

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

Florida Department of Education - Best Practices of Implementing Mathematics Standards

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

Florida Department of Education - State Standards for Computer Science

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

Florida Department of Education - Expanding Early Career and Technical Educations (CTE) College High School

Amendment 1 - 3 were approved at the April 2023 Board of Trustees meeting.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$74,922.12.

Recommended Action

Authorize funding for the awards and contracts as presented.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item 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
Margaret Bowman	Director of Transfer Services	Student Affairs	May 1, 2023

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Lequeshia Ford	Landscaper	Facilities	May 1, 2023
All Enriquez	Video/Multimedia Producer	Communications and Marketing	May 1, 2023
Corey Hendren	Head Coach, Men's Basketball	Athletics	May 1, 2023
Jordan Reddick	Call Center Representative	Call Center	May 8, 2023
Donald Allen	Staff Assistant	Workforce Development	May 8, 2023
Sarah Alonzo	Student Support Specialist	Admission and Records	May 9, 2023
Kenneth Carolan	Help Desk Consultant	Information Technology	May 15, 2023

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Gregory Liggett	Regional Civics Coach	Civics Literacy Program - Regions 2	May 1, 2023
Michelle Cowden-Crego	Regional Civics Coach	Civics Literacy Program - Region 4	May 1, 2023
Devon Kramer	Career Development Specialist Coordinator	Compass 180 DOC (Level 2)	May 1, 2023
Lynne Hyre	CLSD Grants Manager	CLSD Grant	May 8, 2023
Austin Todd	Technical Educator Instructor	DOC - Vocational Training	May 9, 2023
Carol Allen	Project Manager - Just Read, Florida! Office	DOE - Augmented Project Manager	May 16, 2023

Re-Appointments (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
Tammy Kinsey	Director Enrollment Call Center	Admissions and Records	June 1, 2023	May 31, 2028

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Mahmoud Abdelhadi	Event Support Specialist	IT Events Support	April 30, 2023	Resigned
Marvin Bouquette	Technology Consultant	Information Technology	May 1, 2023	Resigned
Mary Woods	Senior Environmental Services Technician	FPSI Custodial	May 2, 2023	Retired
Carla Hill-Reshard	Cashier	Cashiers Office	May 5, 2023	Resigned
Gail Haberland	Career Development Specialist	Compass 180 DOC - Suwanee C.I.	May 5, 2023	Resigned
Lindsay Tanner	Workforce Development Program Coordinator	Workforce Development	May 8, 2023	Resigned
Kathryn Lee	Nursing Clinical Faculty	Nursing Faculty	May 10, 2023	Resigned
Lisa Hughes	Career Development Specialist	Compass 180 DOC - Lawtey CI	May 10, 2023	Resigned

Joe Kean	Lead Instructor, Welding Technologies	Advanced Manufacturing	May 12, 2023	Resigned
Greg Fiveash	Systems Administrator	Information Technology	May 15, 2023	Resigned
Kyra Lee	Call Center Representative	Call Center	May 15, 2023	Resigned
Betsy Fry	Environmental Services Technician	Facilities	May 17, 2023	Resigned
Kirsten Dickey	Admissions Navigator	Admission and Records	May 23, 2023	Resigned
DeWanda Britt	Manager, Student Financial Services	Student Financial Aid	May 25, 2023	Resigned
Katoyra Cox	Career Development Specialist	Compass 180 DOC - South Florida Reception Center	May 26, 2023	Resigned
Alexander Macy	Senior Research Analyst	Institutional Research & Planning	May 26, 2023	Resigned
Lauren Wade	Workforce Development - Programs	DOE - CTE Outreach and Recruitment	May 30, 2023	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Sarah Smitherman	Professor	Communications and Humanities	Chipola College	Developing & Teaching MMC 1000
Margaret Bowman	Director of Transfer Services	Student Affairs	Workforce Evolved, Inc.	Consultant

Seeking to Hold Political Office Requests (All Employees)

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

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Gavin Purser	Maintenance Technician II	Facility Maintenance	May 1, 2023	Maintenance Technician I
Esra Ozdemir	Assessment Coordinator	DOE - Postsecondary Assessment	May 11, 2023	Postsecondary Assessment Specialist
Louis See	Instructor and Retention Specialist	Adult Education Programs	May 17, 2023	Adult Education Adjunct Instructor
Hakeem Holmes	Program Manager, Rebuild Florida	DEO - Rebuild Florida	May 22, 2023	Professional Service Contract



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

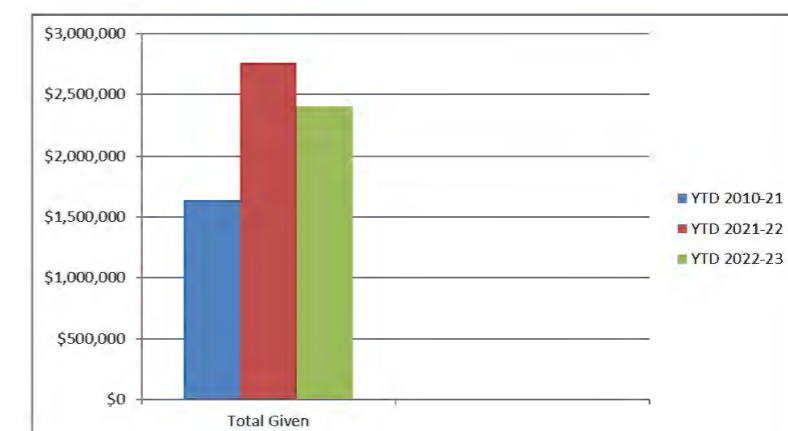
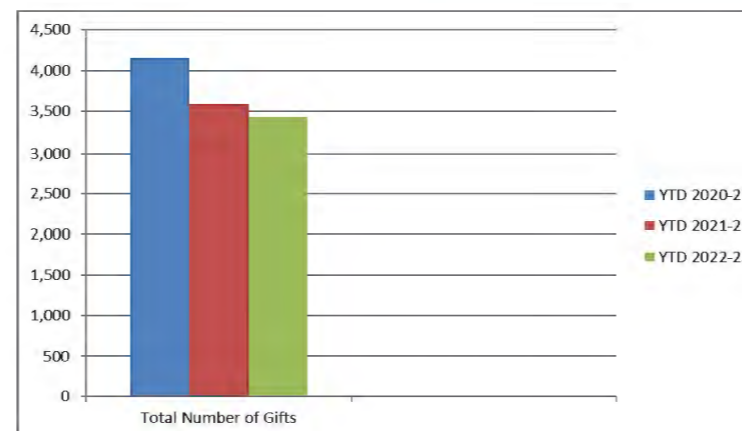
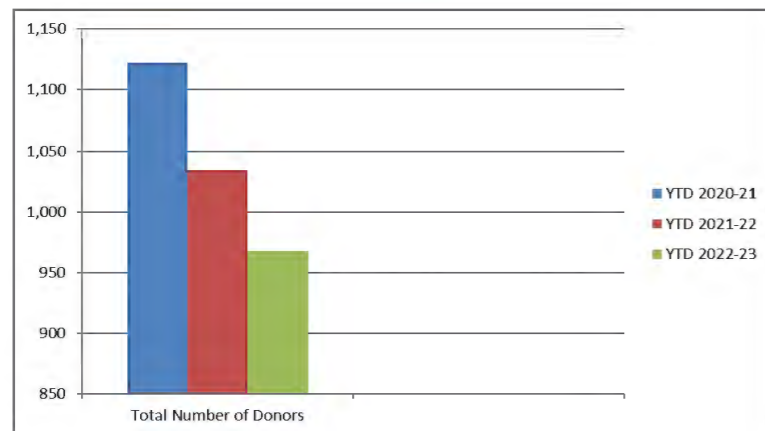
Presented as an information item only.

TCC Foundation - Financial Update FY 22/23 July - May

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received	\$1,642,299	\$2,761,552
	Scholarship amount	\$783,767	\$599,836	\$960,536
	Program support amount	\$505,370	\$894,056	\$949,679
	Facility support amount	\$146,300	\$80,858	\$151,928
	Unrestricted support amount	\$206,862	\$186,802	\$340,681
	Number of Donors	1,122	1,035	968
	Number of Gifts	4,159	3,585	3,422
	Blueprint Donation		1,000,000	
	Net assets of the TCC Foundation	\$22,669,058	\$20,069,056	\$20,751,748

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Total Received for Alumni	\$198,082	\$193,230
	Number of Donors	180	138	127
	Number of Gifts	1,021	802	723

TCC Foundation		YTD 20/21	YTD 21/22	YTD 22/23
		Cash	\$1,642,299	\$2,751,824
	Gift in Kind	\$0	\$9,728	\$18,000
	Number of Planned Gifts Confirmed	3	4	5
	Total Raised - Pledges Received	\$402,914	\$436,583	\$820,090
	Grants Received			28 grants total \$8,611,622
	Grants Applied For			36 grants total \$20,540,802
	Pledges Expected by 6/30/2023			\$210,128





June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Annual, Continuing and Post Award Contract Recommendations

Item Description

This item describes the status of full-time faculty at TCC and recommends certain faculty for either annual or continuing contract.

Overview and Background

For 2022-2023, TCC had 182 full time faculty employed. Of those, 118 were on continuing contract, 62 were on annual contract and 2 were on temporary contracts.

Of the 118 faculty on continuing contract, 26 developed post-award review portfolios for our post-award process. All full time faculty continue to be reviewed annually; post-award portfolios consist of selected work from a five-year period of annual reviews. Of those on post-award review, all 26 faculty successfully completed the post-award review.

Of the 62 faculty on annual contract, there are currently 10 faculty on annual contract working toward continuing contract. Nine faculty are being recommended for continuing contract based on at least five years of review and satisfactory growth. One faculty is being recommended for an additional year of annual contract.

The remaining 53 annual faculty are finishing their first, second, third, or fourth year at TCC, and they are progressing well as new faculty. Of these, five have resigned, one was terminated, and one was non-renewed. A total of 46 faculty are being recommended for an annual contract for the 2023-2024 academic year.

Two temporary non-continuing faculty's contracts are ending. They were hired for Fall 2022 and Spring 2023 to temporarily fill unexpected vacancies.

Funding/ Financial Implications

All positions are funded, no new funds are needed.

Past Actions by the Board

TCC's Collective Bargaining Agreement, Article 11 describes annual and continuing contracts at TCC and requires Board of Trustees approval

Recommended Action

Approve the recommendations for annual, continuing and post award contracts in the attached list.

June 20, 2023

Recommended for Annual Contract:

Brendan Gressel

Business, Industry and Technology

Charles Cadenhead

Business, Industry and Technology

Frank Trombino

Business, Industry and Technology

Gene Tanner

Business, Industry and Technology

Jasun Burdick

Business, Industry and Technology

Jessica Jones

Business, Industry and Technology

Kelly Garland

Business, Industry and Technology

Amanda Wallace

Communications and Humanities

Amber Cresgy

Communications and Humanities

Ceron Bryant

Communications and Humanities

Megan Mahoney

Communications and Humanities

Alexa Doran

Communications and Humanities

Angie Cherry

Healthcare Professions

Brittany Sullivan

Healthcare Professions

Caitlin Williams

Healthcare Professions

Carol Andresen

Healthcare Professions

Christina Muench

Healthcare Professions

Elizabeth Fillingim

Healthcare Professions

Gaynell Brown

Healthcare Professions

Jeffrey Fillingim

Healthcare Professions

Jeremy Wortham

Healthcare Professions

Jo Hendricks

Healthcare Professions

Kayse Green

Healthcare Professions

Lorinda Simon

Healthcare Professions

Lynn Sleeth

Healthcare Professions

Makeshia Barnes

Healthcare Professions

Rachel Tola

Healthcare Professions

Tammy Paarlberg

Healthcare Professions

Yashica Clark

Healthcare Professions

Angela Muchovej

Sciences and Mathematics

Beth Huettel

Sciences and Mathematics

Brett Gourley

Sciences and Mathematics

David Hoover

Sciences and Mathematics

Harlon Hawthorne

Sciences and Mathematics

Jorge Monreal

Sciences and Mathematics

Joseph McNeil

Sciences and Mathematics

KeKe Washington

Sciences and Mathematics

Krishna Patel

Sciences and Mathematics

Michal Paul

Sciences and Mathematics

Nancy Domm

Sciences and Mathematics

Suliman Ayad

Sciences and Mathematics

Tamara Moore

Sciences and Mathematics

Will Owens

Sciences and Mathematics

Iris Pendelton	Social Sciences
Leticia Henderson Baker	Social Sciences
Sarah Ainsworth	Social Sciences

Recommended for Continuing Contract:

Brett Cook	Business, Industry and Technology
Ljiljana Obradovic-Edmiston	Communications and Humanities
Jules Bailey	Library Services
Cindy Lee	Sciences and Mathematics
David McNutt	Sciences and Mathematics
Gregory Brown	Sciences and Mathematics
Johnny Petit	Sciences and Mathematics
Gina O'Neal-Moffitt	Social Sciences
Sara Marchessault	Social Sciences

Recommended for Continuing Contract - Post Award:

Amy Bentley	Business, Industry and Technology
Gideon Nnaji	Business, Industry and Technology
Karen Washington	Business, Industry and Technology
Stephanie Spike	Business, Industry and Technology
Braze Brickwedel	Communications and Humanities
Brenda Reid	Communications and Humanities
Gina Henderson	Communications and Humanities
Jen Robinson	Communications and Humanities
Kenya Thompkins	Communications and Humanities
Larry Crombie	Communications and Humanities
Lindsey Smitherman-Brown	Communications and Humanities
Maria Suarez	Communications and Humanities
Robert Fleischmann	Communications and Humanities
Rosalinda Wright	Communications and Humanities
Jon Berryman	Healthcare Professions
Suzanne Dean	Healthcare Professions
Brandie DelRossi	Sciences and Mathematics
Leslie Wooten	Sciences and Mathematics
Raksha Patel	Sciences and Mathematics
Vijay Subramanian	Sciences and Mathematics
Wilbert Butler	Sciences and Mathematics
Brian Kupfer	Social Sciences
Cicely Brantley	Social Sciences
Edward Duggan	Social Sciences
Lisa Garner	Social Sciences
Patrick McDermott	Social Sciences

Recommended for Non-Renewal:

Malcolm Armstrong	Communications and Humanities
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June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Laboratory/Course and Distance Learning Fees for 2023-2024

Item Description

This item references the proposed laboratory/course and distance learning fees for 2023-2024.

Overview and Background

Florida Statutes 1009.22(9) and 1009.23(12) state that each *Florida College System institution's board of trustees is authorized to establish user fees such as laboratory fees, duplicating/photocopying fees, testing fees, etc.* State Board Rule 6A-14.054 also states that each board of trustees may establish user fees in addition to tuition fees for services and incur costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students receiving those goods or services. User fees differ from state-authorized fees charged per student per credit hour, such as a financial aid fee, capital improvement fee, student activity fee, and technology fee.

At TCC, laboratory/course fees are assessed to students enrolled in classes that, because of their nature, require special funding not provided by regular tuition. Examples of those items include but are not limited to the following: specialized instructional software and equipment, instructional videos, industry certification exams, and liability insurance.

TCC has a total of 183 laboratory/course fees, of which 32% are being decreased, 48% are unchanged, and 20% are being increased.

The auditor general's office audits the collection and expenditure of fees regularly. Additionally, TCC annually reviews all fees to ensure that the cost does not exceed the amount necessary to offset the cost of the items consumed during the student's instructional activities.

Funding/ Financial Implications

The fees to be charged are visible to students in the course schedule. The College's budget for the 2023-2024 year will incorporate the collection of fees approved by the Board.

Past Actions by the Board

The Board approves these fees annually.

Recommended Action

Approve the laboratory/course and distance learning fees.

Laboratory Fees Decreased or Removed

Division	Course ID	Course Name	22-23 Amount	Requested Amount for 23-24	Comments
BIT	ECO 2013	Principles of Economics: Macro	\$20.00	\$0.00	
BIT	ECO 2023	Principles of Economics: Micro	\$20.00	\$0.00	
BIT	EGN 1111C	Introduction to Engineering Graphics	\$40.00	\$0.00	
BIT	EGN 2112C	Computer Application in Drafting and Design	\$40.00	\$0.00	
BIT	ETD 1320	Introduction to AutoCAD	\$40.00	\$0.00	
BIT	ETD 2340	Advanced AutoCAD	\$40.00	\$0.00	
BIT	ETD 2390	3D AutoCAD/REVIT	\$40.00	\$0.00	
BIT	GRA 2103C	Computer Based Design I	\$10.00	\$0.00	
BIT	SUR 2390	GIS Application	\$24.00	\$0.00	
CH	PGY 1800C	Digital Photography	\$44.00	\$0.00	
FPSI	CJD 0199	Emergency Medical Dispatcher	\$44.00	\$0.00	
FPSI	CJD 0448	First Academy Responder First Responder	\$172.00	\$0.00	
FPSI	CJD 0520	Public Safety Telecommunications	\$102.00	\$0.00	
FPSI	CJT 0801	Armed Private Security	\$110.00	\$0.00	
FPSI	CJT 0803	Private Security Officer	\$55.00	\$0.00	
FPSI	FFP 0031	Firefighter II	\$442.00	\$430.00	
HCP	DEA 1805L	Clinic Practice and Procedures Lab	\$91.00	\$0.00	
HCP	DEA 1855L	Clinic Practice and Procedures II Lab	\$57.00	\$0.00	
HCP	DEH 1002L	Dental Hygiene Preclinic Lab	\$107.00	\$60.00	
HCP	DES 1200L	Dental Radiology Lab	\$30.00	\$0.00	
HCP	DEH 1800L	Dental Hygiene I Clinic	\$55.00	\$0.00	
HCP	DEH 1802L	Dental Hygiene II Clinic	\$154.00	\$63.00	
HCP	DEH 2602L	Periodontology Lab	\$73.00	\$0.00	
HCP	DEH 2804L	Dental Hygiene III Clinic	\$111.00	\$0.00	
HCP	EMS 1059C	First Responder	\$73.00	\$59.00	
HCP	EMS 1119L	EMT Lab	\$51.46	\$9.00	
HCP	EMS 2605L	Paramedic 3 Lab	\$102.48	\$95.00	
HCP	NUR 1021C	Nursing Process 1	\$400.00	\$320.00	
HCP	NUR 1241C	Nursing Process 2	\$370.00	\$209.00	
HCP	NUR 1421C	Reproductive Health	\$178.00	\$158.00	
HCP	NUR 2243C	Nursing Process 3	\$360.00	\$220.00	
HCP	NUR 2818C	Nursing Process 4	\$370.00	\$205.00	
HCP	RET 1026L	Fundamentals in Respiratory Care Lab	\$104.00	\$53.00	
HCP	RET 1874L	Clinical Practice I	\$41.00	\$22.00	
HCP	RET 1875L	Clinical Practice II	\$29.00	\$5.00	
HCP	RET 2714L	Pediatrics and Neonatology Lab	\$39.00	\$18.00	
HCP	RET 2876L	Clinical Practice III	\$14.00	\$5.00	
HCP	RET 2877L	Clinical Practice IV	\$33.00	\$18.00	
HCP	RET 2878L	Clinical Practice V	\$193.00	\$168.00	
HCP	STS 1302L	Introduction to Surgical Technology Lab and Clinical	\$122.00	\$82.00	
HCP	STS 1310L	Surgical Techniques and Procedures Lab and Clinical	\$122.00	\$82.00	
HCP	STS 2324L	Surgical Procedures II Simulation Lab	\$123.00	\$65.00	
SM	BSC 1084C	Human Biology: Essentials of Anatomy and Physiology	\$35.00	\$6.00	
SM	CHM 1030L	Chemistry for Allied Health Sciences Laboratory	\$30.00	\$0.00	
SM	MAC 1105	College Algebra	\$45.00	\$35.00	
SM	MAC 1105C	College Algebra with co-requisite	\$45.00	\$35.00	
SM	MAT 1033	Intermediate Algebra	\$45.00	\$35.00	

WD	ACR 0001	Air Conditioning, Refrigeration and Heating Assistant	\$155.00	\$140.00	
WD	ACR 0012	Air Conditioning, Refrigeration and Heating Mechanic 1	\$155.00	\$140.00	
WD	ACR 0044	Air Conditioning, Refrigeration and Heating Mechanic Technician	\$124.00	\$90.00	
WD	CTS 0018	Cybersecurity Associate	\$415.00	\$385.00	
WD	ETI 0450	Industrial Machinery Maintenance Assistant	\$963.00	\$842.00	
WD	ETI 0456	Machinery Maintenance Mechanic	\$271.00	\$226.00	
WD	OTA 0041	Front Desk Specialist	\$45.00	\$20.00	
WD	OTA 0651	Medical Administrative Specialist	\$240.00	\$223.00	
WD	PMT 0020	Machinist Helper	\$482.00	\$286.00	
WD	PMT 0072	Welder, SMAW 1	\$635.00	\$583.00	

Laboratory Fees Maintained

Division	Course ID	Course Name	22-23 Amount	Requested Amount for 23-24	Comments
		Distance Learning Fee	\$10.00	\$10.00	Fee per credit hour
BIT	ACG 2450	Computer Accounting	\$20.00	\$20.00	
BIT	CET 1600	Introduction to Networks	\$10.00	\$10.00	
BIT	CET 1610	Switching, Routing, and Wireless Essentials	\$10.00	\$10.00	
BIT	CET 2615	Enterprise Networking, Security, and Automation	\$10.00	\$10.00	
BIT	CET 2620	The Internet of Things	\$10.00	\$10.00	
BIT	CGS 1060	Computer and Internet Literacy	\$25.00	\$25.00	
BIT	COP 1000	Programming Concepts	\$25.00	\$25.00	
BIT	CTS 1220C	Microsoft Specialist :Word	\$25.00	\$25.00	
BIT	CTS 1230C	Microsoft Specialist: Power Point	\$25.00	\$25.00	
BIT	CTS 1760C	Microsoft Specialist: Outlook	\$25.00	\$25.00	
BIT	CTS 2225C	Microsoft Specialist: Excel	\$25.00	\$25.00	
BIT	CTS 2401C	Microsoft Specialist: Access	\$25.00	\$25.00	
BIT	ETM 2315C	Hydraulics and Pneumatics	\$15.00	\$15.00	
BIT	ETS 1511C	Motors and Controls	\$15.00	\$15.00	
FPSI	CJK 0002	Introduction to Law Enforcement	\$5.00	\$5.00	
FPSI	CJK 0016	Communication	\$5.00	\$5.00	
FPSI	CJK 0018	Legal	\$5.00	\$5.00	
FPSI	CJK 0019	Interviewing and Report Writing	\$5.00	\$5.00	
FPSI	CJK 0021	Serving Your Community	\$5.00	\$5.00	
FPSI	CJK 0031	First Aid for Criminal Justice Officers	\$85.00	\$85.00	
FPSI	CJK 0051	Criminal Justice Defensive Tactics	\$119.00	\$119.00	
FPSI	CJK 0063	Fundamentals of Patrol	\$5.00	\$5.00	
FPSI	CJK 0072	Crimes Against Persons	\$5.00	\$5.00	
FPSI	CJK 0073	Crimes Involving Property and Society	\$5.00	\$5.00	
FPSI	CJK 0079	Crime Scene Follow-up Investigations	\$5.00	\$5.00	
FPSI	CJK 0093	Critical Incidents	\$5.00	\$5.00	
FPSI	CJK 0096	Criminal Justice Officer Physical Fitness Training/Law Enforcement	\$223.00	\$223.00	
FPSI	CJK 0260	Introduction to Correctional Probation	\$11.00	\$11.00	
FPSI	CJK 0264	Legal Foundations for Correctional Probation Officers	\$11.00	\$11.00	

FPSI	CJK 0265	Communications	\$11.00	\$11.00	
FPSI	CJK 0266	Intake and Orientation	\$11.00	\$11.00	
FPSI	CJK 0267	Caseload Management for Correctional Probation	\$11.00	\$11.00	
FPSI	CJK 0268	Supervision of Offenders	\$11.00	\$11.00	
FPSI	CJK 0269	Field Supervision	\$11.00	\$11.00	
FPSI	CJK 0281	Criminal Justice Officer Physical Fitness Training	\$127.00	\$127.00	
FPSI	CJK 0300	Introduction to Correction	\$9.00	\$9.00	
FPSI	CJK 0305	Communications	\$9.00	\$9.00	
FPSI	CJK 0310	Officer Safety	\$9.00	\$9.00	
FPSI	CJK 0315	Facilities & Equipment	\$9.00	\$9.00	
FPSI	CJK 0320	Intake & Release	\$9.00	\$9.00	
FPSI	CJK 0325	Supervising in a Correctional Facility	\$9.00	\$9.00	
FPSI	CJK 0330	Supervising Special Populations	\$9.00	\$9.00	
FPSI	CJK 0335	Responding to Incidents & Emergencies	\$9.00	\$9.00	
FPSI	CJK 0340	Officer Wellness & Physical Abilities	\$112.00	\$112.00	
FPSI	CJK 0400	Traffic Incidents	\$5.00	\$5.00	
FPSI	CJK 0401	Traffic Stops	\$5.00	\$5.00	
FPSI	CJK 0402	Traffic Crash Investigations	\$5.00	\$5.00	
FPSI	CJK 0403	DUI Traffic Stops	\$5.00	\$5.00	
FPSI	CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	\$66.00	\$66.00	
FPSI	CWE 0003	Application Based Scenario (NO WEB ASSIST)	\$50.00	\$50.00	
FPSI	CWE 0003	FPSI State Exam Review (NO WEB ASSIST)	\$50.00	\$50.00	
HCP	DEA 2832C	Expanded Functions 1	\$33.00	\$33.00	
HCP	EMS 1119	EMT Lecture	\$30.00	\$30.00	
HCP	EMS 1431L	EMT Clinical	\$17.50	\$17.50	
HCP	EMS 2603L	Paramedic 1 Lab	\$127.00	\$127.00	
HCP	EMS 2604L	Paramedic 2 Lab	\$96.00	\$96.00	
HCP	EMS 2605	Paramedic 3 Lecture	\$191.50	\$191.50	
HCP	EMS 2666L	Paramedic 1 Clinical	\$17.50	\$17.50	
HCP	RET 2264L	Advanced Procedures in Respiratory Care I Lab	\$24.00	\$24.00	
HCP	RET 2936	Topics in Respiratory Care	\$50.00	\$50.00	
HCP	RTE 1804	Clinical Education I	\$17.50	\$17.50	
HCP	RTE 1814	Clinical Education II	\$17.50	\$17.50	
HCP	RTE 1824	Clinical Education III	\$17.50	\$17.50	
HCP	RTE 2834	Clinical Education IV	\$17.50	\$17.50	
HCP	RTE 2844	Clinical Education V	\$17.50	\$17.50	
HCP	RTE 2854	Clinical Education VI	\$17.50	\$17.50	
SM	BSC 1005L	Introduction to Biological Sciences	\$28.00	\$28.00	
SM	BSC 2010L	Biology for Science Majors Laboratory I	\$23.00	\$23.00	
SM	BSC 2011L	Biology for Science Majors Laboratory II	\$31.00	\$31.00	
SM	BSC 2085L	Anatomy and Physiology I Laboratory	\$14.00	\$14.00	
SM	BSC 2086L	Anatomy and Physiology Laboratory II	\$20.00	\$20.00	
SM	CHM 2210L	Organic Chemistry I Laboratory	\$110.00	\$110.00	
SM	ESC 1000L	Earth and Its Environment Laboratory	\$14.00	\$14.00	
SM	MCB 2004L	Microbiology Laboratory	\$51.00	\$51.00	
SM	PHY 1053L	Elementary College Physics Laboratory I	\$32.00	\$32.00	
SM	PHY 1054L	Elementary Physics Laboratory II	\$33.00	\$33.00	
SM	PHY 2048L	General Physics Laboratory I	\$28.00	\$28.00	
SM	PHY 2049L	General Physics Laboratory II	\$31.00	\$31.00	

SM	STA 2122	Introduction to Applied Statistics	\$25.00	\$25.00	
WD	ACR 0013	Air Conditioning, Refrigeration and Heating Mechanic 2	\$161.00	\$161.00	
WD	CTS 0019	Information Security Manager	\$252.00	\$252.00	
WD	OTA 0040	Information Technology Assistant	\$380.00	\$380.00	
WD	PMT 0022	Machinist Operator	\$244.00	\$244.00	
WD	PMT 0024	Machinist Setup Operator	\$332.00	\$332.00	
WD	PMT 0025	Machinist	\$335.00	\$335.00	
WD	PMT 0026	CNC Production Technician 1	\$417.00	\$417.00	
WD	PMT 0027	CNC Production Technician 2	\$235.00	\$235.00	

Laboratory Fees Increased

Division	Course ID	Course Name	22-23 Amount	Requested Amount for 23-24	Comments
BIT	CGS 2517	Spreadsheets for Business	\$0.00	\$25.00	GMetrix/JasperActive platforms and certification exam
BIT	CIS 2352	Ethical Hacking	\$40.00	\$54.00	Software subscription price increase
BIT	COP 2840	Internet Programming	\$0.00	\$35.00	Software for the CodeLab to practice coding and receive immediate feedback
BIT	CTS 2123	Network Defense and Counter Measures	\$40.00	\$54.00	Software subscription price increase
BIT	CTS 2381	Computer Hacker Forensic Investigator	\$40.00	\$54.00	Software subscription price increase
FPSI	CJK 0020	Law Enforcement Vehicle Operations	\$239.00	\$262.00	Increase in instructional materials
FPSI	CJK 0040	Criminal Justice Firearms	\$450.00	\$495.00	Increase in instructional materials
FPSI	FFP 0030	Firefighter I	\$611.00	\$656.00	Increase in instructional materials
HCP	DEA 1030L	Dental Assisting Preclinic Lab	\$62.00	\$96.00	Increase in lab supplies
HCP	DEA 2833C	Expanded Functions II	\$137.00	\$167.00	Increase in lab supplies
HCP	DES 2100L	Dental Materials Lab	\$160.00	\$183.00	Increase in lab supplies
HCP	EMS 2603	Paramedic 1 Lecture	\$85.00	\$90.00	Increase in instructional materials
HCP	HSC 1000L	Orientation to Peroperative Services Lab	\$0.00	\$82.00	Instructional materials and insurance
HCP	NUR 2350C	Pediatric Health	\$139.00	\$182.00	Simulation and lab education supplies
HCP	NUR 2004C	Transition to RN 1	\$0.00	\$546.00	Simulation and lab education supplies
HCP	NUR 2007C	Transition to RN 2	\$0.00	\$159.00	Simulation and lab education supplies
HCP	NUR 2036C	Transition to RN 3	\$0.00	\$327.00	Simulation and lab education supplies
HCP	RET 2265L	Advanced Procedures in Respiratory Care II Lab	\$24.00	\$44.00	Increase in lab supplies
HCP	STS 2945	Surgical Technologist II Clinical	\$0.00	\$18.00	Liability Insurance
SM	CHM 1045	General Chemistry I	\$25.00	\$35.00	Increase Subscription Lumen Learning Instructional Materials (OER)
SM	CHM 1045L	General Chemistry Laboratory I	\$20.00	\$61.00	Increase in lab supplies
SM	CHM 1046	General Chemistry II	\$25.00	\$35.00	Increase Subscription Lumen Learning Instructional Materials (OER)
SM	CHM 1046L	General Chemistry Laboratory II	\$49.00	\$92.00	Increase in lab supplies
SM	CHM 2211L	Organic Chemistry II Laboratory	\$106.00	\$115.00	Increase in lab supplies
SM	MAC 1114	Precalculus Trigonometry	\$25.00	\$35.00	Increase Subscription Lumen Learning Instructional Materials (OER)
SM	MAC 1140	Precalculus Algebra	\$25.00	\$35.00	Increase Subscription Lumen Learning Instructional Materials (OER)
SM	MAC2311	Calculus I	\$0.00	\$35.00	Subscription Lumen Learning Instructional Materials (OER)
SM	MAC2312	Calculus II	\$0.00	\$35.00	Subscription Lumen Learning Instructional Materials (OER)
SM	MGF 1106	Liberal Arts I	\$25.00	\$35.00	Increase Subscription Lumen Learning Instructional Materials (OER)
TS	MAT 0018	Foundations of Mathematics I	\$0.00	\$35.00	Adoption of Web Assign Instructional Materials
TS	MAT 0028	Foundations of Mathematics II	\$0.00	\$35.00	Adoption of Web Assign Instructional Materials
WD	OTA 0631	Medical Office Technologist	\$90.00	\$137.00	Increase in supplies
WD	PMT 0070	Welder, Assistant 1	\$918.00	\$995.00	Increase in liability insurance, OSHA 1926 Safety Card, supplies, subscription to NCCER certification
WD	PMT 0071	Welder, Assistant 2	\$635.00	\$1013.00	Increase in supplies and Certification Exam
WD	PMT 0073	Welder, SMAW 2	\$635.00	\$787.00	Increase in supplies and subscription to NCCER Certification Exam
WD	PMT 0074	Welder	\$1934.00	\$1,974.00	Increase in supplies and subscription to NCCER Certification System
WD	TRA 0080	Tractor Trailer Truck Driver	\$2,165.00	\$4,091.00	Increase in instructional materials



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Public Charter School Dual Enrollment Articulation Agreement

Item Description

This item presents a Dual Enrollment Articulation Agreement between the College and Tallahassee Collegiate Academy.

Overview and Background

In compliance with Florida Statute 1007.271(4), the members of the Articulation Councils of three districts in the Tallahassee Community College service district for annual approval as required by Florida law. This item also includes an additional agreement with a public charter school in our service district.

The agreements identify College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; they define college readiness scores and high school and college GPA requirements as well as procedures for exceptions; they identify maximum and minimum course loads; they specify responsibilities for testing and record keeping; and they include other procedures and timelines.

This item includes the following charter school: Tallahassee Collegiate Academy.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus during the fall and spring terms. This includes online courses. School districts do not pay tuition and fees for students who take courses on the high school campus. However, the school districts are responsible for reimbursing the college the salary of a TCC-employed instructor teaching on the high school campus. Additionally, during the summer, the school districts are not charged tuition or cost for instructional materials, regardless of where the course is taught. TCC will submit reimbursement requests to the Florida Department of Education for summer enrollments and instructional materials.

Past Actions by the Board

The Board approves these agreements annually.

Recommended Action

Approve the articulation agreement.

2023 – 2024 Dual Enrollment Articulation Agreement

Tallahassee Collegiate Academy 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 Tallahassee Collegiate Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

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

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For 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 Early Admission Students

Step 1: Complete TCC Online Application.

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

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

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

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

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

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

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

Withdrawing from classes and Schedule Changes

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

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

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

Sumer Enrollment

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

Maximum Course Loads

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

Testing and Alternative Placements for Dual Enrollment Eligibility

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

P.E.R.T.			
Reading	106		ENC 1101
Writing	103		
Mathematics	114 -122		MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	123		MAC 1105, STA 2023
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107
Mathematics	21		MAC 1105, STA 2023
Grade 10 FSA Reading			
Reading	362		ENC 1101
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101

English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Through January 2020)		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Since September 2019)		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
End-of-Course Assessments		
Algebra I 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	ENC1101
English IV Honors	and 3.0 GPA	

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** English **and** Reading.

Students who wish to enroll in dual enrollment prior to completing the 10th grade FSA or Florida Statewide Assessment Test will be required to place into college-level

Mathematics **and** English **and** Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10th grade 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 2.0 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.0 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

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

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

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

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

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

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

2023-2024 Deadlines for High Schools:

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

April 26 th , 2024	TCC Last Day of Class	
May 6 th , 2024	Deadline to submit grades to TCC	High school
May 7 th , 2024	TCC transcripts will be delivered to high schools	

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

There are no exceptions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

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

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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 Tallahassee Collegiate Academy, 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, School Board of Directors
Tallahassee Collegiate Academy Board

Date

Principal, Tallahassee Collegiate Academy



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Private School Dual Enrollment Articulation Agreement

Item Description

This item presents a Dual Enrollment Articulation Agreement between the College and Capital Preparatory School

Overview and Background

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

Funding/ Financial Implications

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

Past Actions by the Board

The Board approves these agreements annually.

Recommended Action

Approve the articulation agreement.

2023 – 2024 Dual Enrollment Articulation Agreement

Capital Preparatory 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 Capital Preparatory, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

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

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

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

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

Application Process for New Dual Enrollment Students

Step 1: Complete TCC Online Application.

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

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

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

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

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

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

Application Process for Early Admission Students

Step 1: Complete TCC Online Application.

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

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

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

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

Withdrawing from classes and Schedule Changes

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

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

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

Sumer Enrollment

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

Maximum Course Loads

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

Testing and Alternative Placements for Dual Enrollment Eligibility

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

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

Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107
Mathematics	21		MAC 1105, STA 2023
Grade 10 FSA Reading			
Reading	362		ENC 1101
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1106, MGF1107
PreACT			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Through January 2020)			
Reading	83		ENC 1101
Sentence Skills	83		
Elem. Algebra	72		MAC1105C, MAT1033, MGF1106, MGF1107
ACCUPLACER, The College Board (Since September 2019)			
Reading	245		ENC 1101
Writing	245		
QAS (Quantitative Reasoning, Algebra, Stats)	242		MAC1105C, MAT1033, MGF1106, MGF1107
End-of-Course Assessments (Taken at a Florida Public High School)			
Algebra 1 or Geometry End-of-Course Assessment	4		MAC1105C, MAT1033, MGF1106, MGF1107

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

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

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

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

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

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

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

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

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

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

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

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

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

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

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

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

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

2023-2024 Deadlines for High Schools:

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

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

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

There are no exceptions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2022-23 academic year.

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

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

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2022-23 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

IN WITNESS WHEREOF, the School Board of Capital Preparatory, 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, Capital Preparatory School Board

Date

Principal, Capital Preparatory



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Academic Curriculum Changes

Item Description

This item presents new program and course proposals and revisions.

Overview and Background

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curricula. The committee works to ensure that TCC is offering high quality programs that enables students to grow, succeed and stay globally competitive.

After a review of the statewide occupation demand list, the College is proposing 32 new A.S. programs and courses to meet the workforce needs in high demand, high wage jobs. Twenty of the new programs are in the STEM discipline and will align with the new STEM Charter High School. Also, some of the programs will lead to future Bachelor of Applied Science (BAS) degrees to provide several pathways for students and the community. The proposed new programs align with TCC's strategic priority to provide demand driven programs to meet the needs of area employers.

Additionally, the College is also proposing several program changes and course revisions. These changes are proposed based on modifying curriculum based on advisory board suggestions.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved curriculum changes each year.

Recommended Action

Approve the proposed curriculum changes.

NEW PROGRAMS

* denotes a new course

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 (600 clock hours)

Our previous program was a 1,350-clock-hour training program that took two years to complete. This program is the second half of the new option that allows students to continue to build upon the certifications and skills after completing the Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 program, approved in Fall 2022. HVAC is projected to grow by 9.3% between 2022-2030, with a median hourly wage of \$22.56.

Program courses:

ACR0013	HVAC/R Intermediate Service Practices (250)
ACR0044	HVAC/R Advanced Service Practices (350)

The following new A.S. and A.A.S. programs that align with the new STEM Charter High School, future Bachelor of Applied Sciences (BAS) degrees, and career academies in high schools provide several benefits for students and the community.

Accounting Technology, A.S. (60 credits)

The field of accounting and bookkeeping is projected to grow by 1.8% between 2022-2030, with a median hourly wage of \$18.54.

Program courses:

ACG2001*	Principles of Accounting I (3)
ACG2011*	Principles of Accounting II (3)
ACG2021	Financial Accounting (3)
ACG2071	Managerial Accounting (3)
CGS1060	Computer and Internet Literacy (3)
GEB1011	Introduction to Business (3)
ACG2450	Computer Accounting (3)
MAN2021	Introduction to Management (3)
ECO2013	Principles of Economics: Macro (3)
TAX2000	Income Tax Accounting (3)
FIN1100	Personal Finance (3)
MNA2130	Business Communication (3)
BUL2241	Legal Concepts of Business (3)
CGS1510*	Excel Data Analysis (3)
MAR2011	Principles of Marketing (3)
MNA1161	Introduction to Customer Service (3)
ISM2200	Applied Business Analytics (3)

Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S. (64 credits) **STEM**

The HVAC field is projected to grow by 9.3% between 2022-2030, with a median hourly wage of \$22.56.

Program courses:

ACR1008*	Principles of A/C and Refrigeration (3)
ACR1101*	Applied Electricity I (Air Conditioning) (3)
ACR1112*	Basic Electricity for A/C and Refrigeration (3)
ACR1103*	HVAC Control Systems (3)
ACR1113*	Applied Electricity II (Air Conditioning) (3)
ACR1208*	Refrigerant Recovery and Reclaim (1)
ACR1611*	Heat (3)
ACR1612*	Heat Pump Systems (3)
ACR1740*	Components of Refrigeration (3)
ACR2067*	Heating and Cooling Load Calculations (3)
ACR2071*	Air Conditioning and Heating Service Management (3)
ACR2421*	Duct Systems (Air Conditioning and Heating) (3)
ACR2745*	Light Commercial Refrigeration and A/C (3)
ETM1111*	Energy in Building Design (3)
ACR1730*	R-410A Certification (1)
ACR1760*	Alternative Energy Applied to HVAC (4)
ACR1946*	Refrigeration and A/C Cooperative Work Experience (4)

Animation & Game Art, A.S. (60 credits) **STEM**

The Animation & Game Art field is projected to grow by 5.3% between 2022-2030, with a median hourly wage of \$29.93.

Program courses:

DIG1111*	Digital Character Design (3)
DIG1132*	Digital Art and Design (3)
DIG1302*	3D Modeling (3)
DIG1430*	Storyboarding (3)
DIG1437*	Narrative Storyboarding (3)
DIG2113*	Post Production & Editing (3)
DIG2304*	Character Animation (3)
DIG2318* or CAP2048*	Animation Studio 1 (4) or Game Development Project I (4)
DIG2319* or CAP2920C*	Animation Studio 2 (4) or Game Development Project II (4)
DIG2370*	Character Modeling & Rigging (4)
DIG2391C*	Animation Studio 3 (4)
DIG2396C*	Motion Capture (4)

Applied Artificial Intelligence, A.S. (60 credits) STEM

The Applied Artificial Intelligence field is projected to grow by 5.3% between 2022-2030, with a median hourly wage of \$48.41.

Program courses:

CAI1603C*	Artificial Intelligence (AI) Thinking (3)
CAI2651C*	Machine Learning Foundations (3)
CAP2652C*	Introduction to Natural Language Processing (3)
COP1047C*	Introduction to Python Programming (4)
CAP2450C*	Introduction to Computer Vision (4)
COP2800	Introduction to Java Programming (3)
PHI2680*	Artificial Intelligence and Ethics (3)
CAI2921C*	Artificial Intelligence Applications Solutions (4)
CAP1788*	Introduction to Data Analytics (4)
CAP2761C*	SQL for Data Analytics (4)
CGS1540C*	Database Concepts and Design (4)
CTS1120*	Cybersecurity Fundamentals (3)
GEB1432*	Applied Artificial Intelligence (AI) in Business (3)

Aquaculture Management, A.S. (60 credits) STEM

The Aquaculture Management field is projected to grow by .8% between 2022-2030, with a median hourly wage of \$36.30.

Program courses:

CHM1045L	General Chemistry Laboratory I (1)
ESC1000	Earth and Its Environment (3)
ESC1000L	Earth and Its Environment Lab (1)
EVR1001	Introduction to Environmental Sciences (3)
FAS1012C*	Aquaculture Organisms (3)
ZOO1450*	Ichthyology (3)
ZOO1450L*	Ichthyology Laboratory (1)
FAS1401L*	Aquacultural Laboratory Techniques (3)
FAS2263C*	Aquacultural Reproductive Techniques (3)
FAS2941L*	Aquacultural Field Experience I (3)
FAS2240C*	Aquacultural Nutritional Techniques (3)
FAS2253*	Aquacultural Disease Processes (3)
FAS2253L*	Aquacultural Disease Processes Laboratory (1)
FAS2942L*	Aquacultural Field Experience II (3)
FAS1404C*	Aquacultural Field Techniques (3)
FAS2353C*	Aquacultural Management Practices (3)
FAS2943L*	Aquacultural Field Experience III (3)
Elective	Any college course (2)

Business Analysis Specialist, A.S. (60 credits)

The Business Analysis Specialist is projected to grow by 14.8% between 2022-2030, with a median hourly wage of \$37.26.

Program courses:

CAP1788	Introduction to Data Analytics (4)
CGS1060	Computer and Internet Literacy (3)
CGS2540	Database Concepts (3)
COP1047C*	Introduction to Python Programming (4)
CTS1437*	Microsoft SQL Administration (4)
CTS2433*	SQL Database Design & Programming (3)
CTS2540*	Business Intelligence: Analysis Services and Data Mining (4)
CTS2451*	Business Intelligence: Reporting Services (4)
STA2023	Introductory Statistics (3)
Electives	ACG, CAP, CGS, CIS, CNT, COP, CTS, FIN, GEB, MAD, MAN, QMB (13)

Business Entrepreneurship, A.S. (60 credits)

Business Entrepreneurship is projected to grow by 8.3% between 2022-2030, with a median hourly wage of \$35.96.

Program courses:

ACG2021	Financial Accounting (3)
ACG2071	Managerial Accounting (3)
GEB1011	Introduction to Business (3)
ECO2013	Principles of Economics: Macro (3)
GEB2941*	Business Capstone (3)
ENT1000*	Fundamentals of Entrepreneurship (3)
MNA2130	Business Communication (3)
BUL2241	Legal Concepts of Business (3)
BUL2242	The Law of Business (3)
MAR2011	Principles of Marketing (3)
ENT2010*	New Venture Management (3)
ENT2112*	Planning the Entrepreneurial Venture (3)
MNA2100*	Human Relations in Business (3)
MNA2345*	Principles of Supervision (3)
MKA2021*	Principles of Selling (3)

Civil Engineering Technology, A.S. (60 credits) **STEM**

The Civil Engineering Technology field is projected to grow by 12.9% between 2022-2030, with a median hourly wage of \$23.30.

Program courses:

COP1000	Programming Concepts (3)
EET1035C*	Fundamentals of AC/DC Circuits (3)
ETD1320	Introduction to CAD (3)

ETI1110	Quality Assurance (3)
ETI1420C	Manufacturing Processes and Materials (3)
ETI1701	Industrial Safety (3)
ETS1511C	Motors and Controls (3)
ETM1010C	Mechanical Measurement and Instrumentation (3)
ETM2315C	Hydraulics and Pneumatics (3)
EGN1111C	Engineering Graphics (3)
ETS1535C*	Automation and Sensors (3)
ETS1542C*	Programmable Logic Controllers (PLCs) (3)
ETS2604*	Robotics Applications (3)
MTB1329*	Applied Mathematical Concepts for Engineering Technology (3)

Computer Related Crime Investigations, A.S. (60 credits) **STEM**

The Computer Related Crime Investigations field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$24.21.

Program courses:

CCJ1020	The Criminal Justice System (3)
CET2880C*	Digital Forensics (4)
CGS1700*	Introduction to Operating Systems (4)
CJL2062*	Constitutional Law & Legal Procedures (3)
CTS1120*	Cybersecurity Fundamentals (3)
CNT2401	Introduction to Network Security (3)
CET2369C*	Embedded Hardware Programming (4)
DSC2501*	Writing & Reporting for the IC (3)
CIS2900*	Directed Information Technology Study (3)
DSC1006*	Introduction to Homeland Security (3)
DSC2590*	Intelligence Analysis & Security Management (3)
CJE1680*	Introduction to Computer Crimes (3)
CGS1060	Computer and Internet Literacy (3)
CGS2540	Database Concepts (3)

Computer Information Technology, A.S. (60 credits) **STEM**

The Computer Information field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$38.81.

Program courses:

SPC2608	Public Speaking (3)
CGS1060	Computer and Internet Literacy (3)
CTS1133C*	A+ Comprehensive (4)
CTS1134*	Networking Technologies (4)
COP1700C*	Introduction to Database and MYSQL (3)
CIS1513C*	Project Management (4)
COP1000	Programming Concepts (3)

CTS1111C*	Linux+ (4)
CTS2375C*	Cloud + (3)
CTS2120C*	Security + (4)
CTS2376C*	Microsoft Identity and Services (3)
CTS2366C*	Microsoft Mobility and Security (4)
Elective	Any CTS, COP, CIS, CET or ISM (3)

Construction Management Technology, A.S. (60 credits) **STEM**

The Construction Management field is projected to grow by 13.1% between 2022-2030, with a median hourly wage of \$45.44.

Program courses:

BCN1004*	Construction Field Technology (3)
BCN 2230	Construction Materials and Methods (3)
BCN1221C*	Construction Techniques 1 (4)
BCN1251C*	Light Construction Drafting (3)
BCN 2704	Construction Contracts, Codes, Laws and Safety (3)
BCN2222C*	Construction Techniques 2 (4)
BCN2272*	Blueprint Reading (3)
BCN2560*	Related Specialty Trades (3)
BCN2939C*	Construction Capstone (4)
BCT2705	Construction Management (3)
BCT2750 *	Construction Management 2 (3)
BCT2770	Construction Estimating 1 (3)
SUR2001C*	Construction Surveying (3)
SPC2608	Public Speaking (3)

Crime Scene Technology, A.S. (60 credits) **STEM**

The Crime Scene Technology field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$24.21.

Program courses:

CCJ1020	The Criminal Justice System (3)
CHS1522C*	Forensic Science 1 (3)
CJE1640*	Crime Scene Technology 1 (3)
CJE1673*	Crime Scene Photography 1 (3)
CJE2600	Criminal Investigation (3)
CJE2671*	Basic Fingerprinting (3)
CCJ1191*	Human Behavior in Criminal Justice (3)
CCJ2503*	Criminal Justice Ethics and Professionalism (3)
CCJ2358*	Criminal Justice Reporting (3)
CJE1642*	Crime Scene Technology 2 (3)
CJE1772*	Crime Scene Photography 2 (3)
CJE2644*	Crime Scene Safety (3)
CJE2672*	Fingerprint Development (3)

CJL2610*	Courtroom Presentation (3)
CJE2640	Crime Scene Investigation (3)

Cybersecurity Operations, A.S. (60 credits) **STEM**

The Cybersecurity Operations field is projected to grow by 10.7% between 2022-2030, with a median hourly wage of \$37.30.

Program courses:

CGS1000	Introduction to Computer Technology (3)
COP1000	Programming Concepts (3)
CTS 2321	Introduction to Linux (3)
CTS1305*	Introduction to Networking (3)
CNT2401	Introduction to Network Security (3)
CGS1820	Web Page Authoring (3)
CTS2381	Computer Hacker Forensic Investigator (3)
CET1610	Switching, Routing and Wireless Essentials (3)
CIS2772*	Cybersecurity Operations Fundamentals (3)
CTS2301*	Linux Administration (3)
CET1600*	Introduction to Networks (3)
CTS1303*	Enterprise Operating Systems I (3)
CIS2621*	Cybersecurity Operations Implementations (3)
CGS2091*	Information Technology: Ethical and Legal Issues (3)
CIS2598*	Cybersecurity Capstone (3)

Data Science Technology, A.S. (60 credits) **STEM**

The Data Science Technology field is projected to grow by 39.4% between 2022-2030, with a median hourly wage of \$37.95.

Program courses:

MAC1140	Precalculus Algebra (3)
STA2023	Introductory Statistics (3)
CGS1309*	Computer and Information Technology Concepts (3)
CGS1100*	Computer Applications (3)
COP1000	Programming Concepts (3)
CGS1515*	Spreadsheet Techniques and Programming (3)
CTS2417*	Data Visualization Techniques (3)
CTS2433*	SQL Database Design & Programming (3)
COP1044*	Introduction to Data Science using Python (3)
STA2041*	Data Analysis & Statistical Modeling (3)
CTS2450*	Introduction to Business Intelligence (3)
CTS2455*	Data Modeling and Logical Design (3)
CAP2762*	Introduction to Data Mining (3)
CAP2940*	Data Science Internship (3)
PHI2600	Ethics (3)

Electronics Engineering Technology, A.S. (68 credits) STEM

The Electronics Engineering Technology field is projected to grow by 11.3% between 2022-2030, with a median hourly wage of \$28.95.

Program courses:

MAC1114	Precalculus Trigonometry (3)
CET1110C*	Digital Circuits (4)
CET2113C*	Advanced Digital Circuits (4)
CET2123C*	Microprocessors (3)
COP2270*	"C" for Engineers (4)
EET1015C*	Direct Current Circuits (4)
EET1025C*	Alternating Current Circuits (4)
EET1141C*	Electronics I (4)
EET2101C*	Electronics II (4)
ETI2670*	Engineering Economic Analysis (4)
ETS2673C*	Programmable Logic Controls (4)
EET2323C*	Analog Communications (4)
EET2351C*	Digital and Data Communications (4)
EET1082*	Introduction to Electronics (3)

Film Production Technology, A.S. (64 credits)

The Film Production Technology field is projected to grow by 25.7% between 2022-2030, with a median hourly wage of \$23.33.

Program courses:

FIL1031	History of Film I
FIL1110*	Screenwriting 1: Introduction to Story Structure (3)
FIL1420C*	Film Production 1: Introduction to the Filmmaking Process (4)
FIL1431C*	Film Production 2: Cinematography and Sound (4)
FIL2131*	Screenwriting 2: Character Development & Advanced Story Structure (3)
FIL2480C*	Film Production 3: Directing (4)
FIL2515C*	Film Production 4: Producing the Short Film (4)
FIL2552C*	Editing 1: Introduction to Editing (3)
FIL2553C*	Editing 2: Intermediate Editing and Visual Effects (3)
FIL2560C*	Editing 3: Advanced Editing: Color Correction and Finishing (3)
FIL2611*	Film Business, Marketing, Distribution & Exhibition (3)
RTV1240C*	Sound Design (3)
VIC1000*	Visual Communications (3)
FIL2413*	Screenwriting 3 (3)
FIL1060*	Survey of Documentary Film (3)

Financial Services, A.S. (60 credits)

The Financial Services field is projected to grow by 18.2% between 2022-2030, with a median hourly wage of \$60.46.

Program courses:

ACG2021	Financial Accounting (3)
BRC2001*	Introduction to Financial Institutions (3)
REE2200*	Real Estate Finance (3)
BUL2241	Legal Concepts of Business (3)
ECO2013	Principles of Economics: Macro (3)
FIN1100	Personal Finance (3)
FIN1122*	Fundamentals of Financial Planning (3)
FIN2001*	Principles of Finance (3)
MAR2011	Principles of Marketing (3)
MKA2021*	Principles of Selling (3)
MNA1100*	Interpersonal Behavior in Organizations (3)
RMI1002*	Principles of Insurance (3)
MNA2130	Business Communication (3)
CGS2100	Microcomputer Applications for Business (3)
PHI2600	Ethics (3)

Financial Services – Banking Specialization, A.S. (60 credits)

The Financial Services field is projected to grow by 18.2% between 2022-2030, with a median hourly wage of \$60.46.

Program courses:

ECO2013	Principles of Economics: Macro (3)
STA2023	Introductory Statistics (3)
ACG2021	Financial Accounting (3)
ACG2071	Managerial Accounting (3)
BAN1004*	Banking Fundamentals, Evolution and Compliance (3)
BAN2210*	Analyzing Financial Statements (3)
BAN2511*	Marketing for Financial Services (3)
ENC2210	Technical Writing (3)
MKA2022*	Relationship Selling and Sales Strategies (3)
ACG1403*	Excel for Business (3)
BAN1231*	Commercial Lending (3)
BAN1240*	Essentials for Retail Lending (3)
BAN2211*	Applied Financial Statement Analysis (3)
REE2304*	Commercial Real Estate (3)
SPC2608	Public Speaking (3)

Game Development Design, A.S. (60 credits) STEM

The Game Development Design field is projected to grow by 5.3% between 2022-2030, with a median hourly wage of \$29.93.

Program courses:

CGS1060	Computer and Internet Literacy (3)
COP2220	Introduction to C++ Programming (3)
COP2221	Intermediate Programming with C++ (3)
CAP2047*	User Interface Design (4)
CAP2048*	Game Development Project I (4)
CAP2920C*	Game Development Project II (4)
DIG1430*	Storyboarding (4)
DIG1705*	3D Programming (4)
DIG1710*	Introduction to Game Development (4)
DIG1712*	Level Building & Design (4)
DIG2626*	Artificial Intelligence (4)
DIG2717C*	Game System Design (4)

Industrial Management Technology, A.S. (60 credits)

The Industrial Management Technology field is projected to grow by 10.9% between 2022-2030, with a median hourly wage of \$37.82.

Program courses:

BCN2732*	OSHA Safety (3)
CGS2100	Microcomputer Applications for Business (3)
ENC2210	Technical Communications (3)
FIN2000*	Principles of Finance (3)
GEB1011	Introduction to Business (3)
MAN2021	Introduction to Management (3)
MAN2125*	Supervision and Performance Improvement (3)
ACG2021	Financial Accounting (3)
BUL2241	Legal Concepts of Business (3)
MAN2043*	Quality Management (3)
ECO2013	Principles of Economics: Macro (3)
OST1355	Records Management (3)
MNA1161	Introduction to Customer Service (3)
STA2023	Introductory Statistics (3)
MAN2582*	Introduction to Project Management (3)

IT Security, A.S. (60 credits) STEM

The Information Technology Security Analyst field is projected to grow by 33.1% between 2022-2030, with a median hourly wage of \$48.41.

Program courses:

CET2661C*	Computer and Network Security (3)
CET2883C*	Network Security Advanced (3)

CGS1820	Web Page Authoring (3)
CGS2540	Database Management Systems (3)
CIS1254*	Professional Development for IT (3)
CIS2352	Ethical Hacking (3)
CIS2619*	Design Software (3)
COP2002*	Programming Logic (3)
CTS1120*	Fundamentals of Information Security (3)
CNT2401	Introduction to Network Security (3)
CTS2142*	IT Project Management (3)
CTS2123	Network Defense and Countermeasures (3)
CTS2318*	Information Security Risk Management (3)
CET1600	Introduction to Networks (3)
CGS1060 or	Computer and Internet Literacy or (3)
CGS1000	Introduction to Computer Technology (3)

Marine Engineering Management and Seamanship, A.S. (66 credits) STEM

The Marine Engineering Management and Seamanship field is projected to grow by 7.8% between 2022-2030, with a median hourly wage of \$23.97.

Program courses:

MTE1004C*	Introduction to Marine Technology (3)
MTE1400C*	Marine Electricity (3)
MTE2420C*	Advanced Electrical Systems (3)
MTE2490C*	Marine Electronics (3)
MTE1040C*	Marine Diesel Engines I (3)
MTE2041C*	Diesel Engines II (3)
MTE1073C*	Gasoline Engine Diagnostics and Repair (3)
MTE2234C*	Marine Transmission Systems (3)
MTE2541C*	Marine Auxiliary Equipment (3)
MTE1543C*	Marine Air Conditioning Systems (3)
MTE1062C*	Marine Corrosion & Prevention (3)
MTE1312C*	Advanced marine Composites, Painting & Refinish (3)
MTE1651C*	Basic Marine Welding (3)
MTE2949*	Marine Internship (3)
CGS1060	Computer and Internet Literacy (3)
Elective	Any college credit course (6)

Medical Assisting Advanced, A.S. (65 credits) STEM

The Medical Assisting Advanced field is projected to grow by 18.7% between 2022-2030, with a median hourly wage of \$17.65.

Program courses:

HSC2531	Medical Terminology (3)
MEA1206C*	Clinical Procedures I (4)

MEA1265C*	Laboratory Procedures I (4)
MEA1303*	Medical Office Management (5)
MEA1010C*	Principles of Radiology I (2)
MEA1207C*	Clinical Procedures II (4)
MEA1266C*	Laboratory Procedures II (4)
MEA1930*	Special Topics I (1)
MEA2030C*	Pharmacology (3)
HIM1260*	Health Insurance Billing (3)
MEA2809*	Practicum Experience (5)
MEA2021*	Disease Processes (4)
MEA2020*	Pathophysiology (5)
SPC2608	Public Speaking (3)

Medical Office Administration, A.S.

The Medical Office Administration field is projected to grow by 3.9% between 2022-2030, with a median hourly wage of \$28.90.

Program courses:

CGS1060	Computer and Internet Literacy (3)
OST1100C*	Keyboarding & Document Processing I (3)
MNA2130	Business Communication (3)
CTS1220C	Microsoft Specialist: Word (3)
HSC2531	Medical Terminology (3)
APA1111C*	Introduction to Accounting (3)
OST2853C*	Spreadsheet Management (3)
OST2501*	Office Management (3)
OST2464C*	Medical Office Computer Application (3)
OST1355	Records Management (3)
OST2455C*	Medical Billing and Coding (3)
HIM1260*	Reimbursement Methodology (3)
OST2949*	Co Op Work Experience (3)
GEB1011	Introduction to Business (3)
SPC2608	Public Speaking (3)

Music and Sound Production Technology, A.S. (64 credits)

The Music and Sound Production Technology field is projected to grow by 19.9% between 2022-2030, with a median hourly wage of \$22.47.

Program courses:

MUM1002C*	Fundamentals of Sound (3)
MUT1011C*	Introduction to Music Theory (4)
EET1214C*	Introduction to Engineering Technology (3)
MUM1620L*	Psychoacoustics & Critical Listening Skills (1)
MUM1648L*	Foley and Sound Design (1)

EET1035C*	Fundamentals of DC and AC Circuits (6)
MUM1646C*	Dialogue Editing and Voice Processing (3)
CET2123C*	Microprocessors (4)
CET2114C*	Digital Systems (3)
MUM2634L*	Digital Audio Workstation (1)
MUM2661C*	Sound Recording I (3)
MUM2601L*	Sound Recording Lab I (1)
MUM2623C*	Midi Electronic Music I (3)
MUM2666C*	Sound Recording II (3)
MUM2602L*	Sound Recording Lab II (1)
MUM2678L*	Mixing Techniques (1)
MUM2640C*	Sound Postproduction Capstone (3)
EET1141C*	Electronics I (4)
MUM2790L*	Music Production Capstone (1)

Physical Therapist Assistant, A.S. (74 credits) STEM

The Physical Therapist Assistant field is projected to grow by 27.1% between 2022-2030, with a median hourly wage of \$29.94.

Program courses:

BSC2085L	Anatomy and Physiology I Lab (1)
BSC2086	Anatomy and Physiology II (3)
BSC2086L	Anatomy and Physiology II Lab (1)
PHY1004*	Physics with Applications (3)
PHY1004L*	Physics with Applications Lab (1)
HSC2531	Medical Terminology (3)
PHT1102C*	Anatomy for the Physical Therapist Assistant (4)
PHT1201*	Introduction to Physical Therapy (2)
PHT1201L*	Introduction to Physical Therapy Lab (1)
PHT1211*	Disabilities & Therapeutic Procedures I (2)
PHT1211L*	Disabilities & Therapeutic Procedures I Lab (2)
PHT2120*	Applied Kinesiology (2)
PHT2120L*	Applied Kinesiology Lab (1)
PHT2224*	Disabilities and Therapeutic Procedures II (3)
PHT2224L*	Disabilities and Therapeutic Procedures II Lab (2)
PHT2801C*	Clinical Practice & Conference I (2)
PHT2162*	Survey of Neurological Deficits (3)
PHT2701*	Rehabilitation Procedures (3)
PHT2701L*	Rehabilitation Procedures Lab (2)
PHT2810*	Clinical Practice & Conference II (7)
PHT2820*	Clinical Practice & Conference III (7)
PHT2931*	Physical Therapist Assistant Seminar (3)
Elective	Any college credit elective (1)

Radiation Therapy, A.S. (77 credits) **STEM**

The Radiation Therapy field is projected to grow by 12% between 2022-2030, with a median hourly wage of \$37.32.

Program courses:

BSC2085L	Anatomy and Physiology I Lab (1)
BSC2086	Anatomy and Physiology II (3)
BSC2086L	Anatomy and Physiology II Lab (1)
CHM1032	General Chemistry for Allied Health (3)
SPC2608	Public Speaking (3)
RAT1614*	Introduction to Radiation Therapy Physics (2)
RAT1210*	Radiation Therapy Anatomy (1)
RAT1123*	Patient Care (1)
RAT1123L*	Patient Care Lab (1)
RAT1615*	Radiation Therapy Medical Imaging (1)
RAT1212*	Radiation Therapy Imaging Anatomy (2)
RAT1001*	Introduction to Radiation Therapy (3)
RAT1002*	Introduction to Radiation Therapy Clinical Applications (3)
RAT1002L*	Introduction to Radiation Therapy Clinical Applications Lab (1)
RAT1804*	Clinic Education Clinical I (1)
RAT2021*	Principles of Radiation Therapy I (3)
RAT2617*	Advanced Radiation Physics I (3)
RAT2023*	Oncology I (4)
RAT2243*	Radiation Oncology Sectional Anatomy (3)
RAT2814*	Clinic Education II (3)
RAT2022*	Principles of Radiation Therapy II (3)
RAT2024*	Oncology II (4)
RAT2618*	Advanced Physics II (2)
RAT2241*	Radiobiology (3)
RAT2824*	Clinic Education III (3)
RAT2061*	Radiation Therapy Seminar (2)
RAT2619*	Dosimetry and Computer Treatment (1)
RAT2834*	Clinic Education IV (1)

Residential Property Management, A.S. (60 credits)

The Residential Property Management field is projected to grow by 8.7% between 2022-2030, with a median hourly wage of \$28.12.

Program courses:

REE1500*	Introduction to Property Management (3)
GEB1011	Introduction to Business (3)
MNA2130	Business Communication (3)
MKA2021*	Principles of Selling (3)
REE2502*	Leasing and Marketing Residential Properties (3)
REE2430*	Property Management Law (3)

ACG2021	Financial Accounting (3)
CGS2100	Microcomputer Applications for Business (3)
REE2507*	Property Management: Security and Risk (3)
REE2505*	Property Management: Maintenance for Managers (3)
REE2503*	Property Management: Budgeting & Financials (3)
REE1400*	Florida Real Estate Law (3)
REE2506*	Property Management and Leadership (3)
REE2951*	Property Management Capstone (3)
REE1000*	Real Estate Principles and Practice (3)

Supply Chain Management, A.S. (60 credits)

The Supply Chain Management field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$23.73.

Program courses:

ACG2021	Financial Accounting (3)
ACG2071	Managerial Accounting (3)
BUL2241	Legal Concepts of Business (3)
CGS2100	Microcomputer Applications for Business (3)
CGS2540	Database Concepts (3)
COP2700*	Introduction to Database (3)
ECO2013	Principles of Economics: Macro (3)
GEB1011	Introduction to Business (3)
MAN2021	Principles of Management (3)
MAN2542*	Supply Chain Modeling (3)
MAR2011	Principles of Marketing (3)
PHI2600	Ethics (3)
TRA2010*	Introduction to Transportation and Logistics (3)
TRA2154*	Supply Chain Management (3)
TRA2098*	Warehouse Management (3)

Surgical First Assisting, A.S. (74 credits) **STEM**

The Surgical First Assisting field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$22.60.

Program courses:

BSC2085L	Anatomy and Physiology I Lab (1)
BSC2086	Anatomy and Physiology II (3)
BSC2086L	Anatomy and Physiology II Lab (1)
HSC2531	Medical Terminology (3)
HSC1000	Orientation to Perioperative Services (3)
HSC1000L	Orientation to Perioperative Services Lab (1)
HSC2520	Microbiology for Perioperative Services (3)
STS2361	The Art of Teamwork in Surgery (1)
STS2365	Professional Skills for the O.R. Team (1)

STS1310	Surgical Techniques and Procedures (4)
STS1310L	Surgical Techniques and Procedures Lab and Clinical (2)
STS1340	Pharmacology and Anesthesia (2)
STS1940C	Intro to Surgery Clinical (2)
STS2323	Surgical Procedures I (4)
STS2323L	Surgical Procedures I Simulation Lab (2)
STS2324	Surgical Procedures II (4)
STS2324L	Surgical Procedures II Simulation Lab (2)
STS2944	Surgical Technologist Clinical I (3)
STS2945	Surgical Technologist Clinical II (3)
STS2953	Surgical Technologist Portfolio I (1)
STS2954	Surgical Technologist Portfolio II (2)
STS2936*	Surgical Certification Symposium (1)
STS2330C*	Principles of Surgical Assisting (2)
STS2335*	Advanced Integrated Surgical Sciences (2)
STS2336*	Advanced Surgical Procedures for the Surgical Assistant (2)
STS2370*	Surgical Assisting Clinical I (2)
STS2366C*	Professional Skills for the Surgical Assistant (2)

Transportation and Logistics, A.S. (64 credits)

The Transportation and Logistics field is projected to grow by 11.6% between 2022-2030, with a median hourly wage of \$45.62.

Program courses:

ACG2021	Financial Accounting (3)
ACG2071	Managerial Accounting (3)
BUL2241	Legal Concepts of Business (3)
CGS2100	Microcomputer Applications for Business (3)
ECO2013	Principles of Economics: Macro (3)
GEB1011	Introduction to Business (3)
MAN2021	Principles of Management (3)
MAN2043*	Quality Management Control (3)
MAN2125*	Supervision and Performance Improvement (3)
MAN2216*	Inventory Management (3)
TRA2010*	Introduction to Transportation and Logistics (3)
TRA2131*	Purchasing (3)
TRA2098*	Warehouse Management (3)
TRA2154*	Supply Chain Management (3)
TRA2152*	Operations Management (3)
TRA2142*	Regulatory Compliance for Logistics Managers (3)
TRA2943*	Transportation and Logistics Internship (1)

Unmanned Vehicle Systems Operation, A.S. (62 credits) STEM

The Unmanned Vehicle Systems field is projected to grow by 22.9% between 2022-2030, with a median hourly wage of \$37.40.

Program courses:

ASC1210*	Aviation Meteorology (3)
ASC1560	Introduction to Unmanned Aerial Systems (UAS) (3)
ASC1563	Unmanned Aerial Systems (3)
ASC2561*	Advanced Unmanned Vehicle Systems Operations (3)
ASC2564*	Unmanned Vehicles Systems Security (3)
ASC2949*	Unmanned System Practicum (2)
ATT1100*	Pilot Theory (3)
AVM2441*	Aviation Safety and Human Factors (3)
CGS2100	Microcomputer Applications for Business (3)
EET1084	Introduction to Electronics (3)
EOC1660*	Introduction to Unmanned Maritime Systems (3)
ETI1701	Industrial Safety (3)
ETS1511	Motors and Controls (3)
ETS1542C*	Introduction to Programmable Logic (3)
GIS2030 *	Fundamentals of Remote Sensing (3)
GIS2040*	Introduction to Geographic Information Systems (3)

PROGRAM CHANGES

Crossover from Correctional Probation Officer to Law Enforcement Officer Career and Technical Certificate (452 clock hours)

Proposed change was recommended by the Criminal Justice Standards and Training Commission.

Delete program course:

CJK0040 Criminal Justice Firearms (80)

Crossover from Correctional Probation Officer to Correctional Officer Career and Technical Certificate (158 clock hours)

Proposed change was recommended by the Criminal Justice Standards and Training Commission.

Delete program course:

CJK0040 Criminal Justice Firearms (80)

Cybersecurity, A.S. (60 credit hours)

Proposed change was recommended by the Cybersecurity advisory board.

Add program course:

CAP2140 Mobile Forensics (3)

Delete program courses:

CJL2130 Criminal Evidence and Procedure (3)

CGS1060 Computer Internet and Literacy (3)

Building Automation Systems, A.S. (60 credit hours)

Proposed changes to align with the advisory board recommendations and industry standards.

Add program courses:

EET1074C Introduction to Electronics (3)

ETM1010C Mechanical, Measurement, Instrumentation (3)

Delete program courses:

ETM1604C BAS Energy Management Concepts (3)

BCN2704 Construction Contracts (3)

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
COP2373	Mobile Forensics	Enhance the Cybersecurity, A.S.	\$100
ACG2001	Principles of Accounting I	Part of the new Accounting Technology, A.S.	\$0
ACG2011	Principles of Accounting II	Part of the new Accounting Technology, A.S.	\$0
CGS1510	Excel Data Analysis	Part of the new Accounting Technology, A.S.	\$0
ACR1008	Principles of A/C and Refrigeration	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1101	Applied Electricity I (Air Conditioning)	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1112	Basic Electricity for A/C and Refrigeration	Part of the new Air Conditioning, Refrigeration, and	\$0

		Heating Systems Technology, A.A.S.	
ACR1103	HVAC Control Systems	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1113	Applied Electricity II (Air Conditioning)	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1208	Refrigerant Recovery and Reclaim	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1611	Heat	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1612	Heat Pump Systems	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1740	Components of Refrigeration	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR2067	Heating and Cooling Load Calculations	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR2071	Air Conditioning and Heating Service Management	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR2421	Duct Systems (Air Conditioning and Heating)	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR2745	Light Commercial Refrigeration and A/C	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0

ETM1111	Energy in Building Design	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1730	R-410A Certification	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1760	Alternative Energy Applied to HVAC	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
ACR1946	Refrigeration and A/C Cooperative Work Experience	Part of the new Air Conditioning, Refrigeration, and Heating Systems Technology, A.A.S.	\$0
DIG1111	Digital Character Design	Part of the new Animation and Game Art, A.S.	\$0
DIG1132	Digital Art and Design	Part of the new Animation and Game Art, A.S.	\$0
DIG1302	3D Modeling	Part of the new Animation and Game Art, A.S.	\$0
DIG1430	Storyboarding	Part of the new Animation and Game Art, A.S.	\$0
DIG1437	Narrative Storyboarding	Part of the new Animation and Game Art, A.S.	\$0
DIG2113	Post Production & Editing	Part of the new Animation and Game Art, A.S.	\$0
DIG2304	Character Animation	Part of the new Animation and Game Art, A.S.	\$0
DIG2318	Animation Studio 1	Part of the new Animation and Game Art, A.S.	\$0
CAP2048	Game Development Project 1	Part of the new Animation and Game Art, A.S.	\$0
DIG2319	Animation Studio 2	Part of the new Animation and Game Art, A.S.	\$0
CAP2920C	Game Development Project 2	Part of the new Animation and Game Art, A.S.	\$0

DIG2370	Character Modeling & Rigging	Part of the new Animation and Game Art, A.S.	\$0
DIG2391C	Animation Studio 3	Part of the new Animation and Game Art, A.S.	\$0
DIG2396C	Motion Capture	Part of the new Animation and Game Art, A.S.	\$0
CAI1603C	Artificial Intelligence (AI) Thinking	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAI2651C	Machine Learning Foundations	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAP2652C	Introduction to Natural Language Processing	Part of the new Applied Artificial Intelligence, A.S.	\$0
COP1047C	Introduction to Python Programming	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAP2450C	Introduction to Computer Vision	Part of the new Applied Artificial Intelligence, A.S.	\$0
PHI2680	Artificial Intelligence and Ethics	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAI2921C	Artificial Intelligence Applications Solutions	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAP1788	Introduction to Data Analytics	Part of the new Applied Artificial Intelligence, A.S.	\$0
CAP2761C	SQL for Data Analytics	Part of the new Applied Artificial Intelligence, A.S.	\$0
CGS1540C	Database Concepts and Design	Part of the new Applied Artificial Intelligence, A.S.	\$0
CTS1120	Cybersecurity Fundamentals	Part of the new Applied Artificial Intelligence, A.S., IT Security, A.S., and Computer Related Crime Investigations, A.S.	\$0
GEB1432	Applied Artificial Intelligence (AI) in Business	Part of the new Applied Artificial Intelligence, A.S.	\$0
FAS1012C	Aquaculture Organisms	Part of the new Aquaculture Management, A.S.	\$0

ZOO1450	Ichthyology	Part of the new Aquaculture Management, A.S.	\$0
ZOO1450L	Ichthyology Laboratory	Part of the new Aquaculture Management, A.S.	\$0
FAS1401L	Aquacultural Laboratory Techniques	Part of the new Aquaculture Management, A.S.	\$0
FAS2263C	Aquacultural Reproductive Techniques	Part of the new Aquaculture Management, A.S.	\$0
FAS2941L	Aquacultural Field Experience I	Part of the new Aquaculture Management, A.S.	\$0
FAS2240C	Aquacultural Nutritional Techniques	Part of the new Aquaculture Management, A.S.	\$0
FAS2253	Aquacultural Disease Processes	Part of the new Aquaculture Management, A.S.	\$0
FAS2253L	Aquacultural Disease Processes Laboratory	Part of the new Aquaculture Management, A.S.	\$0
FAS2942L	Aquacultural Field Experience II	Part of the new Aquaculture Management, A.S.	\$0
FAS1404C	Aquacultural Field Techniques	Part of the new Aquaculture Management, A.S.	\$0
FAS2353C	Aquacultural Management Practices	Part of the new Aquaculture Management, A.S.	\$0
FAS2943L	Aquacultural Field Experience III	Part of the new Aquaculture Management, A.S.	\$0
CAP1788	Introduction to Data Analytics	Part of the new Business Analysis Specialist, A.S.	\$0
COP1047C	Introduction to Python Programming	Part of the new Business Analysis Specialist, A.S.	\$0
CTS1437	Microsoft SQL Administration	Part of the new Business Analysis Specialist, A.S.	\$0
CTS2433	SQL Database Design & Programming	Part of the new Business Analysis Specialist, A.S. and Data Science Technology, A.S.	\$0
CTS2540	Business Intelligence: Analysis Services and Data Mining	Part of the new Business Analysis Specialist, A.S.	\$0

CTS2451	Business Intelligence: Reporting Services	Part of the new Business Analysis Specialist, A.S.	\$0
GEB2941	Business Capstone	Part of the new Business Entrepreneurship, A.S.	\$0
ENT1000	Fundamentals of Entrepreneurship	Part of the new Business Entrepreneurship, A.S.	\$0
ENT2010	New Venture Management	Part of the new Business Entrepreneurship, A.S.	\$0
ENT2112	Planning the Entrepreneurial Venture	Part of the new Business Entrepreneurship, A.S.	\$0
MNA2100	Human Relations in Business	Part of the new Business Entrepreneurship, A.S.	\$0
MNA2345	Principles of Supervision	Part of the new Business Entrepreneurship, A.S.	\$0
MKA2021	Personal Selling	Part of the new Business Entrepreneurship, A.S., Financial Services, A.S., Financial Services-Banking Specialization, A.S., and Residential Property Management, A.S.	\$0
EET1015C	Direct Current Circuits	Part of the new Civil Engineering Technology, A.S. and Electronics Engineering Technology, A.S.	\$0
EET1035C	Fundamentals of AC/DC Circuits	Part of the new Civil Engineering Technology, A.S. and Music and Sound Production Technology, A.S.	\$0
ETS1535C	Automation and Sensors	Part of the new Civil Engineering Technology, A.S.	\$0
ETS1542C	Programmable Logic Controllers (PLCs)	Part of the new Civil Engineering Technology, A.S.	\$0
ETS2604	Robotics Applications	Part of the new Civil Engineering Technology, A.S.	\$0

MTB1329	Applied Mathematical Concepts for Engineering Technology	Part of the new Civil Engineering Technology, A.S.	\$0
CET2880C	Digital Forensics	Part of the new Computer Related Crime Investigations, A.S.	\$0
CGS1700	Introduction to Operating Systems	Part of the new Computer Related Crime Investigations, A.S.	\$0
CJL2062	Constitutional Law & Legal Procedures	Part of the new Computer Related Crime Investigations, A.S.	\$0
CET2369C	Embedded Hardware Programming	Part of the new Computer Related Crime Investigations, A.S.	\$0
DSC2501	Writing & Reporting for the IC	Part of the new Computer Related Crime Investigations, A.S.	\$0
CIS2900	Directed Information Technology Study	Part of the new Computer Related Crime Investigations, A.S.	\$0
DSC1006	Introduction to Homeland Security	Part of the new Computer Related Crime Investigations, A.S.	\$0
DSC2590	Intelligence Analysis & Security Management	Part of the new Computer Related Crime Investigations, A.S.	\$0
CJE1680	Introduction to Computer Crimes	Part of the new Computer Related Crime Investigations, A.S.	\$0
CTS1133C	A+ Comprehensive	Part of the new Computer Information Technology, A.S.	\$0
CTS1134	Networking Technologies	Part of the new Computer Information Technology, A.S.	\$0
COP1700C	Introduction to Database and MYSQL	Part of the new Computer Information Technology, A.S.	\$0
CIS1513C	Project Management	Part of the new Computer Information Technology, A.S.	\$0

CTS1111C	Linux+	Part of the new Computer Information Technology, A.S.	\$0
CTS2375C	Cloud +	Part of the new Computer Information Technology, A.S.	\$0
CTS2120C	Security +	Part of the new Computer Information Technology, A.S.	\$0
CTS2376C	Microsoft Identity and Services	Part of the new Computer Information Technology, A.S.	\$0
CTS2366C	Microsoft Mobility and Security	Part of the new Computer Information Technology, A.S.	\$0
BCN1004	Construction Field Technology	Part of the new Construction Management, A.S.	\$0
BCN1221C	Construction Techniques 1	Part of the new Construction Management, A.S.	\$0
BCN1251C	Light Construction Drafting	Part of the new Construction Management, A.S.	\$0
BCN2222C	Construction Techniques 2	Part of the new Construction Management, A.S.	\$0
BCN2272	Blueprint Reading	Part of the new Construction Management, A.S.	\$0
BCN2560	Related Specialty Trades	Part of the new Construction Management, A.S.	\$0
BCN2939C	Construction Capstone	Part of the new Construction Management, A.S.	\$0
BCT2750	Construction Management 2	Part of the new Construction Management, A.S.	\$0
SUR2001C	Construction Surveying	Part of the new Construction Management, A.S.	\$0
CHS1522C	Forensic Science 1	Part of the new Crime Scene Technology, A.S.	\$0
CJE1640	Crime Scene Technology 1	Part of the new Crime Scene Technology, A.S.	\$0
CJE1673	Crime Scene Photography 1	Part of the new Crime Scene Technology, A.S.	\$0

CJE2671	Basic Fingerprinting	Part of the new Crime Scene Technology, A.S.	\$0
CCJ1191	Human Behavior in Criminal Justice	Part of the new Crime Scene Technology, A.S.	\$0
CCJ2503	Criminal Justice Ethics and Professionalism	Part of the new Crime Scene Technology, A.S.	\$0
CCJ2358	Criminal Justice Reporting	Part of the new Crime Scene Technology, A.S.	\$0
CJE1642	Crime Scene Technology 2	Part of the new Crime Scene Technology, A.S.	\$0
CJE1772	Crime Scene Photography 2	Part of the new Crime Scene Technology, A.S.	\$0
CJE2644	Crime Scene Safety	Part of the new Crime Scene Technology, A.S.	\$0
CJE2672	Fingerprint Development	Part of the new Crime Scene Technology, A.S.	\$0
CJL2610	Courtroom Presentation	Part of the new Crime Scene Technology, A.S.	\$0
CTS1305	Introduction to Networking	Part of the new Cybersecurity Operations, A.S.	\$0
CIS2772	Cybersecurity Operations Fundamentals	Part of the new Cybersecurity Operations, A.S.	\$0
CTS2301	Linux Administration	Part of the new Cybersecurity Operations, A.S.	\$0
CTS1303	Enterprise Operating Systems I	Part of the new Cybersecurity Operations, A.S.	\$0
CIS2621	Cybersecurity Operations Implementations	Part of the new Cybersecurity Operations, A.S.	\$0
CGS2091	Information Technology: Ethical and Legal Issues	Part of the new Cybersecurity Operations, A.S.	\$0
CIS2598	Cybersecurity Capstone	Part of the new Cybersecurity Operations, A.S.	\$0
CGS1309	Computer and Information Technology Concepts	Part of the new Data Science Technology, A.S.	\$0

CGS1100	Computer Applications	Part of the new Data Science Technology, A.S.	\$0
CGS1515	Spreadsheet Techniques and Programming	Part of the new Data Science Technology, A.S.	\$0
CTS2417	Data Visualization Techniques	Part of the new Data Science Technology, A.S.	\$0
COP1044	Introduction to Data Science using Python	Part of the new Data Science Technology, A.S.	\$0
STA2041	Data Analysis & Statistical Modeling	Part of the new Data Science Technology, A.S.	\$0
CTS2450	Introduction to Business Intelligence	Part of the new Data Science Technology, A.S.	\$0
CTS2455	Data Modeling and Logical Design	Part of the new Data Science Technology, A.S.	\$0
CAP2762	Introduction to Data Mining	Part of the new Data Science Technology, A.S.	\$0
CAP2940	Data Science Internship	Part of the new Data Science Technology, A.S.	\$0
CET1110C	Digital Circuits	Part of the new Electronics Engineering Technology, A.S.	\$0
CET2113C	Advanced Digital Circuits	Part of the new Electronics Engineering Technology, A.S.	\$0
CET2123C	Microprocessors	Part of the new Electronics Engineering Technology, A.S. and Music and Sound Production Technology, A.S.	\$0
COP2270	"C" for Engineers	Part of the new Electronics Engineering Technology, A.S.	\$0
EET1025C	Alternating Current Circuits	Part of the new Electronics Engineering Technology, A.S.	\$0
EET1141C	Electronics I	Part of the new Electronics	\$0

		Engineering Technology, A.S.	
EET2101C	Electronics II	Part of the new Electronics Engineering Technology, A.S.	\$0
ETI2670	Engineering Economic Analysis	Part of the new Electronics Engineering Technology, A.S.	\$0
ETS2673C	Programmable Logic Controls	Part of the new Electronics Engineering Technology, A.S.	\$0
EET2323C	Analog Communications	Part of the new Electronics Engineering Technology, A.S.	\$0
EET2351C	Digital and Data Communications	Part of the new Electronics Engineering Technology, A.S.	\$0
EET1082	Introduction to Electronics	Part of the new Electronics Engineering Technology, A.S.	\$0
FIL1110	Screenwriting 1: Introduction to Story Structure	Part of the new Film Production Technology, A.S.	\$0
FIL1420C	Film Production 1: Introduction to the Filmmaking Process		\$0
FIL1431C	Film Production 2: Cinematography and Sound	Part of the new Film Production Technology, A.S.	\$0
FIL2131	Screenwriting 2: Character Development & Advanced Story Structure	Part of the new Film Production Technology, A.S.	\$0
FIL2480C	Film Production 3: Directing	Part of the new Film Production Technology, A.S.	\$0
FIL2515C	Film Production 4: Producing the Short Film	Part of the new Film Production Technology, A.S.	\$0
FIL2552C	Editing 1: Introduction to Editing	Part of the new Film Production Technology, A.S.	\$0
FIL2553C	Editing 2: Intermediate Editing and Visual Effects	Part of the new Film Production Technology, A.S.	\$0
FIL2560C	Editing 3: Advanced Editing: Color Correction and Finishing	Part of the new Film Production Technology, A.S.	\$0

FIL2611	Film Business, Marketing, Distribution & Exhibition	Part of the new Film Production Technology, A.S.	\$0
RTV1240C	Sound Design	Part of the new Film Production Technology, A.S.	\$0
VIC1000	Visual Communications	Part of the new Film Production Technology, A.S.	\$0
FIL2413	Screenwriting 3	Part of the new Film Production Technology, A.S.	\$0
FIL1060	Survey of Documentary Film	Part of the new Film Production Technology, A.S.	\$0
BRC2001	Introduction to Financial Institutions	Part of the new Financial Services, A.S.	\$0
REE2200	Real Estate Finance	Part of the new Financial Services, A.S.	\$0
FIN1122	Fundamentals of Financial Planning	Part of the new Financial Services, A.S.	\$0
FIN2001	Principles of Finance	Part of the new Financial Services, A.S.	\$0
MNA1100	Interpersonal Behavior in Organizations	Part of the new Financial Services, A.S.	\$0
RMI1002	Principles of Insurance	Part of the new Financial Services, A.S.	\$0
BAN1004	Banking Fundamentals, Evolution and Compliance	Part of the new Financial Services-Banking Specialization, A.S.	\$0
BAN2210	Analyzing Financial Statements	Part of the new Financial Services-Banking Specialization, A.S.	\$0
BAN2511	Marketing for Financial Services	Part of the new Financial Services-Banking Specialization, A.S.	\$0
MKA2022	Relationship Selling and Sales Strategies	Part of the new Financial Services-Banking Specialization, A.S.	\$0
ACG1403	Excel for Business	Part of the new Financial Services-Banking Specialization, A.S.	\$0

BAN1231	Commercial Lending	Part of the new Financial Services-Banking Specialization, A.S.	\$0
BAN1240	Essentials for Retail Lending	Part of the new Financial Services-Banking Specialization, A.S.	\$0
BAN2211	Applied Financial Statement Analysis	Part of the new Financial Services-Banking Specialization, A.S.	\$0
REE2304	Commercial Real Estate	Part of the new Financial Services-Banking Specialization, A.S.	\$0
CAP2047	User Interface Design	Part of the new Game Development Design, A.S.	\$0
CAP2048	Game Development Project I	Part of the new Game Development Design, A.S.	\$0
CAP2920C	Game Development Project II	Part of the new Game Development Design, A.S.	\$0
DIG1430	Storyboarding	Part of the new Game Development Design, A.S.	\$0
DIG1705	3D Programming	Part of the new Game Development Design, A.S.	\$0
DIG1710	Introduction to Game Development	Part of the new Game Development Design, A.S.	\$0
DIG1712	Level Building & Design	Part of the new Game Development Design, A.S.	\$0
DIG2626	Artificial Intelligence	Part of the new Game Development Design, A.S.	\$0
DIG2717C	Game System Design	Part of the new Game Development Design, A.S.	\$0
BCN2732	OSHA Safety	Part of the new Industrial Management Technology, A.S.	\$0
FIN2000	Principles of Finance	Part of the new Industrial Management Technology, A.S.	\$0
MAN2125	Supervision and Performance Improvement	Part of the new Industrial Management Technology, A.S.	\$0

MAN2043	Quality Management	Part of the new Industrial Management Technology, A.S.	\$0
MAN2582	Introduction to Project Management	Part of the new Industrial Management Technology, A.S.	\$0
CET2661C	Computer and Network Security	Part of the new IT Security, A.S.	\$0
CET2883C	Network Security Advanced	Part of the new IT Security, A.S.	\$0
CIS1254	Professional Development for IT	Part of the new IT Security, A.S.	\$0
CIS2619	Design Software	Part of the new IT Security, A.S.	\$0
COP2002	Programming Logic	Part of the new IT Security, A.S.	\$0
CTS2142	IT Project Management	Part of the new IT Security, A.S.	\$0
CTS2318	Information Security Risk Management	Part of the new IT Security, A.S.	\$0
MTE1004C	Introduction to Marine Technology	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1400C	Marine Electricity	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE2420C	Advanced Electrical Systems	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE2490C	Marine Electronics	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1040C	Marine Diesel Engines I	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE2041C	Diesel Engines II	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1073C	Gasoline Engine Diagnostics and Repair	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE2234C	Marine Transmission Systems	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0

MTE2541C	Marine Auxiliary Equipment	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1543C	Marine Air Conditioning Systems	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1062C	Marine Corrosion & Prevention	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1312C	Advanced Marine Composites, Painting & Refinish	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE1651C	Basic Marine Welding	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MTE2949	Marine Internship	Part of the new Marine Engineering Management and Seamanship, A.S.	\$0
MEA1206C	Clinical Procedures I	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1265C	Laboratory Procedures I	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1303	Medical Office Management	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1010C	Principles of Radiology I	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1207C	Clinical Procedures II	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1266C	Laboratory Procedures II	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA1930	Special Topics I	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA2030C	Pharmacology	Part of the new Medical Assisting Advanced, A.S.	\$0
HIM1260	Health Insurance Billing	Part of the new Medical Assisting Advanced, A.S.	\$0

MEA1931	Special Topics II	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA2809	Practicum Experience	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA2021	Disease Processes	Part of the new Medical Assisting Advanced, A.S.	\$0
MEA2020	Pathophysiology	Part of the new Medical Assisting Advanced, A.S.	\$0
OST1100C	Keyboarding & Document Processing I	Part of the new Medical Office Administration, A.S.	\$0
APA1111C	Introduction to Accounting	Part of the new Medical Office Administration, A.S.	\$0
OST2853C	Spreadsheet Management	Part of the new Medical Office Administration, A.S.	\$0
OST2501	Office Management	Part of the new Medical Office Administration, A.S.	\$0
OST2464C	Medical Office Computer Application	Part of the new Medical Office Administration, A.S.	\$0
OST2455C	Medical Billing and Coding	Part of the new Medical Office Administration, A.S.	\$0
HIM1260	Reimbursement Methodology	Part of the new Medical Office Administration, A.S.	\$0
OST2949	Co Op Work Experience	Part of the new Medical Office Administration, A.S.	\$0
MUM1002C	Fundamentals of Sound	Part of the new Music and Sound Production Technology, A.S.	\$0
MUT1011C	Introduction to Music Theory	Part of the new Music and Sound Production Technology, A.S.	\$0
EET1214C	Introduction to Engineering Technology	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM1620L	Psychoacoustics & Critical Listening Skills	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM1648L	Foley and Sound Design	Part of the new Music and Sound Production Technology, A.S.	\$0

MUM1646C	Dialogue Editing and Voice Processing	Part of the new Music and Sound Production Technology, A.S.	\$0
CET2114C	Digital Systems	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2634L	Digital Audio Workstation	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2661C	Sound Recording I	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2601L	Sound Recording Lab I	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2623C	Midi Electronic Music I	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2666C	Sound Recording II	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2602L	Sound Recording Lab II	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2678L	Mixing Techniques	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2640C	Sound Postproduction Capstone	Part of the new Music and Sound Production Technology, A.S.	\$0
EET1141C	Semiconductor Devices and Circuits	Part of the new Music and Sound Production Technology, A.S.	\$0
MUM2790L	Music Production Capstone	Part of the new Music and Sound Production Technology, A.S.	\$0
PHY1004	Physics with Applications	Part of the new Physical Therapist Assistant, A.S.	\$0
PHY1004L	Physics with Applications Lab	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT1102C	Anatomy for the Physical Therapist Assistant	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT1201	Introduction to Physical Therapy	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT1201L	Introduction to Physical Therapy Lab	Part of the new Physical Therapist Assistant, A.S.	\$0

PHT1211	Disabilities & Therapeutic Procedures I	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT1211L	Disabilities & Therapeutic Procedures I Lab	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2120	Applied Kinesiology	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2120L	Applied Kinesiology Lab	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2224	Disabilities and Therapeutic Procedures II	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2224L	Disabilities and Therapeutic Procedures II Lab	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2801C	Clinical Practice & Conference I	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2162	Survey of Neurological Deficits	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2701	Rehabilitation Procedures	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2701L	Rehabilitation Procedures Lab	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2810	Clinical Practice & Conference II	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2820	Clinical Practice & Conference III	Part of the new Physical Therapist Assistant, A.S.	\$0
PHT2931	Physical Therapist Assistant Seminar	Part of the new Physical Therapist Assistant, A.S.	\$0
RAT1614	Introduction to Radiation Therapy Physics	Part of the new Radiation Therapy, A.S.	\$0
RAT1210	Radiation Therapy Anatomy	Part of the new Radiation Therapy, A.S.	\$0
RAT1123	Patient Care	Part of the new Radiation Therapy, A.S.	\$0
RAT1123L	Patient Care Lab	Part of the new Radiation Therapy, A.S.	\$0

RAT1615	Radiation Therapy Medical Imaging	Part of the new Radiation Therapy, A.S.	\$0
RAT1212	Radiation Therapy Imaging Anatomy	Part of the new Radiation Therapy, A.S.	\$0
RAT1001	Introduction to Radiation Therapy	Part of the new Radiation Therapy, A.S.	\$0
RAT1002	Introduction to Radiation Therapy Clinical Applications	Part of the new Radiation Therapy, A.S.	\$0
RAT1002L	Introduction to Radiation Therapy Clinical Applications Lab	Part of the new Radiation Therapy, A.S.	\$0
RAT1804	Clinic Education Clinical I	Part of the new Radiation Therapy, A.S.	\$0
RAT2021	Principles of Radiation Therapy I	Part of the new Radiation Therapy, A.S.	\$0
RAT2617	Advanced Radiation Physics I	Part of the new Radiation Therapy, A.S.	\$0
RAT2023	Oncology I	Part of the new Radiation Therapy, A.S.	\$0
RAT2243	Radiation Oncology Sectional Anatomy	Part of the new Radiation Therapy, A.S.	\$0
RAT2814	Clinic Education II	Part of the new Radiation Therapy, A.S.	\$0
RAT2022	Principles of Radiation Therapy II	Part of the new Radiation Therapy, A.S.	\$0
RAT2024	Oncology II	Part of the new Radiation Therapy, A.S.	\$0
RAT2618	Advanced Physics II	Part of the new Radiation Therapy, A.S.	\$0
RAT2241	Radiobiology	Part of the new Radiation Therapy, A.S.	\$0
RAT2824	Clinic Education III	Part of the new Radiation Therapy, A.S.	\$0
RAT2061	Radiation Therapy Seminar	Part of the new Radiation Therapy, A.S.	\$0

RAT2619	Dosimetry and Computer Treatment	Part of the new Radiation Therapy, A.S.	\$0
RAT2834	Clinic Education IV	Part of the new Radiation Therapy, A.S.	\$0
REE1500	Introduction to Property Management	Part of the new Residential Property Management, A.S.	\$0
REE2502	Leasing and Marketing Residential Properties	Part of the new Residential Property Management, A.S.	\$0
REE2430	Property Management Law	Part of the new Residential Property Management, A.S.	\$0
REE2507	Property Management: Security and Risk	Part of the new Residential Property Management, A.S.	\$0
REE2505	Property Management: Maintenance for Managers	Part of the new Residential Property Management, A.S.	\$0
REE2503	Property Management: Budgeting & Financials	Part of the new Residential Property Management, A.S.	\$0
REE1400	Florida Real Estate Law	Part of the new Residential Property Management, A.S.	\$0
REE2506	Property Management and Leadership	Part of the new Residential Property Management, A.S.	\$0
REE2951	Property Management Capstone	Part of the new Residential Property Management, A.S.	\$0
REE1000	Real Estate Principles and Practice	Part of the new Residential Property Management, A.S.	\$0
COP2700	Introduction to Database	Part of the new Supply Chain Management, A.S.	\$0
MAN2542	Supply Chain Modeling	Part of the new Supply Chain Management, A.S.	\$0
TRA2010	Introduction to Transportation and Logistics	Part of the new Supply Chain Management, A.S.	\$0
TRA2154	Supply Chain Management	Part of the new Supply Chain Management, A.S.	\$0
TRA2098	Warehouse Management	Part of the new Supply Chain Management, A.S.	\$0

STS2936	Surgical Certification Symposium	Part of the new Surgical First Assisting, A.S.	\$0
STS2330C	Principles of Surgical Assisting	Part of the new Surgical First Assisting, A.S.	\$0
STS2335	Advanced Integrated Surgical Sciences	Part of the new Surgical First Assisting, A.S.	\$0
STS2336	Advanced Surgical Procedures for the Surgical Assistant	Part of the new Surgical First Assisting, A.S.	\$0
STS2370	Surgical Assisting Clinical I	Part of the new Surgical First Assisting, A.S.	\$0
STS2366C	Professional Skills for the Surgical Assistant	Part of the new Surgical First Assisting, A.S.	\$0
MAN2043	Quality Management Control	Part of the new Transportation and Logistics, A.S.	\$0
MAN2125	Supervision and Performance Improvement	Part of the new Transportation and Logistics, A.S.	\$0
MAN2216	Inventory Management	Part of the new Transportation and Logistics, A.S.	\$0
TRA2010	Introduction to Transportation and Logistics	Part of the new Transportation and Logistics, A.S.	\$0
TRA2131	Purchasing	Part of the new Transportation and Logistics, A.S.	\$0
TRA2098	Warehouse Management	Part of the new Transportation and Logistics, A.S.	\$0
TRA2154	Supply Chain Management	Part of the new Transportation and Logistics, A.S.	\$0
TRA2152	Operations Management	Part of the new Transportation and Logistics, A.S.	\$0
TRA2142	Regulatory Compliance for Logistics Managers	Part of the new Transportation and Logistics, A.S.	\$0
TRA2943	Transportation and Logistics Internship	Part of the new Transportation and Logistics, A.S.	\$0
ASC1210	Aviation Meteorology	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0

ASC2561	Advanced Unmanned Vehicle Systems Operations	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
ASC2564	Unmanned Vehicles Systems Security	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
ASC2949	Unmanned System Practicum	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
ATT1100	Pilot Theory	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
AVM2441	Aviation Safety and Human Factors	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
EOC1660	Introduction to Unmanned Maritime Systems	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
ETS1542C	Introduction to Programmable Logic	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
GIS2030	Fundamentals of Remote Sensing	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0
GIS2040	Introduction to Geographic Information Systems	Part of the Unmanned Vehicle Systems Operation, A.S.	\$0

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
ACR0044	A/C, Refrigeration and Heating Technician	Course Title	A/C, Refrigeration and Heating Technician	HVAC/R Advanced Service Practices	The new title aligns with the curriculum frameworks for HVAC/R2.
PHY1020	Energy and Its Environmental Effects	Course Title, Prerequisite and Course description	Title: Energy and Its Environmental Effects Prerequisite: none Description: A survey of the basic principles of physics including light, forces and motion, electricity and magnetism, and nuclear energy.	Title: Fundamentals of Physics Prerequisite: Documented exemption, appropriate placement scores, or completion of developmental education reading and writing	Lack of student interest in environmental aspect of the course. This revision returns the course to the traditional format expected by transfer institutions.

			Prospects of future energy sources and their environmental ramifications will be explored. Intended for the nonscientist.	Description: A survey of the basic principles of physics including forces and motion, energy and momentum, electricity and magnetism, and light. Intended for the non-scientist; students should have taken Algebra 2 or higher in high school.	
PHY1053	Elementary College Physics	Course description	Physics without calculus for science or related majors; not for physics or engineering majors. Topics include mechanics, energy and work, rotational dynamics and equilibrium.	Introduction to mechanics, energy, work, rotational dynamics and equilibrium. Intended for science or related majors; not intended for physics or engineering majors. Course work uses algebra and trigonometry.	This change better aligns the course description with the course content.
PHY1054	Elementary College Physics II	Course description	Continuation of PHY1053. Topics include Thermodynamics, electricity and magnetism, light, and optics.	Continuation of PHY1053. Topics include Thermodynamics, electricity and magnetism, light, and optics. Intended for science or related majors; not intended for physics or engineering majors. Course work uses algebra and trigonometry.	This change better aligns the course description with the course content.

COURSE DELETION

Course ID	Course Name	Rationale for Course Deletion
EET1604C	BAS Energy Management Concepts	Course is being deleted to streamline the program. The concepts are covered in multiple courses.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - May

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 5/31/2023.

Overview and Background

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

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained.

Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. There were no purchases to report for the month of May.

Past Actions by the Board

N/A.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of May 31, 2023

REVENUE	May	Month	YTD	YTD	Annual	% of YTD
	Actual	Budget	Actual	Budget	Budget	Budget
Student Fees	\$ 837,330	\$ 2,070,227.83	\$27,735,455*	\$ 22,772,506	\$ 24,842,734	112%
State Support	4,420,816	3,080,652	34,993,026	33,887,177	36,967,829	95%
Federal Support	78,610	41,667	1,212,916	458,333	500,000	243%
Other Revenue	96,676	47,917	1,982,216	527,083	575,000	345%
Non-Revenue Sources	-	83,333	-	916,667	1,000,000	0%
TOTAL REVENUE	5,433,432	5,323,797	65,923,613	58,561,766	63,885,563	103%
EXPENSES	May	Month	YTD	YTD	Annual	% of YTD
	Actual	Budget	Actual	Budget	Budget	Expenses
<u>PERSONNEL COSTS</u>						
Administrative	278,626	317,146	3,127,018	3,488,609	3,805,756	82%
Instructional	1,426,362	1,133,698	11,968,350	12,470,682	13,604,381	88%
Non-Instructional	1,305,303	1,342,102	13,926,884	14,763,122	16,105,224	86%
OPS	433,954	508,165	5,652,509	5,589,814	6,097,979	93%
Personnel Benefits	1,003,482	897,685	10,126,326	9,874,538	10,772,223	94%
TOTAL PERSONNEL COSTS	4,447,727	4,198,797	44,801,087	46,186,766	50,385,563	89%
<u>CURRENT EXPENSES</u>						
Services	245,986	366,539	3,571,977	4,031,928	4,398,467	81%
Material & Supplies	165,471	191,925	2,239,217	2,111,174	2,303,099	97%
Other Current Charges	497,800	545,703	6,916,241	6,002,731	6,548,434	106%
TOTAL CURRENT EXPENSES	909,257	1,104,167	12,727,435	12,145,833	13,250,000	96%
CAPITAL OUTLAY	-	20,833	240,408	229,167	250,000	96%
TOTAL EXPENSES	\$ 5,356,984	\$ 5,323,797	\$ 57,768,930	\$ 58,561,766	\$ 63,885,563	90%

* YTD Revenues reflect a decrease of \$7,941,178 in revenue for the Fall 2023 Semester.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF JUNE 2023

MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	75%	June 2024	New Survey 3.1 Underway
N/A	Master Plan – Main Campus	95%	August 2023	Underway – DAG Architects
PJ-0419	Student Union Office Renovation - Transfer Services	95%	June 2023	Awaiting Furniture
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	TBD	Converting to a Dental Sim Lab 100% CD's received May 10 th Advertising CMAR Services Award recommendation to August 2023 BOT
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to new Classroom	10%	TBD	Waiting on AV Proposals
PJ-0357	SM 114 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0165	SM 118 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0260	SM 129 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0360	SM 211 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0355	CH 233 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0356	CH 234 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0313	Administration Bldg#27 Lobby	15%	TBD	100% CD's Delivered; CM Award pending June BOT Approval
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards and Replaced 48 sections of Sidewalk
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	5%	12/31/2023	COMPLETED: Bldg. 02 SMA See other individual building updates below
PJ-0422	Elevator Upgrades at SU Bldg#35	10%	TBD	Materials received; Scheduled for June 5 th through July 17 th
PJ-0422	Elevator Upgrades at DH Bldg#06	10%	TBD	Materials in July
PJ-0422	Elevator Upgrades at AC Bldg#08	10%	TBD	Materials in July
PJ-0422	Elevator Upgrades at TPP-N Bldg#11	5%	TBD	PO Issued

PJ-0342	Athletics – LS Interior Renovation	15%	TBD	CM Awarded to Southern Standard Construction 100% CD's delivered 2/24/23 GMP to September BOT
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP to September BOT
PJ-0433	Baseball Fieldhouse Window Replacement	50%	TBD	PO Issued Work in progress
PJ-0408	Athlete Weight Room	80%	June 2023	Flooring installed Equipment / Sliding Door on order
PJ-0428	CUP Renovation and Infrastructure	50%	TBD	Work in progress
PJ-0365	CUP Control Room and ADA Restrooms	15%	TBD	CM Award pending June BOT approval
PJ-0421	State DM - Roof Restorations TPP 11, DH 6, AP 3, MLH 4 - Four Buildings with One Contiguous Roof	25%	TBD	Materials delivered Work commenced 5/8/2023
PJ-0420	State DM - Roof Restoration Mailroom (MR) Bldg#57	15%	TBD	Work scheduled to start in July
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	TBD	PO Issued
	Third EXIT Lane from Bus Loop	10%	TBD	City of Tallahassee conducting traffic study in August/September
PJ-0371	Install Collegiate Way Signage	10%	TBD	Coordinating with City of Tallahassee
	Truck Driving Testing Course Striping	10%	June 2023	Course being updated per FDOT requirements
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	35%	July 2023	Environmental Abatement complete; Building to be Razed; Pending LCS and TCC BOT approval
PJ-0415	Annual Bleacher Inspections/Repairs – Baseball, Softball and Lifetime Sports	100%	June 2023	Inspections complete Repairs to be scheduled
PJ-0414	Parking Garage Bldg#37 Inspection/Survey/Repairs	60%	June 2023	Initial inspection completed Structural inspection required Identify repairs to be scheduled
N/A	Dale Mabry Museum	5%	TBD	Dale Mabry Museum Foundation received Grant for relocation of Quonset Hut & Site Improvement
	LSC – Metal Coping/Roofing	5%	TBD	Bids due May 8 th Pending June BOT Approval

PJ-0434	Truck Driving Program Expansion	5%	TBD	Renovation of the TT Bldg#31 and Truck Driving Testing Areas
PJ-0427	AC Bldg#08 Soffit Repairs	5%	TBD	Temporary repair complete. Awaiting permanent materials.
PJ-0371	AC Bldg#08 Charter School Conversion	75%	August 2023	Underway
	AC Bldg#08 1 st Floor Restrooms ADA Compliant	10%	TBD	Updating to meet Building Code Requirements
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	TBD	Updating to meet Building Code Requirements
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	TBD	On order
PJ-0436	Solar Powered Covered Walkways	15%	TBD	100% CD's expected June 2023
PJ-0432	Underground Chill Water Leak at Admin West Entrance	80%	TBD	Leak repaired, irrigation completed, brick work/ landscape underway
PJ-0437	Underground Domestic Water Leak at TPP North Breezeway	95%	TBD	Leak repaired, hole backfilled, waiting on concrete
PJ-0437	Domestic Water Loop Additional Backflow/Meter	10%	TBD	Awaiting TalGov
PJ-0441	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 112	10%	August 2023	Replace ceilings with acoustical tile and new lighting. Replace flooring with acoustical carpet.
PJ-0442	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 113	10%	August 2023	Replace ceilings with acoustical tile and new lighting. Replace flooring with acoustical carpet.
PJ-0443	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 114	10%	August 2023	Replace ceilings with acoustical tile and new lighting. Replace flooring with acoustical carpet.
PJ-0444	English Bldg#01 IAQ-Air Returns, Moisture Control & Sealing of Exterior Walls – EN 115	10%	August 2023	Replace ceilings with acoustical tile and new lighting. Replace flooring with acoustical carpet.
	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	5%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	5%	TBD	Upgrades to include ADA compliance
PJ-0390	Light Pole Repairs/Replacement	10%	TBD	Underway
PJ-0387	HVAC OAD Installation	50%	TBD	Underway
PJ-0378	C-Cure Locks / NIST 800-171	5%	TBD	Underway

TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 489,805 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 2,045,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 24,490 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	August 2023	Underway – DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	August 2023	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	5%	January 2024	PO Issued; Materials on order
PJ-0413	Range Building Erosion Control	25%	TBD	PO Issued
PJ-0438	Cardio Room Improvement	10%	TBD	Door on order
PJ-0439	Conference Center Chiller Repairs and Upgrades	20%	TBD	Parts on order

CENTER FOR INNOVATION (SITE 4)

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

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	August 2023	Underway – DAG Architects
PJ-0349	Ghazvini Patio Solar Panel System	90%	July 2023	Construction underway
PJ-0400	DAS System	100%	June 2023	Final Inspection underway
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	95%	August 2023	Underway – DAG Architects
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress

FOUNDATION CLASSROOM RENOVATION SUMMARY

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



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of May 2023.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$7,037.50
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$42,008.70
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$35,000.78

Past Actions by the Board

The Board last authorized architect invoices at the May 15, 2023 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 1



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, FL 32304
don.herr@tcc.fl.edu

TCC P.O. 17417
BKJ Proj. No.: 23.116

Project Name/Address:
MR Building Renovation - Preliminary Schematic Design Analysis

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

Date: 5/9/2023


THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ARCHITECTURAL SERVICES					
Hourly Services (Phase 1 & Phase 2)	\$ 7,975.00	88%	\$ 7,037.50	\$ -	\$ 7,037.50
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
SUB TOTAL	\$ 7,975.00		\$ 7,037.50	\$ -	\$ 7,037.50
Total due Architect/Engineer					\$7,037.50

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)

BKJ Timesheet

Jobs: TCC MR Building Renovation
Dates: 4/7/2023 thru 5/2/2023

TIMESHEET SUMMARY

EMPLOYEE	RATE	HOURS	TOTAL
Principal/Architect- B.Davenport	\$160.00	8.25	\$1,320.00
Principal- M. Lamantia	\$160.00	3.75	\$600.00
Graduate- J. Hornock	\$115.00	40.50	\$4,657.50
Graduate- M. Pollock	\$115.00	4.00	\$460.00
TOTAL FEE			\$7,037.50

fname	lname	local_date	local_day	hours	jobcode	tasks
Bonnie	Davenport	4/7/2023	Fri	0.25	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/11/2023	Tue	0.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/13/2023	Thu	0.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/27/2023	Thu	1.5	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	4/28/2023	Fri	4	23.116 TCC MR Renovation	04 Schematic Design
Bonnie	Davenport	5/1/2023	Mon	1.5	23.116 TCC MR Renovation	04 Schematic Design
TOTAL				8.25		

fname	lname	local_date	local_day	hours	jobcode	tasks
Michael	Lamantia	4/27/2023	Thu	0.5	23.116 TCC MR Renovation	04 Schematic Design
Michael	Lamantia	4/28/2023	Fri	0.25	23.116 TCC MR Renovation	04 Schematic Design
TOTAL				3.75		

fname	lname	local_date	local_day	hours	jobcode	tasks
Jonathon	Hornock	4/17/2023	Mon	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/18/2023	Tue	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/19/2023	Wed	8	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/20/2023	Thu	8	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/21/2023	Fri	7	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	4/28/2023	Fri	2	23.116 TCC MR Renovation	03 As Builts
Jonathon	Hornock	5/1/2023	Mon	1.5	23.116 TCC MR Renovation	03 As Builts
TOTAL				40.5		

fname	lname	local_date	local_day	hours	jobcode	tasks
Michael	Pollock	4/13/2023	Thu	4	23.116 TCC MR Renovation	03 As Builts
TOTAL				4		

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-017417
Purchase Order Date	04/06/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0434 Mailroom (MR) Bldg#57 Renovation - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	7,975.00	0.00	7,975.00

Director of Procurement and Auxiliary Services
 Dustin Frost

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

Purchase Order

Purchase Order Number	PO-017417
Purchase Order Date	04/06/2023
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		<p>Preliminary Schematic Design Services for the proposed renovation to a portion of the Mailroom (MR) Building#57 located on TCC Main Campus - Site 1.</p> <p>The scope of work for the subject project includes preparation of the existing conditions drawings, facility programming, preliminary schematic design drawings, and preliminary code review for the proposed renovation. The subject building is approx. 11,773 SF. The square footage of the renovated area is to be determined during this Preliminary Schematic Design Phase.</p> <p>The purpose of this renovation is to add 2 classrooms to the subject building. There will be 10 to 12 students in each classroom. If any of the existing spaces or rooms are displaced by the new classrooms those spaces will need to be relocated to other areas in the subject building. BKJ will complete a preliminary code review for the area of the renovation. The preliminary code review will need to consider the entire building for certain items in the code. The classrooms will need to be SREF compliant.</p> <p>Specifics per attached proposal April 3, 2023.</p>				7,975.00

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: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

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

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

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



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

Invoice number 21094_0531
 Date 05/26/2023
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	11.85	8,225.00	8,225.00	0.00
Task 3 - Existing Conditions	54,500.00	26.61	14,500.00	14,500.00	0.00
Task 4 - Planning Elements	164,500.00	58.20	74,842.50	95,742.50	20,900.00
Task 5 - Decision Themes	31,600.00	0.00	0.00	0.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	88.83	35,400.00	35,442.50	42.50
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	42.36	132,967.50	153,910.00	20,942.50

Invoice total **20,942.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0531	05/26/2023	20,942.50	20,942.50				
	Total	20,942.50	20,942.50	0.00	0.00	0.00	0.00

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



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

Invoice number 23007_0531
 Date 05/26/2023
 Project 23007 TCC MAIN CAMPUS AP BLDG
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	10,487.25	100.00	0.00	0.00
Design Development	13,983.00	13,983.00	100.00	0.00	0.00
Construction Documents	24,470.25	12,235.13	95.00	1,223.50	11,011.62
Bidding & Negotiations	3,495.75	0.00	0.00	3,495.75	0.00
Construction Administration	17,478.75	0.00	0.00	17,478.75	0.00
Total	69,915.00	36,705.38	68.25	22,198.00	11,011.62

Reimbursables

Construction Documents

	Units	Rate	Billed Amount
Travel	236.00	0.655	154.58

Invoice total 11,166.20

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0531	05/26/2023	11,166.20	11,166.20				
	Total	11,166.20	11,166.20	0.00	0.00	0.00	0.00

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



Destin
 Atlanta
 Pensacola
 Melbourne
 Tallahassee
 Panama City

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

Invoice number 21114_0531
 Date 05/26/2023

Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	0.00	0.00	0.00	0.00
Task 3 - Existing Conditions	41,890.00	12.44	812.50	5,212.50	4,400.00
Task 4 - Planning Elements	86,328.00	16.91	11,850.00	14,600.00	2,750.00
Task 5 - Decision Themes	16,985.00	6.18	1,050.00	1,050.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	48.32	12,145.00	14,895.00	2,750.00
Task 7 - Conclusion	1,815.00	0.00	0.00	0.00	0.00
Total	238,798.00	15.74	27,682.50	37,582.50	9,900.00

Invoice total **9,900.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0531	05/26/2023	9,900.00	9,900.00				
	Total	9,900.00	9,900.00	0.00	0.00	0.00	0.00

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



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

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

Invoice number 210208_0523
 Date 05/31/2023

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings - FCG	7,500.00	100.00	7,500.00	7,500.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	17,356.60	17,356.60	0.00
Schematic Design - H2 Engineering	4,100.00	100.00	4,100.00	4,100.00	0.00
Schematic Design - Kever/McKee Eng	500.00	100.00	500.00	500.00	0.00
Design Development - FCG	18,150.40	100.00	18,150.40	18,150.40	0.00
Design Development - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Design Development - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
90% Construction Documents - FCG	20,638.00	100.00	20,638.00	20,638.00	0.00
90% Construction Documents - H2 Eng	12,300.00	100.00	12,300.00	12,300.00	0.00
90% Construction Documents-Kever McKee	1,084.00	100.00	1,084.00	1,084.00	0.00
Permit Docs - FCG	13,253.50	100.00	13,253.50	13,253.50	0.00
Permit Docs - H2 Engineering	8,200.00	100.00	8,200.00	8,200.00	0.00
Permit Docs - Kever McKee	1,083.00	100.00	1,083.00	1,083.00	0.00
Agency Permitting - FCG	8,234.50	100.00	8,234.50	8,234.50	0.00
Bidding - FCG	11,125.20	100.00	11,125.20	11,125.20	0.00
Bidding - H2 Engineering	2,050.00	100.00	2,050.00	2,050.00	0.00
Construction Administration - FCG	18,081.80	100.00	16,273.62	18,081.80	1,808.18
Construction Administration - H2 Eng	6,150.00	100.00	5,842.50	6,150.00	307.50
Hydrant Flow Test-H2 Eng	600.00	100.00	600.00	600.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	5,700.00	5,700.00	0.00
Post Test and Balance - H2 Eng	5,700.00	100.00	0.00	5,700.00	5,700.00
Construction Administration - Kever McKee	600.00	100.00	600.00	600.00	0.00
Subtotal	181,190.00	99.45	172,374.32	180,190.00	7,815.68

Additional Services

Conversion of the Outdoor Storage Room 248-FCG	15,440.00	100.00	15,440.00	15,440.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00



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

Invoice number 210208_0523
Date 05/31/2023

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Subtotal	21,340.00	72.35	15,440.00	15,440.00	0.00
Total	202,530.00	96.59	187,814.32	195,630.00	7,815.68

Invoice total 7,815.68

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0523	05/31/2023	7,815.68	7,815.68				
	Total	7,815.68	7,815.68	0.00	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

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

Invoice number 230202_0523
 Date 05/31/2023

Project 230202 TCC - SOLAR PANEL CANOPIES
 FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	80.00	0.00	9,760.00	9,760.00
Design Development	9,630.00	0.00	0.00	0.00	0.00
Design Development - Kever	2,000.00	0.00	0.00	0.00	0.00
Permit Documents	6,025.00	0.00	0.00	0.00	0.00
Permit Documents - Kever	4,500.00	0.00	0.00	0.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	0.00	0.00	0.00	0.00
Construction Administration	12,900.00	0.00	0.00	0.00	0.00
Construction Administration - Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	55,405.00	17.62	0.00	9,760.00	9,760.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	0.00	0.00	0.00	0.00
Programming Confirmation	7,500.00	100.00	0.00	7,500.00	7,500.00
Measured Drawings	4,500.00	100.00	0.00	4,500.00	4,500.00
Subtotal	35,406.00	33.89	0.00	12,000.00	12,000.00
Total	90,811.00	23.96	0.00	21,760.00	21,760.00

Invoice total 21,760.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0523	05/31/2023	21,760.00	21,760.00				
	Total	21,760.00	21,760.00	0.00	0.00	0.00	0.00



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Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0523

Date 05/31/2023

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



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Fitzgerald Collaborative Group, LLC

850 S Gadsden, Suite 140
Tallahassee, FL 32301
850.350.3500

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

Invoice number 210224_053123
Date 05/31/2023

Project 210224 TCC - GHAZVINI SOLAR PANELS
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
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	100.00	0.00	562.00	562.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	100.00	4,440.00	4,440.00	0.00
Construction Administration	9,260.00	90.00	5,694.50	8,333.60	2,639.10
Construction Administration-Kever McKee	750.00	100.00	0.00	750.00	750.00
Construction Administration-H2 Engineering	2,200.00	90.00	506.00	1,980.00	1,474.00
Subtotal	55,500.00	97.93	48,928.50	54,353.60	5,425.10
Additional Required Services					
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	95.54	65,418.50	70,843.60	5,425.10



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Tallahassee Community College
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224_053123
Date 05/31/2023

Invoice total 5,425.10

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_053123	05/31/2023	5,425.10	5,425.10				
	Total	5,425.10	5,425.10	0.00	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-grouppllc.com.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Use of College Personnel and Facilities

Item Description

This item further delineates the College’s Memorandum of Understanding (MOU) with the Tallahassee Community College Foundation (Foundation) and requests Board approval for the specific usage of College personnel services and facilities for direct support organization (DSO) related activities.

Overview and Background

As authorized in Florida statutes 1004.70, TCC’s Foundation was established as a DSO to the College with the goal of strengthening connections to the community, promoting excellence in teaching, and expanding student success in a global economy.

The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for TCC’s Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting. The following represents the College resources utilized for TCC Foundation DSO activities compared to their highlighted support to the College, which totaled **\$1,533,646.41** this current fiscal year. A complete list of program support received by the College can be provided by Institutional Advancement staff.

College Resource	Resources Utilized for DSO Activities	DSO Support Received by the College	DSO Student Scholarships Provided
Personnel Services	\$68,544.86		
Facilities	\$28,038.01		
Property	\$0.00		
Facilities & Room Renovations		\$155,321.32	
College Innovation Grants		\$511,293.03	
Other College Support		\$60,000.00	
Student Scholarships			\$807,032.06
Total	\$96,882.87	\$726,614.35	\$807,032.06

As part of the College’s Office for Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for TCC Foundation DSO related activities and provides an annual operating budget for its use. The amount allocated for TCC Foundation DSO related activities should not exceed 20% of the Office for Institutional Advancement’s total budget. In addition to the 20% budget restriction, the amount of resources provided for TCC Foundation DSO related activities shall not exceed the total financial support provided by the TCC Foundation DSO.

The estimated resources designated for TCC Foundation DSO related activities for FY 2023-24 are projected to be \$117,633.86, or 14.2% of the Office for Institutional Advancement’s total budget. For reference, the amount of resources utilized for TCC Foundation DSO related activities this fiscal year totaled \$96,887.87, or 16.1% of the Office for Institutional Advancement’s total budget.

College Resource	Office for Institutional Advancement Projected FY 2023-24 Budget	Projected Foundation DSO Related Resources for FY 2023-24
Personnel Services	\$585,444.41	\$84,091.21
Other Services & Expenses	\$149,000.00	\$24,715.76
Facilities	\$62,141.75	\$8,826.90
Property		\$0.00
Total	\$796,586.16	\$117,633.86

As long as this return on investment exceeds actual College resource costs, the Board authorizes the continued designation of those resources to be provided as support for the designated TCC Foundation activities.

Funding/ Financial Implications

The funds allocated for TCC Foundation DSO activities will be included in the proposed FY 2023-24 College Operating Budget as part of the Office for Institutional Advancement’s budget.

Past Actions by the Board

The Board approved the use of College resources for TCC Foundation DSO activities at the June 22, 2022 Board of Trustees meeting for the current fiscal year.

Recommended Action

Approve the use of College resources for TCC Foundation DSO activities as presented.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Banking Services Agreement

Item Description

This item requests approval by the District Board of Trustees for a banking services agreement with Wells Fargo Bank.

Overview and Background

The College initiated an Invitation to Negotiate (ITN 2023-01) on January 5, 2023 with a proposal due date of February 22, 2023. In response to this solicitation, the College received complete and acceptable submittals from the below vendors:

- Capital City Bank
- Synovus Bank
- Truist Bank
- Wells Fargo Bank

Based on the evaluation criteria outlined in the ITN, the submittals were reviewed and assessed by an evaluation committee considering, but not limited to, the following criteria:

- The understanding of the needs and operational requirements of the College
- Ability to deliver the required banking services as specified in this ITN
- Scope and value of additional services offered, including degree of automation
- Quality and scope of conversion/implementation plan
- The projected total net cost (fees, compensation, and earning rates)
- The Proposer's stability and credibility

After assessments were completed, the College selected Wells Fargo Bank to begin negotiations for its banking services with the intent to reach an agreement for five-year term with options for renewal.

Funding/ Financial Implications

No additional expense.

Past Actions by the Board

The Board approved an extension of the current agreement that expires June 30, 2023.

Recommended Action

Approve the College to enter into a banking services agreement with Wells Fargo.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: 2022-2023 Equity Report Update

Item Description

Tallahassee Community College (TCC) submits an annual Equity Report Update to the Florida Department of Education (FLDOE) to provide a status of the College's Educational Equity Plan which documents efforts to comply with state and federal civil rights laws related to nondiscrimination and equal access to postsecondary education and employment.

Overview and Background

Each year TCC is required to submit an annual Equity Report Update to the FLDOE. This report contains the status of the College's policies and procedures related to equity, and their resulting effects and outcomes. The Division of Administrative Services coordinates the completion of the annual Equity Report Update but has the support of the Division of Academic Affairs, Students Affairs, Institutional Effectiveness, and the Athletics Department.

Funding/ Financial Implications

N/A

Past Actions by the Board

TCC's Equity Report Update for 2021-2022 was approved by this Board on April 18, 2022.

Recommended Action

Approve the 2022-2023 Equity Report Update as presented.

Tallahassee Community College
2022-2023 Equity Update
Executive Summary

Tallahassee Community College (TCC or the College) submits an equity update report to the State of Florida each year. The 2022-2023 Annual Equity Update will be presented to the Board of Trustees on June 20, 2023, and upon approval will be signed by the Board Chair and the College's President. This report provides updates on the College's efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment. Updates, observations and planned strategies are addressed for the following equity categories: (1) Employment Equity, (2) Student Participation, and (3) Gender Equity in Athletics. The Florida Department of Education (FLDOE) provided three years of data (2019-2020, 2020 – 2021 and 2021-2022) for each area. All racial/ethnic category labels reported here are those supplied by FLDOE. This summary highlights findings and strategies from the report.

Employment Equity - Following the Department of Education, Florida College System's guidance, the College initiates employment goals each year for the areas of Executive/Administrative/Managerial (EAM) Staff, Instructional Staff, and Instructional Staff with Continuing Contract utilizing the College's student population as its benchmark for employment representation.

Goal Highlights:

Executive/Administrative/Managerial (EAM) Staff - The College met its employment goals within the EAM categories except for the representation of Hispanic employees. Over the last several reporting periods our Hispanic student population has grown. To meet this need, the College will focus on recruitment of Hispanic EAM employees. The College will continue to use the best resources available to attract Hispanic professionals. See full report for more details.

Instructional Staff - The College met its employment goals within the Full-Time Instructional Staff categories except for the representation of Total Male employees. The College will continue to recruit nationally for candidates to join our team and provide comparable compensation as other higher education institutions within the State.

Instructional Staff with Continuing Contract - The College met its employment goals within the Full-Time Instructional Staff with Continuing Contract categories except for the representation of Black Female faculty. Black Female faculty representation missed the College's goal by .2%. This was due in part to the focus on and success of increasing Black Female student population. The College's Black Female student population has continued to increase over the last three reporting periods. The College will maintain its current support for Annual Contract faculty seeking to become Continuing Contract faculty. This support includes, but is not limited to, the New Faculty Seminar Programs and training requirements presented through the College's Center for Professional Enrichment.

Student Participation – The following four areas of “student participation” are highlighted in the report: Enrollments, Completions, Success in Targeted Programs and Gender Equity in Athletics. Findings and strategies are listed below by area:

Goal Highlights:

Enrollments – The College met its enrollment goals for all Student Enrollment categories by increasing both Black FTIC and Black Total Enrollments.

Completions - TCC achieved its goals for 2021-2022 in the percentage of Black Students earning A.A. and A.S. degrees. We did not meet the goals for Black students earning

Certificates, Hispanic students earning A.S. degrees, and Male students earning A.A. and A.S. degrees, or Certificate programs. The College will continue to invest resources in the Pathways to Persistence program, affinity groups (e.g., Black Male Achievers, Men of Color Collective, Sister2Sister, and the Hispanic Alliance for Talented Students) and embedded academic support.

The College continues to focus on strategies that will narrow equity gaps. Through the newly designed Office of Transfer Services, we continue to build out shared experiences between TCC and our local public universities that lead to persistence and completion. We also have plans to expand our mental health resources to help combat the increase in wellness and mental health concerns being experienced by college students post-pandemic. The College, through the Office of Academic Affairs, continues to expand its program review process to ensure viability and relevancy of offered degrees and certificate programs. Finally, the College continues to refine and enhance embedded learning supports in critical gateway courses to help improve success rates of our underrepresented student populations.

Success in Targeted Programs - The College offers several programs that are geared towards increasing student participation in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under §1000.05, F.S. The programs are as follows: Florida Georgia Louis Stokes Alliance for Minority Participation (FGLSAMP), National Science Foundation (NSF) S-STEM, National Institutes of Health (NIH) Bridges to Baccalaureate Degrees, HBCU Rise, Sister 2 Sister, and Black Male Achievers. Each program provides strategies to increase participation for underrepresented students and is outlined in detail in the 2022-2023 Equity Report.

Gender Equity in Athletics -The College continues its commitment to provide equal opportunities to its male and female student-athletes. Seven sports are currently offered: men's and women's basketball, baseball, softball, women's cross country, and men's and women's track (indoor and outdoor). Volleyball, competitive cheer and flag football are under consideration for addition to our athletic offerings.

Goal Highlights:

The College did not meet its goal for gender equity in athletics for this review period. Cross country continues to provide the best opportunity for growth in female participation. The potential to add volleyball, competitive cheer and flag football will also be an opportunity for female participation.

The College assisted in hosting the NJCAA Cross Country National Championships in the Fall '22, which gave the College national exposure for that sport. As the NJCAA sanctions additional sports, such as women's flag football and competitive cheer, the College will continue to research the feasibility of adding opportunities for female participants. All participants, regardless of gender, have access to comparable scholarships and like resources and facilities, in all aspects: housing, travel accommodations, coaches, support staff, and equipment and supplies. Academic support resources are also available to participants from all teams.

Tallahassee Community College

College Annual Equity Update 2022-2023 Template for Submission

Deadlines:

**Part II. College Employment Equity Accountability
Plan – May 1, 2023**

Entire College Annual Equity Update – July 3, 2023

Submission Information

Equity Officer: Renae Tolson

Email: renae.tolson@tcc.fl.edu

Phone: (850) 201-6074

Date: June 20, 2023



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General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act”
- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Section 1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for inputting data, setting goals, and reflecting on goal achievement. Please use the data supplied by the DFC to complete the tables.

Submission of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by **the deadlines**. The update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

For the 2022-23 report, the factors DFC will review for completeness will be embedded after sections of the report and DFC will use these sections to notify colleges of any omitted required information. These will be marked “Completed by Division of Florida Colleges.” Example:

<i>Review of Part I: Course Substitutions (Completed by Division of Florida Colleges)</i>			
Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Compliance with House Bill 7

During the 2022 legislative session, House Bill (HB) 7 amended multiple Florida Statutes related to non-discrimination in the Florida Civil Rights Act (FCRA) and Florida Education Code. At the time of the bill’s passage, the Florida Department of Education advised colleges to take the necessary action to ensure compliance. When completing the 2022-2023 College Annual Equity Update, colleges are expected to include all updates to board and administrative policies and procedures to conform with the provisions of HB 7.

Part I. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection:** **No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection:** **No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.001-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection:** **No** If yes, provide the following applicable information for each updated contact.

Name/title: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

Email address: Click here to enter text.

Is this contact's information available in the regular notice of nondiscrimination?

Make a selection: Select one.

D) Has the college updated the grievance or complaint procedures for use by the aggrieved person(s)? **Make a selection:** **No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

E) Grievance procedures should address the following, at a minimum. Confirm if the college is meeting these requirements.

- 1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection:** **Yes**
- 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources. **Make a selection:** **Yes**
- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection:** **Yes**

If no, provide the college’s plan for compliance.

Response: [Click here to enter text.](#)

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	Yes
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No
Any additional policies or procedures pertaining to nondiscrimination practices?	No
Implementation of HB 7? (If not previously addressed)	No

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): [The Americans with Disabilities Act](#)

Date of revision: [March 20, 2023](#)

Description of the revision: [The Americans with Disabilities Act policy received minor updates to existing language.](#)

Web link(s) to document the revision:

<https://go.boarddocs.com/fl/tcc/Board.nsf/Private?open&login#>

***Review of Part I: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Have there been any updates to the college’s policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college’s compliance with section 1000.05, F.S.; Rules 6A-19.001-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college’s grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		

Requirement	Response	Comments	Action
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum.	-	-	-
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, is a plan for compliance provided?	Select one.		

Part II. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and sex to be used as the benchmark for setting employment goals, as colleges continue to strive for alignment between student population and employment demographics.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EAM tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	2021-22 Reporting Year College Student Population (%)	EAM Actuals (%) Fall 2021	EAM Stated Goals (%) Fall 2022	EAM Actuals (%) Fall 2022	EAM Goal Met (Yes/No)	EAM Goals for Fall 2023
Black Female	21.9%	20.0%	11.9%	20%	Yes	Within 10% of Student Population
Black Male	12.5%	13.3%	2.5%	13.3%	Yes	Within 10% of Student Population
Hispanic Female	11.4%	-	1.4%	-	No	Within 10% of Student Population
Hispanic Male	10.2%	-	0.2%	-	No	Within 10% of Student Population
Other Minorities Female	2.9%	3.3%	-	3.3%	Yes	Within 10% of Student Population
Other Minorities Male	2.1%	3.3%	-	3.3%	Yes	Within 10% of Student Population
White Female	19.7%	33.3%	9.7%	33.3%	Yes	Within 10% of Student Population
White Male	19.3%	26.7%	9.3%	26.7%	Yes	Within 10% of Student Population
Total Female	56%	56.7%	46%	56.7%	Yes	Within 10% of Student Population
Total Male	44%	43.3%	34%	43.3%	Yes	Within 10% of Student Population

Note: The goal for EAMs in the Fall of 2022 was to be within 10% of the student population.

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: Due to a significant growth in our Hispanic student population, the College did not meet its goal for the Hispanic EAM cohort. To meet the needs of this growing population of students, the College will focus on recruitment of Hispanic EAM employees. The College will continue to use the best resources available, including but not limited to Hispanic Outlook in Higher Education, Hispanic Outlook on Education Magazine, DiverseJobs.Net, Diverse Issues in Higher Education, etc., to attract Hispanic professionals to its campus.

College Full-Time Instructional Staff

Informed by the INST tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	2021-22 Reporting Year College Student Population (%)	INST Actuals (%) Fall 2021	INST Stated Goals (%) Fall 2022	INST Actuals (%) Fall 2022	INST Goal Met (Yes/No)	INST Goals for Fall 2023
Black Female	21.9%	12.9%	11.9%	15.4%	Yes	Within 10% of Student Population
Black Male	12.5%	7.4%	2.5%	7.2%	Yes	Within 10% of Student Population
Hispanic Female	11.4%	4%	1.4%	3.4%	Yes	Within 10% of Student Population
Hispanic Male	10.2%	5.4%	0.2%	3.4%	Yes	Within 10% of Student Population
Other Minorities Female	2.9%	4%	-	3.8%	Yes	Within 10% of Student Population
Other Minorities Male	2.1%	0.5%	-	0.5%	Yes	Within 10% of Student Population
White Female	19.7%	43.6%	9.7%	44.7%	Yes	Within 10% of Student Population
White Male	19.3%	22.3%	9.3%	21.6%	Yes	Within 10% of Student Population
Total Female	56%	64.4%	46%	67.3%	Yes	Within 10% of Student Population
Total Male	44%	35.6%	34%	32.7%	No	Within 10% of Student Population

Note: The goal for Full-time Instructional Staff in the Fall of 2022 was to be within 10% of the student population.

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.



Response: The College met its goal for the Full-time Instructional Staff category except for the Total Male cohort. The College will continue its steadfast process to recruit faculty nationally. This past fiscal year, the College hosted two job fairs that attracted highly qualified and talented candidates to join the College. Within the next year, the College will place an enhanced emphasis on recruiting and attracting more males for available faculty positions.

College Full-Time Instructional Staff with Continuing Contract

Informed by the CONT tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	2021-22 Reporting Year College Student Population (%)	CONT Actuals (%) Fall 2021	CONT Stated Goals (%) Fall 2022	CONT Actuals (%) Fall 2022	CONT Goal Met (Yes/No)	CONT Goals for Fall 2023
Black Female	21.9%	10.4%	11.9%	11.7%	No	Within 10% of Student population
Black Male	12.5%	8.7%	2.5%	8.1%	Yes	Within 10% of Student population
Hispanic Female	11.4%	5.2%	1.4%	5.4%	Yes	Within 10% of Student population
Hispanic Male	10.2%	7.0%	0.2%	5.4%	Yes	Within 10% of Student population
Other Minorities Female	2.9%	5.2%	-	5.4%	Yes	Within 10% of Student population
Other Minorities Male	2.1%	0.9%	-	0.9%	Yes	Within 10% of Student population
White Female	19.7%	40%	9.7%	41.4%	Yes	Within 10% of Student population
White Male	19.3%	22.6%	9.3%	21.6%	Yes	Within 10% of Student population
Total Female	56%	60.9%	46%	64%	Yes	Within 10% of Student population
Total Male	44%	39.1%	34%	36%	Yes	Within 10% of Student population

Note: The goal for Full-time Instructional Staff with Continuing Contract in the Fall of 2022 was to be within 10% of the student population.

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continuing contract.

Response: The College met its goal for the Full-time Instructional Staff with Continuing Contract category except for the Black Female faculty cohort. Although the College did not meet its goal for the Black Female faculty cohort by 0.2%, it is exciting to report an increase in the population of Black Female students. Strategies to reach the missed goal include conducting exit interviews with departing staff and revisiting the College’s current recruitment efforts to target and attract an increased number of Black Females for available faculty positions.

New Barriers (Optional)

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: There are no new barriers affecting the successful recruitment and/or retention of minorities as Continuing Contract instructors.

***Review of Part II (A): Attainment of Annual Goals
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
EAM positions?	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

2) Provide a summary of the college’s board of trustees’ annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: The President is supported by a diverse executive leadership team, which has been applauded for its work by the community. As cited in his annual evaluation, the District Board of Trustees praised the President’s leadership and confidence in applying for the Aspen Prize for Community College Excellence. Tallahassee Community College was selected among the top 10 finalists for this national recognition. The award honors institutions with outstanding achievement in four areas: teaching and learning, certificate and degree completion, workforce success and equitable outcomes for

students of color and low-income students. The President demonstrates leadership and commitment in meeting the goals and objectives of the College’s employment accountability plan.

3) What is the date of the president’s most recent evaluation?

Response: May 16, 2022

***Review of Part II (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S.

1) The college maintains diversity and balance in the sex and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**

Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: The College strongly encourages the use of balanced and diverse review teams which includes women and minorities. It is the responsibility of the hiring authority to ensure that the review team composition is in accordance with the College’s equity plan. Human Resources reviews the team and the recommendation packet to ensure it was completed in accordance with applicable College policies and procedures. The make-up of the review team may encompass two or more members, excluding non-voting or ex-officio members. The President has the flexibility of altering the selection process for executive positions.

2) Briefly describe the process used to grant continuing contracts.

Response: Faculty members must serve at the College in a probationary status in accordance with the provisions and intent of 6A-14.0411(1)(a)(b)(c)(d) FAC for five full years in the capacity of a full-time faculty member. Continuing Contract is recommended to the Board of Trustees by the President for

faculty members who have received satisfactory ratings on the evaluation of the performance of their duties and responsibilities during the probationary period.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status for specified populations.

Response: Full-time faculty and Deans meet to set/review goals in the fall of each year. The Deans meet with faculty members in the spring to provide an evaluation based on the goals established in the fall, including a variety of measures related to teaching and other faculty responsibilities. Each faculty member will receive an annual classroom observation (Continuing Contract faculty receive a bi-annual classroom observation unless a more frequent review is needed). The visits are conducted by the Dean/Division Director and will be followed by a conference to discuss the observations. The results of the observation and conferences may be incorporated as a part of the annual evaluation report. For Continuing Contract faculty, the conference may be a part of the annual assessment conference. During the assessment conference, the faculty member will review their progress toward established goals and present next year’s goals to the Dean/Division Director. The discussion consists of observations based on any classroom visit, items suggested in student evaluations and other resources as appropriate.

4) Briefly describe the college’s budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: The College allocates funds for advertising in national publications and web sites, with direct marketing strategies for targeted audiences. In addition, the College may allocate travel funds to invite applicants to campus for interviews.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and sex information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Row 1	Faculty Hires	6	\$42,906 - \$49,274	37	\$47,317 - \$89,258
Row 2	Classified Staff	34	\$25,554 - \$70,000	51	\$32,303 - \$63,024
Row 3	Classified Staff Prof	37	\$32,892 - \$75,000	55	\$33,552 - \$78,873
Row 4	Managerial Prof	8	\$65,000 - \$78,000	4	\$63,000 - \$116,139
Row 5	Administrative	2	\$76,500 – 85,000	3	\$78,759 - \$106,918
Row 6	Executive	1	\$136,500	2	\$109,197 - \$306,744

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2021, and October 31, 2022, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2022.*

**Review of Part II(C): Additional Requirements
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report provide a summary of the process utilized to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise eligible faculty of their progress towards attaining continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of the incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of the salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

Part III. Strategies to Overcome Underrepresentation of Students

Student Enrollments

Colleges will continue to examine data trends, using the ENROLLMENTS tab, in the representation of students by race, ethnicity, sex, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved and set goals for 2022-2023 reporting year.

Enrollments	FTIC				Total Enrollments			
	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals
Black	31.1%	31.2%	Yes	33%	33.9%	34.4%	Yes	35%
Hispanic	N/A	996	N/A		N/A	2936	N/A	
Other Minorities	N/A	141	N/A		N/A	680	N/A	
White	N/A	1200	N/A		N/A	5285	N/A	
Female	N/A	1650	N/A		N/A	7592	N/A	
Male	N/A	1747	N/A		N/A	5975	N/A	
LEP	N/A	1	N/A		N/A	1	N/A	
DIS	N/A	52	N/A		N/A	473	N/A	

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

Response:

New methods and strategies, if applicable.

Response:

Student Completions

This year’s report evaluates completions of Associate in Arts (A.A.) degrees, Associate in Science/Associate in Applied Science (A.S./A.A.S.) degrees, certificates and baccalaureate degrees, as documented in the COMPLETIONS tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved and set goals for 2021-22. Certificates include: College Credit Certificates (CCC); Career Certificates (CC); Applied Technology Diplomas (ATD); Education Preparation Institution Certificates (EPI); Certificates of Professional Preparation (CPP); Apprenticeship Programs (APPR); and Advanced Technical Certificates (ATC).

A.A. Degrees	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals
Black	24.7%	27.6%	Yes	28.6%
Hispanic	N/A	19.9%	N/A	20.9%
Other Minorities	N/A	5.4%	N/A	
White	N/A	47.1%	N/A	
Female	N/A	54.5%	N/A	
Male	46.7%	45.5%	No	
LEP	N/A	0.0%	N/A	
DIS	N/A	5%	N/A	
A.S./A.A.S. Degrees	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals
Black	27.5%	29.3%	Yes	30.3%
Hispanic	11.3%	9.3%	No	10.3%
Other Minorities	N/A	7.5%	N/A	
White	N/A	53.9%	N/A	
Female	N/A	78.7%	N/A	
Male	25.9%	21.3%	No	
LEP	N/A	0.0%	N/A	
DIS	N/A	6%	N/A	
Certificates	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals
Black	35.3%	33.8%	No	34.8%
Hispanic	N/A	13.3%	N/A	14.3%
Other Minorities	N/A	4.4%	N/A	
White	N/A	48.5%	N/A	
Female	N/A	33.6%	N/A	
Male	N/A	66.4%	N/A	
LEP	N/A	0.0%	N/A	
DIS	N/A	1.8%	N/A	



Baccalaureate Degrees	2021-22 Goals	2021-22 Actuals	2021-22 Goals Achieved (Yes/No)	2022-23 Goals
Black	N/A	13%	N/A	
Hispanic	N/A	0.0%	N/A	
Other Minorities	N/A	8.7%	N/A	
White	N/A	78.3%	N/A	
Female	N/A	95.7%	N/A	
Male	N/A	4.3%	N/A	
LEP	N/A	0.0%	N/A	
DIS	N/A	8.7%	N/A	

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **No** If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

Response: TCC achieved its goals for 2021-2022 in the percentage of Black students earning A.A. and A.S. degrees. We did not meet the goals for Black students earning Certificates, Hispanic students earning A.S. degrees, and Male students earning A.A. and A.S. degrees, or Certificate programs. The College will continue to invest resources in the Pathways to Persistence program, affinity groups (e.g., Black Male Achievers, Men of Color Collective, Sister2Sister, and the Hispanic Alliance for Talented Students) and embedded academic support.

New methods and strategies, if applicable.

Response: The College continues to focus on strategies that will narrow equity gaps. Through the newly designed Office of Transfer Services, we continue to build out shared experiences between TCC and our local public universities that lead to persistence and completion. We also have plans to expand our mental health resources to help combat the increase in wellness and mental health concerns being experienced by college students post-pandemic. The College, through the Office of Academic Affairs, continues to expand its program review process to ensure viability and relevancy of offered degrees and certificate programs. Finally, the College continues to refine and enhance embedded learning supports in critical gateway courses to help improve success rates of our underrepresented student populations.

Student Success in Targeted Programs

The college’s plan for 2021-22 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.



The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

Response: The College offers several programs that are geared towards increasing student participation in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under §1000.05, F.S. The programs are as follows: Florida Georgia Louis Stokes Alliance for Minority Participation (FGLSAMP), National Science Foundation (NSF) S-STEM, National Institutes of Health (NIH) Bridges to Baccalaureate Degrees, HBCU Rise, Sister 2 Sister, and Black Male Achievers. Each program provides strategies to increase participation for underrepresented students such as:

New methods and strategies, if applicable.

Strategy	Expected Outcomes	Assessment Method	Results
<p>The College establishes partnerships with local universities and laboratories to provide internship opportunities for students enrolled in STEM related courses and disciplines. The College will engage and actively recruit students for full scholarships within STEM disciplines (defined by National Science Foundation) via outreach and engagement in the community and within the campus.</p> <p>The College will collaborate with STEM faculty to serve as mentors to students in</p>	<p>Number of underrepresented students participating in STEM internships will increase by 10%.</p> <p>Recruitment of qualified students for STEM scholarship placement will reach 100%.</p>	<p>Compare number of underrepresented students participating in internships during 2019-2020 to 2020-2021 to 2021-2022.</p>	<p>2019-2020: 3 students 2020-2021: 0 2021-2022: 1</p> <p>The College did experience an increase in underrepresented students participating in STEM internships. While the number of students participating did increase during 2021-22, internships continued to be disrupted as a result of the pandemic. The College will continue to explore methods to further increase participation. 2022- 2023 data will not be available until June 2023.</p>



<p>STEM courses and disciplines. Provide workshops for academic and career preparedness post-graduation from TCC.</p>			
<p>The College offers scholarship opportunities for underrepresented students who are enrolled in STEM related programs (scholarships provided through FGLSAMP and NSF S-STEM).</p> <p>The College will provide better marketing to incoming high school students by visiting high school senior nights; participating in the scholarship fairs; contacting students who identify as being interested in STEM.</p>	<p>Number of qualified awardees will increase by 10%.</p>	<p>Compare number of underrepresented students awarded scholarships during 2019-2020 to 2020-2021 to 2021-2022.</p>	<p>2019-2020: 47 students 2020-2021: 18 2021-2022: 53</p> <p>The College experienced a significant increase in the number of underrepresented students who were awarded scholarships. The College will continue to broaden its options to maintain and/or increase the number of students. 2022-2023 data will not be available until June 2023.</p>
<p>The College offers STEM Center tutoring for STEM Gateway Courses.</p>	<p>Number of underrepresented students successfully completing STEM Gateway Courses will increase by 10%.</p>	<p>Compare the success rates of underrepresented students participating in tutoring provided by the STEM Center to the underrepresented students who are not participating in tutoring during 2019-2020 to 2020-</p>	<p>2019-2020: 20 students 2020-2021: 12 2021-2022 : 13</p> <p>The College did experience a slight increase in underrepresented students participating in STEM tutoring. The STEM Center is still recovering from the impact of the pandemic which shifted many students to utilize virtual tutoring services. The same declines are also evident within the</p>



		2021 to 2021-2022.	college's primary learning center. The College will continue to explore methods to further increase participation. 2022- 2023 data will not be available until June 2023.
The College offers extracurricular Workshops to increase STEM awareness: Robotics Workshop; Drone Workshop; 3D Printing Workshop; Auto-Cad Workshop. Increase marketing for the workshops as well as increase the number of available workshops.	Number of underrepresented students participating in extracurricular workshops will increase by 10%.	Compare number of underrepresented students participating in the activities during 2019-2020 to 2020-2021 to 2021-2022.	2019-2020: 83 students 2020-2021: 23 2021-2022: 39 The College experienced a significant increase in underrepresented students participating in extracurricular workshops and STEM internships. The continuation of the pandemic did not allow for these practical workshops to occur as often as many students were enrolled in remote courses. The College will continue to explore methods to further increase participation and return to pre-pandemic levels. 2021-2022- 2023 data will not be available until June 2023.
The College offers Career Awareness Workshops for underrepresented students: Increase the offerings of STEM Career Workshops and invite underrepresented professionals to discuss their career pathway.	Increase the number of Career Awareness Workshops for underrepresented students.	Compare the number of workshops offered each year.	2019-2020: 0 2020-2021: 6 2021-2022: 6 The College saw no increase of career awareness workshops in 2021-2022 for underrepresented students. The College continues to examine how more STEM focused career workshops can be presented.



			2022- 2023 data will not be available until June 2023.
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**Review of Part III: Strategies to Overcome Underrepresentation of Students
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Is the college achieving all its goals in terms of student enrollments by race, sex, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving all its goals in terms of student completions by race, sex, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

**Part IV. Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary. Please indicate "0" for the number of students if no substitutions were granted.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing				
Visual Impairment				
Specific Learning Disability	14	<ul style="list-style-type: none"> •MGF1106- Mathematics I for Liberal Arts •MGF1107- Mathematics II for Liberal Arts 	<ul style="list-style-type: none"> • MAT 1033 Intermediate Algebra • CGS 1060 Computer and Internet Literacy • OCE 1001 Introductory Oceanography • EME 2040 Introduction to Technology for Educators • ESC 1000 Earth Science • LIS 2004 Research Strategies for College Students 	General Education Mathematics



Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
		Two (2) Semesters of Foreign Language	<ul style="list-style-type: none"> • MET 1010 Meteorology • AST 1002 Introduction to Astronomy • BSC 1020 - Introduction to Human Biological Sciences • EVR 1001 - Introduction to Environmental Sciences • ANT2418 Introduction to Cultural Anthropology • AML2600 African American Literature • LIT 2323 Multicultural Methodology • ARH 2500 Art of the World 	Foreign Language
Orthopedic Impairment				
Speech/Language Impairment				

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Emotional or Behavioral Disability	1	<ul style="list-style-type: none"> • MGF1106- Mathematics I for Liberal Arts • MGF1107- Mathematics II for Liberal Arts 	<ul style="list-style-type: none"> • BSC 1020 - Introduction to Human Biological Sciences • EVR 1001 - Introduction to Environmental Sciences 	General Education Mathematics
		Two (2) Semesters of Foreign Language	<ul style="list-style-type: none"> • ANT 2418 Introduction to Cultural Anthropology • AML 2600 African American Literature • LIT 2323 Multicultural Methodology • ARH 2500 Art of the World 	Foreign Language
Autism Spectrum Disorder				
Traumatic Brain Injury				
Other Health Impairment				

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area

How many requests for course substitutions were made and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.) Please indicate "0" if no substitutions were requested or granted.

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall 2021	10	6
Spring 2022	8	6
Summer 2022	4	3
Total	22	15

**Review of Part IV: Course Substitutions
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part V. Gender Equity in Athletics

The college offers athletic programs: **Select one.** If no, move to the next section. If yes, complete this section.

Assessment of Athletic Programs

Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

Data Assessment

Section 1006.71, F.S., requires an assessment of major areas to evaluate the college’s progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college’s Corrective Action Plan of this report.

Compliance with Title IX

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2020, through June 30, 2021, and July 1, 2021, through June 30, 2022

	2020-21			2021-22			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	55	40	95	Total Number of Athletes	48	36	84
Percent of Athletes by Gender	57.9%	42.1%	100%	Percent of Athletes by Gender	57.1%	42.9%	100%
Total Number of Enrollments	5633	7264	12,897	Total Number of Enrollments	5,975	7,592	13,567
Percent of Enrollments by Gender	43.7%	56.3%	100	Percent of Enrollments by Gender	44%	56%	100
Percentage difference between athletes and students enrolled	14.2%	-14.2%		Percentage difference between athletes and students enrolled	13.1%	-13.1%	

Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2020-21:** Select one. **2021-22:** **No**

Based on the participation rates of female athletes compared to female enrollments and based on the college’s athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

- Accommodation of interests and abilities
- Substantial proportionality
- History and practice of expansion of sports

Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines
Athletic Participation by Gender Compared to Student Enrollments	Only offering Women’s Cross Country Pursuing offering more women only sports. Ex. Beach Volleyball, Flag Football, competitive cheer	Chuck Moore Chuck.moore@tcc.fl.edu 850-201-6085	2 years

**Review of Part V: Gender Equity in Athletics
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2022?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation, availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions, or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within five percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of female enrollments, did the college submit a corrective action plan?	Select one.		

Part VI. Signature Page

FLORIDA EDUCATIONAL EQUITY ACT
2022-23 ANNUAL EQUITY UPDATE REPORT
Signature Page

Tallahassee Community College

The college ensures that section 1000.05, F.S., section 1006.71, F.S., and section 1012.86, F.S., and implementing Rules 6A-6A-10.041 and 6A-19.001-.010, F.A.C., referenced in this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability, age, or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission, and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.265, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics, and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs.)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

RENAE TOLSON, EQUITY OFFICER

DATE

JIM MURDAUGH, PH.D., PRESIDENT

DATE

EUGENE LAMB, JR., CHAIR OF DISTRICT BOARD OF TRUSTEES

DATE



This concludes the 2022-23 Annual Equity Update Report, which must be submitted, as a Word document, to FCSInfo@fldoe.org by **May 1, 2023. Colleges may attach additional files (PDF or Word) as appendices.**



Appendix 1

The Report on Athletic Program Participation Rates
and
Financial Support Data
EADA Report

Tallahassee Community College
October 14, 2022

Any coeducational institution of higher education that participates in Title IV, the federal student aid program, and has an intercollegiate athletics program, must comply with the EADA by preparing an annual report, officially called The Report on Athletic Program Participation Rates and Financial Support Data; more commonly known as the EADA Report. The EADA Report must be published each year and must be made available upon request to students, prospective students, and the public. A prospective student is defined as an individual who has contacted an eligible institution requesting information concerning admission to that institution.

Total Institutional Undergraduate Population by Gender

Number of male and female full-time undergraduate students that attended the school

	Number	Percentage
Male	3,740	45%
Female	4,525	55%
TOTAL	8,265	100%

Sports Teams and Participation by Gender

Sport	Male	Female
Baseball	26	
Basketball	15	13
Softball		16
Track and Field (Outdoor)	9	7
Cross Country	3	2
TOTAL	53	38
Total Unduplicated Participants	48	36
Percentage	57.1%	42.8%

NOTES:

Four males and five females who participated in cross country also participated in track and field (outdoor).

Total Amount of Athletically Related Student Aid Awarded

	Male	Female	Total
	\$437,111	\$396,282	\$833,393
Percentage	52%	48%	100%

Total Expenses Incurred

	Male	Female	Total
	\$733,076	\$655,545	\$1,388,621
Percentage	53%	47%	100%

Total Revenues

	Male	Female	Total
	\$733,076	\$655,545	\$1,388,621
Percentage	53%	47%	100%

Total Expenses By Team

	Male	Female	Total
Baseball	\$345,992		
Basketball	\$372,009	\$301,803	
Cross Country and Track & Field	\$15,075	\$15,075	
Softball		\$338,667	
TOTAL	\$733,076	\$655,545	\$1,388,621
Percentage	53%	47%	100%

Total Revenues By Team

	Male	Female	Total
Baseball	\$345,992		
Basketball	\$372,009	\$301,803	
Cross Country and Track & Field	\$15,075	\$15,075	
Softball		\$338,667	
TOTAL	\$733,076	\$655,545	\$1,388,621
Percentage	53%	47%	100%

Head Coaches - Men's Teams

	Male Head Coaches				Female Head Coaches			
	FT coach	PT coach	FT emp	PT emp	FT coach	PT coach	FT emp	PT emp
Baseball	1		1					
Basketball	1		1					
Cross Country and Track & Field		1*		1*				
TOTAL	2	1	2	1				

*- the same individual coached both the cross country and track and field teams

Head Coaches - Women's Teams

	Male Head Coaches				Female Head Coaches			
	FT coach	PT coach	FT emp	PT emp	FT coach	PT coach	FT emp	PT emp
Basketball	1		1					
Cross Country and Track & Field		1*		1*				
Softball					1		1	
TOTAL	1	1	1	1	1		1	

*- the same individual coached both the cross country and track and field teams

Head Coaches Salaries

	Men's Teams	Women's Teams
Average salary	\$42,839	\$37,521
No. of coaches included	3	3
Average salary per FTE	\$60,621	\$53,096
No. of FTE included	2.12	2.12

Assistant Coaches - Men's Teams

	Male Assistant Coaches				Female Assistant Coaches			
	FT coach	PT coach	FT emp	PT emp or volunteer	FT coach	PT coach	FT emp	PT emp or volunteer
Baseball		2		2				
Basketball		2		2				
Cross Country & Track and Field								
TOTAL		4		4				

Assistant Coaches - Women's Teams

	Male Assistant Coaches				Female Assistant Coaches			
	FT coach	PT coach	FT emp	PT emp or volunteer	FT coach	PT coach	FT emp	PT emp or volunteer
Basketball		1		1		1		1
Cross Country & Track and Field								
Softball						2		2
TOTAL		1		1		3		3

Assistant Coaches Salaries

	Men's Teams	Women's Teams
Average salary	\$13,750	\$16,667
No. of coaches used to calculate the average salary	4	4
No. of volunteer coaches	0	0
Average salary per FTE	\$26,190	\$42,195
No. of FTE included	2.10	1.58



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Disposition of Surplus Property Assets

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-17308	Utility Vehicle - John Deere Gator	12/01/2004	\$8,857.00	\$0.00	1
BA-17390	Utility Vehicle - John Deere Gator	12/01/2007	\$8,568.80	\$0.00	1

Asset Codes:

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



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: College Operating Budget Amendment for FY 2022-23

Item Description

This amendment to the College's FY 2022-23 Operating Budget is presented for approval.

Overview and Background

Pursuant to State Rule 6A-14.0716, the Board is authorized to make amendments to the College's Operating Budget if needed.

As a result of federal revenues and student tuition exceeding projections, combined with sound expenditure management, the College has experienced an increase in its fund balance.

We present this budget amendment to the Board to allow the College to utilize available fund balance to pay year end expenses such as adjustments to FRS calculations, leave payout obligations, and property insurance payments in the current fiscal year.

Funding/ Financial Implications

By moving funds from the College's fund balance into the operating budget to be expended, this amendment will allow the College to maintain a reasonable fund balance of approximately 10%.

Past Actions by the Board

The College Operating Budget for FY 2022-23 was approved at the June 2022 meeting.

Recommended Action

Approve the College's FY 2022-23 Operating Budget Amendment.

	FY 22-23 Budget	Projections / Adjustments	Amendment #1	Amended FY 22-23 Budget
Budgeted Revenue	\$63,885,563			\$63,885,563
Budgeted Expenses	\$63,885,563		\$10,000,000	\$73,885,563
Beginning Fund Balance		\$11,510,965		\$11,510,965
Projected Revenue		\$70,354,429		\$70,354,429
Projected Expenses		\$63,120,000		\$73,120,000
Projected Ending Fund Balance		\$18,745,394		\$8,745,394



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: College Operating Budget for FY 2023-2024

Item Description

This item is presented for approval to the College's FY 2023-2024 Operating Budget.

Overview and Background

Pursuant to state Rule 6A-14.0716, the College must prepare and submit a budget for the Current Unrestricted Fund to the Chancellor as designee of the Commissioner of Education. In accordance with Florida Statutes (section 1011.30), this operating budget must be approved by the College's District Board of Trustees prior to submission to the Department of Education (DOE).

Funding/ Financial Implications

The College's projected revenues and expense requirements of this budget are reflected in the attached DOE budget forms (Exhibit A and Exhibit B). The College developed the proposed budget with no increase to tuition and non-course related student fees.

Past Actions by the Board

There were no previous Board actions required for this item.

Recommended Action

Approve the College's FY 2023-2024 Operating Budget.

EXHIBIT A
THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2023-24

COLLEGE: Tallahassee Community College

**CURRENT FUNDS -
UNRESTRICTED**

BEGINNING FUND BALANCE - JULY 1, 2023:

ESTIMATED AFR FUND BALANCE - JUNE 30, 2023 (IF DEBIT BALANCE USE "MINUS SIGN")	8,745,394
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ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN)	0
--	---

TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - JULY 1, 2023	\$8,745,394
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ADD: REVENUES	\$72,644,847
TRANSFERS IN	\$0

TOTAL RECEIPTS	\$72,644,847
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TOTAL ESTIMATED AVAILABLE	\$81,390,241
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DEDUCT: EXPENDITURES	\$72,644,847
TRANSFERS OUT	\$0

TOTAL DISBURSEMENTS	\$72,644,847
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ESTIMATED FUND BALANCE - JUNE 30, 2023:

TOTAL AVAILABLE LESS DISBURSEMENTS		\$8,745,394
ADD ACCRUED LEAVE EXPENSE (GLC 59300)		\$0

TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - JUNE 30, 2024	\$8,745,394
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LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - JUNE 30, 2024	\$0
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TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2024	\$8,745,394
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ESTIMATED UNENCUMBERED FUND BALANCE - JUNE 30, 2024	\$8,745,394
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(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)

PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30, 2024, TO ESTIMATED FUNDS AVAILABLE	10.75%
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CERTIFY BOARD OF TRUSTEES APPROVAL:

COLLEGE PRESIDENT

DATE

**THE FLORIDA COLLEGE SYSTEM
COLLEGE OPERATING BUDGET
FALL 2023-24 STUDENT TUITION AND FEE RATES AND BLOCK TUITION
(UPPER AND LOWER LEVELS)**

COLLEGE: Tallahassee Community College

**RESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION**

PROGRAMS	TUITION	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	4.59	9.18	18.36	4.59	128.51	3,855.30
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	3.84	5.35	11.00	3.84	100.83	3,024.90
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	3.39		3.39	3.39	80.07	2,402.10
PROGRAMS	BLOCK TUITION					TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00					30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00					30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00					0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00					0.00	0.00

**NONRESIDENT STUDENTS
TUITION AND FEES PER CREDIT HOUR & BLOCK TUITION**

PROGRAMS	TUITION	OUT-OF-STATE FEES	STUDENT FINANCIAL AID FEE (1)	STUDENT ACTIVITY FEE (1)	CAPITAL IMPROVEMENT FEE (1)	TECHNOLOGY FEE (1)	TOTAL	TUITION AND FEES FOR ACADEMIC YEAR (30 HOURS)
UPPER LEVEL - BACCALAUREATE	91.79	275.37	18.36	9.18	73.43	18.36	486.49	14,594.70
LOWER LEVEL - CREDIT (A & P, PSV, DEVELOPMENTAL EDUCATION AND EPI)	76.80	230.40	15.36	5.35	44.00	15.36	387.27	11,618.10
CAREER CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA	69.90	209.70	13.56		13.56	13.56	320.28	9,608.40
PROGRAMS	BLOCK TUITION						TOTAL	BLOCK TUITION PER TERM OR PER HALF YEAR
VOCATIONAL PREPARATORY (PER TERM)	30.00						30.00	90.00
ADULT GENERAL EDUCATION AND SECONDARY (PER TERM)	30.00						30.00	90.00
VOCATIONAL PREPARATORY (PER HALF YEAR)	0.00						0.00	0.00
ADULT GENERAL EDUCATION AND SECONDARY (PER HALF YEAR)	0.00						0.00	0.00

(1) These Fees Are Not Required

Note: The 2023-24 Fee Audit and Discretionary Fee calculations are provided at the end of the Workbook, to assist the college in verifying that the tuition and fee rates are in compliance with sections 1009.22 and 1009.23, Florida Statutes.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Capital Improvement Plan (CIP) 2024-25 Through 2026-2027

Item Description

This item describes the annual Capital Improvement Plan submittal process and the project priorities for the College.

Overview and Background

The College is required to annually submit its Capital Improvement Plan (CIP) to the Florida Colleges Division office. The submittal becomes part of the Legislative Budget Request for the next year that is submitted by the Commissioner of Education to the House and Senate Appropriations Committees and to the Governor's Office for approval. The CIP submittal deadline to the Division office is July 1, 2023. The CIP represents TCC's priorities.

The Capital Improvement Plan (CIP) represents a request for Florida Legislative funding support to build, remodel, and renovate the College's Educational Program Space. Support will help the College provide appropriate space to support academic programs and student needs.

Priorities for construction were established in accordance with standards produced within the College, and by the State. These standards are based upon the projection of facility needs to accommodate future student enrollments and program needs. The College considered the following factors in selecting the priorities for construction: student enrollment, safety-to-life concerns, maintenance and operational needs, cost avoidance possibilities, and program support required to meet College goals. The Construction Request List includes projects that are most critical in meeting needs of the College's Educational Program.

The Remodeling Request List includes projects that are most critical in meeting the current needs of the College's Educational Program. Each of these projects contains elements that serve to repair or upgrade vital parts of the infrastructure, which are beginning to fail or have failed. To properly address the highlights of a Capital Improvement Plan, renovation of the College's facilities must be a high priority. The need for renovation funds has increased

because of aging facilities; technology infrastructure and building system complexity; laws, building codes, and environmental regulations have become more stringent; and maintenance funds have been depleted to the point that they represent a mere fraction of what is needed. Therefore, the College is requesting funding to cover the costs associated with such items as correcting ADA deficiencies, repairing or replacing roofs, upgrading HVAC systems, improving parking and drainage systems, and updating all classrooms and instructional spaces to meet the demands of new technologies.

All projects must be recommended in the Educational Plant Survey for TCC, which was originally approved by DOE on April 26, 2017 with Spot Survey's 2.2 approved 06/28/2018, 2.3 approved 06/17/2021, 2.4 approved 04/06/2022, 2.5 approved 03/29/2022, 2.6 approved 02/01/2023 and 2.7 approved 03/08/2023.

We are including the CIP-2 summary of TCC's projects for approval by the Board at this time. This form summarizes the CIP information being submitted to the Florida Department of Education.

Funding/ Financial Implications

Funding for projects listed on the CIP is provided as part of the annual PECO appropriation made by the Florida Legislature.

Past Actions by the Board

The District Board of Trustees approved the 2023-24 through 2025-26 CIP on June 21, 2022.

Recommended Action

Approve the 2024-25 through 2026-27 CIP, as summarized on the attached CIP-2 form.

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2024-2025 through 2026-2027**

CIP 2

COLLEGE: Tallahassee Community College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2024-2025	2025-2026	2026-2027	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ - \$0 \$ - \$ -

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2024-2025	2025-2026	2026-2027	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2010	Remodel	Remodel Building 11 Classrooms into STEM Labs Site 1 Main	1	\$18,590,716	\$1,254,492	\$1,294,753	\$21,139,961	\$0	\$375,000	\$21,514,961	YES
2	2016	Remodel	Remodel Building 17 into STEM Labs - Site 1 Main	1	\$4,225,493	\$283,847	\$292,956	\$4,802,296	\$0	\$400,000	\$5,202,296	YES
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$22,816,209 \$1,538,339 \$1,587,710 \$ 25,942,258

GRAND TOTAL OF ALL PROJECTS \$ 22,816,209 \$ 1,538,339 \$ 1,587,710 \$ 25,942,258



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: LS Building No. 15 Coping and Roofing

Item Description

This item requests approval of the attached Roofing material and services proposal No. 25-FL-230403 for the Lifetime Sports (LS) Building No.15 Coping and Roofing Project.

Overview and Background

The Main Campus Lifetime Sports building requires structural improvements and repairs.

Garland/DBS, Inc. (Florida General Contractor License#CGC1517248) administered a competitive process on behalf of the College to receive quotes for the project and the following local companies provided responses:

- ACME Roofing & Sheet Metal Co., Inc.
- Burnette Roofing & Construction
- Ferrara Consultants & Space Age Roof
- Jenkins Roofing, Inc.

Ferrara Consultants & Space Age Roof of Tallahassee will perform the work.

The attached proposal no. 25-FL-230403 in the amount of \$1,169,698.00 received from Garland/DBS, Inc. is recommended for all roofing materials and labor required for the coping and roofing of building No.15, Lifetime Sports. This proposal is provided under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges.

Funding/ Financial Implications

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

Past Actions by the Board

None

Recommended Action

Approve the attached proposal no. 25-FL-230403 from Garland/DBS, Inc. as presented.



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



ROOFING MATERIAL AND SERVICES PROPOSAL

**Tallahassee Community College
Lifetime Sports Building 15
444 Appleyard Dr.
Tallahassee, FL 32304**

**Date Submitted: 05/15/2023
Proposal #: 25-FL-230403
MICPA # PW1925**

Florida General Contractor License #: CGC1533467

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

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

Scope of Work:

1. Remove all existing coping metal.
 - a. Coping will be stored in a safe manner for pedestrian traffic prior to removal from the work site.
 - b. Roof debris should be disposed of in a manner that is compliant with all local and state requirements.

R-Mer Span Standing Seam Metal Installation

2. Substrate Wood Decking.
 - a. Remove any bad/rotten wood decking and replace with like materials both size and type.
 - i. Any decking that is replaced requires an inspection of the wooden truss prior to covering.
 - ii. Any decking removed must be dated, measured, and numbered.
 - iii. Photo must be taken before and after replacement prior to covering.
3. Install R-Mer Seal underlayment prior to installing roof panels.
 - i. Prime substrate with SA Primer at a rate of .5/100 sf.
 - ii. Apply in lengths up to 18'.
 - iii. Follow manufacturer guidelines for the side laps.
 - iv. End laps will overlap 6".
 - v. Side and end laps must be rolled with a hand roller to avoid fish mouths and wrinkles.
4. Install R-Mer Span roof panels with clip spacing provided by Garland Engineering.
 - i. Zone 1 2'-9"
 - ii. Zone 2 1'-8"
 - iii. Zone 3 1'-4"

5. Steel Deck Substrate.
 - a. Steel Decking has 2-3/4" rigid insulation and 1/2" Cover board on top.
 - b. Install Roof Hugger system over the existing roof panels mechanically attaching to the steel deck.
 - i. Zone 1 4'-11"
 - ii. Zone 2 4'-5"
 - iii. Zone 3 2'-7"
6. All details are provided in the Garland Installation Support Package.

R-Mer Coping Installation

7. Replace any rotten wooden block nailer prior to attaching any new materials.
8. Secure any loose wooden nailer that remain is a condition that will pass fastener pull testing.
9. Install R-Mer Seal high temp roof underlayment directly to the above deck insulation.
10. Prior to installing any head closures and cleat, dry fit the coping cap to determine the proper placement of the head closure and cleat for a secure final product.
 - a. Reminder there will be a tension spring to consider in the stage of fitment.
11. Install prefabricated or field fabricated head closures to the existing steep slope standing seam system.
12. Install cleat to the attached head closures on the outside edge of the parapet wall.
13. Install anchor plate with attached support spring to the wooden nailer per details provided.
14. Install splice plates per the details provided between coping sections.
15. Install prefinished mitered cold weld corner and Tees.
16. Clean and remove all debris from the project site.

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
14.01.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Retrofit Framing - Loose Laid Fiberglass Blanket on Existing Deck with an R-Value of 30	\$ 3.73	30,500	SF	\$ 113,765.00
	Roof Hugger Professional Installation	\$ 28,818.88	1	each	\$ 28,818.88
1.40.01	Roof Management, Design Assistant and/or Professional Services: Additional Professional Services: Option 1: Professional Services (Third party architectural design, engineering or consulting services quote on corporate letterhead) Cost plus added to quote	14	\$ 28,818.88	%	\$ 4,034.64
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 8.75	30,500	SF	\$ 266,875.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.77	30,500	SF	\$ 23,485.00

14.02.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.39	30,500	SF	\$ 42,395.00
14.02.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 20.51	30,500	SF	\$ 625,555.00
Sub Total Prior to Multipliers					\$ 1,104,928.52
22.22	MULTIPLIER - ROOF SIZE IS GREATER THAN 30,000 SF, BUT LESS THAN 50,000 SF Multiplier is applied when Roof Size is greater than 30,000 SF, but less than 50,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across a larger than average roof area resulting in fixed costs being a lower portion of the overall job costs	-3	1,104,928.52	%	\$ (33,147.86)
22.14	MULTIPLIER - ROOF HAS GREATER THAN 8/12 SLOPE Multiplier is applied when Roof Area has a Greater than 8/12 Slope; Very steep slopes have a greater impact on overall labor production and require additional safety precautions.	45	1,104,928.52	%	\$ 497,217.84
Total After Multipliers					\$ 1,568,998.50

Base Bid Total Maximum Price of Line Items under the MICPA: \$ 1,568,998.50

Proposal Price Based Upon Market Experience: \$ 1,169,698.00

Garland/DBS Price Based Upon Local Market Competition:

Ferrara Consultants & Space Age Roof Tech	\$ 1,169,698.00
Burnette Roofing & Construction	\$ 1,212,497.77
ACME Roofing & Sheet Metal Co., Inc.	\$ 1,285,668.66
Jenkins Roofing, Inc.	\$ 1,380,699.37

Ferrara Consultants & Space Age Roof Tech - Unforeseen Site Conditions:

10' Wood Blocking - 2" x 6"	\$ 62.70	each
Decking Replacement	\$ 210.90	per Sheet

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

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded. If permits are required this will be addressed via change order.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

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

Respectfully Submitted,

Joshua Perry

Joshua Perry
Garland/DBS, Inc.
(216) 430-3635



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: RFQ 2023-04 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to RAM Construction & Development, LLC, for Construction Manager at Risk services for the TCC CUP Control Room & Restroom Additions project.

Overview and Background

RFQ 2023-04 was released to the public on March 27, 2023 via the TCC Purchasing Website and the State of Florida Vendor Bid System. This RFQ requested Construction Manager at Risk (CMAR) Services for the Central Utility Plant (CUP) Control Room and Restroom Additions project, located in Building #28 on TCC's Site 1 Main Campus.

The College received complete and acceptable submittals from the below two vendors on May 8, 2023, as a result of this Request for Qualifications (RFQ).

Cook Brothers, Inc.
RAM Construction & Development, LLC

Based on the evaluation criteria outlined in the RFQ, the submittals were evaluated by a committee in two parts. Part one consisted of an initial review of submittals and scoring based on the evaluation criteria as outlined in the RFQ and the responses submitted. Part two of the evaluation process included an invitation to both vendors for an in-person presentation and Q&A session. The Committee heard presentations from both contractors carefully considering such factor as:

- Experience and Performance of Individuals
- Experience, Performance and Capacity of Company
- Overall Presentation and Fit for Project

Based upon the qualifications submitted and the results of the two-part evaluation process, RAM Construction & Development, LLC is recommended for the award.

Funding/ Financial Implications

This construction contract will be funded by State and Local funds.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, RAM Construction & Development, LLC, for the TCC CUP Control Room & Restroom Additions project.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: RFQ 2023-06 Award Recommendation

Item Description

This item requests approval from the District Board of Trustees for the award to Cook Brothers, Inc., for Construction Manager at Risk services for the TCC Administration Building Lobby Renovation project.

Overview and Background

RFQ 2023-06 was released to the public on April 14, 2023 via the TCC Purchasing Website and the State of Florida Vendor Bid System. This RFQ requested Construction Manager at Risk (CMAR) Services for the Administration (AD) Building Lobby Renovation project, located in Building #27 on TCC's Site 1 Main Campus.

The College received complete and acceptable submittals from the below three vendors on May 30, 2023, as a result of this Request for Qualifications (RFQ).

Cook Brothers, Inc.
Rippee Construction, Inc.
Scorpio

Based on the evaluation criteria outlined in the RFQ, the submittals were evaluated by a committee in two parts. Part one consisted of an initial review of submittals and scoring based on the evaluation criteria as outlined in the RFQ and the responses submitted. Part two of the evaluation process included an invitation to both vendors for an in-person presentation and Q&A session. The Committee heard presentations from both contractors carefully considering such factor as:

- Experience and Performance of Individuals
- Experience, Performance and Capacity of Company
- Overall Presentation and Fit for Project

Based upon the qualifications submitted and the results of the two-part evaluation process, Cook Brothers, Inc. is recommended for the award.

Funding/ Financial Implications

This construction contract will be funded by Local funds.

Past Actions by the Board

None

Recommended Action

Approve the recommended construction manager at risk, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovation project.



June 20, 2023

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Changes to Salary Schedule

Item Description

This item requests Board approval of changes to the Salary Schedule.

Overview and Background

The College brings forth a request to update the Annual Salary Schedule, 2023 - 2024.

- Page 4: Added criteria referencing changes salary increases/changes in salary.
- Pages 19 – 20: Appendix A, added and deleted Managerial/Professional Positions.
- Page 21: Appendix B, updated pay grades to reflect a 6% increase to the pay grades.
- Pages 22 – 31: Appendix C, added and deleted Classified Staff positions and paygrades. Positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table. Updated the pay grades.
- Pages 37 – 45: Appendix D, added and deleted Classified Staff positions and paygrades. Positions no longer used were deleted. Classified Staff positions reclassified or retitled were added to the table. Updated the pay grades.
- Pages 42 – 43: Appendix E, Updated Contracted/Grant Position Titles.
- Page 44: Appendix F, Updated Payroll Calendar and Pay Dates.

Past Actions by the Board

The Board previously approved the revised Salary Schedule effective July 1, 2022.

Funding/ Financial Implications

This item is funded by the 2023 -2024 Operating Budget.

Recommended Action

Approve updates to the 2023 – 2024 Salary Schedule as presented.