



February 19, 2024

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees are provided for your use at the Monday, February 19, 2024 Board Meeting.

The meeting will be held at Ghazvini Center for Healthcare Education, 1528 Surgeons Drive, Tallahassee, FL 32308 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 32308**  
**Monday, February 19, 2024**  
**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. January 2024 Minutes  
Approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**UNFINISHED BUSINESS**

**PRESENTATIONS**

## **NEW BUSINESS**

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

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

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

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

2. Attorney Invoice – Bryant Miller Olive (December 2023)  
Authorize payment of invoices as presented.
3. Human Resource Report  
Approve the report as presented.
4. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
5. Collective Bargaining Agreement  
Approve and ratify the CBA between UFF and TCC for current fiscal year 2023-2024.

### ***TCC Foundation***

6. TCC Foundation Update  
Approve the report as presented.

### ***Academic Affairs***

7. 2024-2025 Early College Program Agreements  
Approve the Early College Program agreements.

### ***Administrative Services***

8. Policy Manual Changes  
Approve revision of College policies as presented.
9. Fund Analysis - January  
Presented as an information item only.
10. Annual SREF Fire, Sanitation and Casualty Inspection  
Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.
11. Architect Invoices  
Authorize payment of architectural invoices as presented.
12. TCC Public Housing Building No. 15 - 100% OAU  
Approve the attached proposal no. 7413162 from TRANE as presented.
13. Construction Status Report  
Presented as an information item only.

### **BOARD OF TRUSTEES**

### **PUBLIC COMMENT**

### **WORKSHOP**

### **PRESIDENT'S REPORT**

### **NEXT MEETING DATE**

**March 18, 2024,**

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

### **ADJOURNMENT**

**Minutes  
District Board of Trustees  
Tallahassee Community College  
Administration Building  
444 Appleyard Drive  
Tallahassee, FL 32304  
Tuesday, January 16, 2024  
Business Meeting – Workshop 2:30 PM**

On January 16, 2024, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Jonathan Kilpatrick at 2:30 p.m.

**Members Present:** Chair Jonathan Kilpatrick, Vice Chair Karen Moore, Trustees Eugene Lamb, and Monte Stevens.

**Absent:** Trustees Charlie Ward and Frank Messersmith.

**Others Present:** President Jim Murdaugh, Candice Grause, Bobby Jones, Rob Hall, Trevoris McDaniel, Craig Knox, Bertie Culbreath, Calandra Stringer, Karen Bevis, Heather Mitchell, Shelly Bell, Amy Bradbury, Jason Fowler, Mark Mustian, Edward Duggan, Mike Robeck, Bret Ingerman, Suzi Baugh, Amanda Clements, Anthony Jones, Nyla Davis, Calvin Cheung, Barbara Wills, Alison Fleischmann, Sheri Rowland, Christen Givens, Bill Spiers, Sara Marchessault, Hannah Burda, Gabriel Wilson, Nicole Ordonez, Chuck Moore, and Tiffany Echoles.

## **CALL TO ORDER**

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

## **COMMENTS**

- i. President Murdaugh:
  - Congratulations - The Eyrie won four awards from the Community College Humanities Association in the Southern Region. TCC students won first and second place for Best Photography, second place for Best Artwork, and third place for Best Creative Nonfiction. In November, Eyrie was awarded second place in the Best Magazine Award in the Southern Region, also from CCHA.

## **APPROVAL OF MINUTES**

1. 2023 November 14 Special Board Meeting

Approve minutes as presented.

**MOTION:** Vice Chair Moore  
Motion passed unanimously.

**SECOND:** Trustee Lamb

2. 2023 November 27 Minutes

Approve minutes as presented.

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

**SECOND:** Vice Chair Moore

## **INFORMATION AND NEWS ITEMS**

- VP Grause shared news items from November 27 to today.
- Dr. Murdaugh was highlighted as the keynote of the November meeting Network of Entrepreneurial and Business Advocates.
- First Responder Training at the Florida Public Safety Institute.
- TCC hosted a ribbon-cutting ceremony at the Dale Mabry Airfield Museum.
- Tallahassee Democrat historic photo archives.
- Renaming bills HB 501 and SB 522 have both passed their first committee meetings.
- The Rebuild Florida program is still earning headlines.
- Inside Higher Ed included TCC in a story of transfer success.
- Tallahassee Democrat's higher education annual Roundup.
- Broadcast news clips were shown.

## **UNFINISHED BUSINESS**

## **PRESENTATIONS**

**Dr. Murdaugh** introduced Mark Mustain.

Mr. Mustian is an author and founder of the Word of South Festival of Literature and Music in Tallahassee, and Sara Marchessault is TCC Faculty and Director of Word of South Festival. Mr. Mustain thanked the College for their support, and

really appreciated the great partnership. He mentioned last year TCC hosted a middle-school grade author, Jason Reynolds, and Turner Auditorium was packed with middle schoolers. He shared that The Eyrie Literary and Art Magazine is part of the Word of South Festival each year and that TCC students would read, volunteer, and have their artwork displayed. Mr. Mustain shared that the Word of the South is now going into their tenth year of organizing one of the most unique festivals in the country that features authors and musicians in all sorts of interesting ways. Ms. Marchessault mentioned that they make sure Word of South is an event that is free and open and that everyone feels welcome, it features a diverse lineup and lots of fun events for families with young children.

**VP Heather Mitchell** introduced Chris Edwards who donated \$10,000 to Raising the Game, to support scholarships for student-athletes.

Mr. Edwards shared that the goal for every athlete who comes to TCC is to have a full scholarship, and being a student-athlete is a full-time job. He mentioned that highlighting these student-athletes to at least get through two years of college with no student debt is very important. Chris spoke on behalf of the Edwards family, Scott and Wayne.

**VP Stringer** introduced Dr. Edward Duggan. Dr. Duggan, TCC's Model United Nations Faculty Advisor, thanked the Board and the College for their support and introduced TCC MUN team members, Nicole Ordenez, Hannah Burda, and Gabriel Wilson.

## **NEW BUSINESS**

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

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3. Attorney Invoice – Bryant Miller Olive (November 2023)  
Authorize payment of invoices as presented.
4. Sponsored Programs – Fiscal Agent  
Authorize funding for the awards and contracts as presented.
5. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
6. Human Resource Report  
Approve the report as presented.  
Motion to Approve Consent Agenda.

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

### ***TCC Foundation***

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

### ***Administrative Services***

8. Fund Analysis - December  
Presented as an information item only.
9. Construction Status Report  
Presented as an information item only.
10. Architect Invoices  
Authorize payment of architectural invoices as presented.

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



11. Certificate of Final Inspection – Ghazvini Center for Healthcare Education Solar Patio Panel System

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Rippee Construction, Inc., for the TCC Ghazvini Center for Healthcare Education Solar Patio Panel System Project.

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

12. Architect Renewal – Year 2 of 3

Approve renewal recommendation for year two of three for architectural contracts.

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

13. FPSI Dorm Building Roofing

Approve the attached proposal no. 25-FL-231250 from Garland/DBS, Inc. as presented.

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

14. Disposition of Surplus Property Assets

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

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

## **PUBLIC COMMENT**

None

## PRESIDENT'S REPORT

- January 11 through February 15, Fine Art Gallery new art exhibit by John Gleason “Florida Landscapes”.
- January 15, visiting today, The Florida Youth Foundation will chaperone visits to each college/university in Tallahassee. Ten award winners, their sponsors, and two Florida Youth Foundation attendees will have lunch at TCC (FPAC Gallery). VP Rowland will share TCC information with them.
- January 17, the State Board of Education will be meeting on campus.
- January 18, Talon's Market presents TCC Chopped this Thursday, a cooking demonstration in partnership with Second Harvest of the Big Bend.
- January 18, The annual Scholarship Fair 6 – 7:30 in FPAC.
- January 29, African American History Calendar President's Luncheon
- Congratulations to Dr. Rebekah Lane who has been named Honors Coordinator.
- Congratulations to Jessie Clayton, the new president of TCC's Association of Florida Colleges chapter.
- January 22, the Southern Association of Colleges, and Schools Commission on Colleges will be on campus.
- January 30, Commissioner Diaz will be hosting the **Ignite Innovation in Teacher Preparation Summit** here, at least two hundred people are expected.
- March 2, Cleaver and Cork- Food and Wine Festival.
- May 8, Trustee Eugene Lamb—will be inducted into the Dillard University Sports Hall of Fame for 2024, his alma mater. Hall of Fame honorees are selected based on their high character and their accomplishments as trailblazers. Dillard University is a historically Black institution that cultivates leaders who live ethically, think, and communicate precisely, and act courageously to make the world a better place. Located in New Orleans, Dillard is a private faith-based liberal arts university that offers twenty-two majors and two certificate programs. Ranked fifth on 2021 The New York Times Overall Mobility Index and 14th in 2022 by Academic Influence for Best Colleges and Universities by Academic Stewardship, Dillard's call to future leaders is to Write Your Legacy.

## WORKSHOP

VP Bret Ingerman – Workshop on Data Security.  
PowerPoint shown.

**NEXT MEETING DATE**

February 19, 2024

Location: **Ghazvini Center for Healthcare Education**

**ADJOURNMENT**

Chair Kilpatrick called for adjournment at 3:43 p.m.

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**Jonathan Kilpatrick**  
Chair

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



February 19, 2024

**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 (December 2023)

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$875.00 for December 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: January 9, 2024  
 Invoice No. 82490  
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
12/07/2023	DMH	Draft emails and review replies	0.10
12/08/2023	DMH	Telephone conference with client (C. Stringer)	0.10
12/08/2023	DMH	Review and reply to email	0.10
12/11/2023	DMH	Review and reply to emails	0.10
12/11/2023	DMH	Telephone conference with client (R. Murdaugh, C. Grause) / bargaining	0.10
12/11/2023	DMH	Review and reply to email from client (C. Stringer)	0.10
12/14/2023	DMH	Prepare bargaining package	1.20
12/14/2023	DMH	Draft email to client and review reply	0.10
12/15/2023	DMH	Prepare for and attend Zoom bargaining and draft email to Union	1.40
12/15/2023	DMH	Telephone conference with client (C. Grause)(x2)	0.10
12/15/2023	DMH	Review email from Union	0.10
<b>Current Services</b>			3.50
			\$875.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	3.50	\$250.00	\$875.00

Tallahassee Community College

Invoice Date: January 09, 2024  
Invoice No. 82490  
Client No. 25480.006

Payments

12/15/2023	Payment	ACH rec'd 12/15/23 Invoices 81893, 82020	1,360.00
			<u>1,360.00</u>
	Total Current Work		<u>\$875.00</u>
	Previous Balance Due		\$1,317.50
	Balance Due		<u>\$2,192.50</u>

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



February 19, 2024

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

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

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

**SUBJECT:** Human Resource Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

This item is funded by the 2023-2024 Operating Budget.

**Recommended Action**

Approve the report as presented.

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

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

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Phillip Johns	HVAC Curriculum Specialist	Advanced Manufacturing	January 2, 2024
Doug Luciani	Corporate Solutions Manager	Workforce Development	January 2, 2024
Walter Thompson	Event Support Specialist	FPSI	January 2, 2024
Shanova Paul	Manager of Accounting	Financial Services	January 2, 2024
Kelly Mosley	Welding Technologies Instructor	Advanced Manufacturing	January 2, 2024
Marshall Roberts	Welding Technologies Instructor	Advanced Manufacturing	January 2, 2024
Lorgens Petit Frere	Call Center Representative	Call Center	January 3, 2024
William Rowan	Facilities Maintenance Superintendent	Facilities	January 5, 2024
James Bridges	Technology Consulting Manager	IT Consulting Services	January 8, 2024
Emma Altgelt	Research Analyst	Institutional Effectiveness	January 5, 2024
Krystal Bowden	Technology Consultant	Technology & Training	January 8, 2024
Ril Rowan	Facilities Maintenance Superintendent	Facilities	January 5, 2024
Anthony Kelley	Environmental Services Technician	Facilities	January 15, 2024
Lewesa Peterson	Office Manager	TCC Online - Distance Learning	January 16, 2024
Jessica MacPherson	Assistant Coach	Head Coach - Women's Softball	January 22, 2024

**Original Appointments - Faculty**

Name	Position	Department	Effective Date
Grant Macdonnell	Computer Programming Faculty	Applied Sciences and Technology	January 5, 2024
Debra Owings	Nursing Faculty	HCP - Nursing	January 16, 2024

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Gary Dodds	Career Development Specialist	Compass 180 DOC - Sumter C.I.	January 3, 2024
Sam Burgess	Program Specialist (Outreach)	DEO - Rebuild Florida	January 8, 2024
Shawntora Carter Hunter	Career Navigator, Project Anchor	DJJ - Project Anchor	January 10, 2024
Traniece Harris	Career Development Specialist	Compass 180 DOC - Avon Park C.I.	January 22, 2024
Alizabeth Itter	Career Development Specialist	Compass 180 DOC - Hernando CI	February 1, 2024
Jessi Edens	Program Specialist I	DOE – Charter Schools II	February 1, 2024

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

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



**Drop Retiree Participants (All Employees)**

Name	Position	Department	Enrollment Date	End Period
Stephen Powers	Political Science Faculty	Political Science, Criminal Justice	February 1, 2024	February 1, 2029

**Separations (All Employees)**

Name	Position	Department	Effective Date	Separation Type
Abbey Leier-Murphy	Instructional Designer	TCC Online - Distance Learning	January 2, 2024	Resigned
Delilah Pierre	Staff Assistant	Advanced Manufacturing	January 2, 2024	Dismissed
Randolph Shoaff	Electrical/Technical Educator Instructor	DOC - Vocational Training	January 3, 2024	Resigned
Stephanie Kelly Spike	Computer Programming Faculty	Applied Sciences and Technology	January 3, 2024	Resigned
Don C Chambers	Shipping, Receiving, and Mail Supervisor	Purchasing	January 5, 2024	Retired
Jordan Reddick	Call Center Representative	Call Center	January 5, 2024	Resigned
Samantha Lucas	Career and Academic Advisor	Student Success and Retention	January 5, 2024	Resigned
Michael Wallace	Statewide Regional Coordinator (DJJ)	DJJ Statewide Regional	January 11, 2024	Resigned
Shayna Alexander	Career Development Specialist	DOC - Quincy Annex	January 11, 2024	Resigned
John Sutton	Maintenance Technician II	FPSI Facilities	January 12, 2024	Dismissed
Celia Cassels	Staff Assistant	Communications and Marketing	January 12, 2024	Resigned
Synnamon Solomon	Program Specialist I	DOE – Charter Schools II	January 16, 2024	Resigned
Gregory Williams	Staff Assistant	Communications and Humanities	January 19, 2024	Resigned
Austin Todd	Technical Educator Instructor	Workforce Development	January 22, 2024	Resigned
David Gage Gardner	Production Coordinator	Communications and Humanities	January 23, 2024	Dismissed
Tiffany Hoben	Regional Civics Literacy Captain	FDOE - Civics Literacy Program	January 26, 2024	Resigned
Jeremiah Gile	CJ Instructional Coordinator	FPSI Certificate Programs	January 31, 2024	Resigned
Pat Meyerin	Career Development Specialist	Compass 180 DOC - Taylor County C.I.	February 1, 2024	Retired

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Amanda Wallace	Assistant Professor	Communications and Humanities	University of West Florida	Adjunct Instructor
NinaFe Giron-Awong	Director of Special Projects and Innovation	Workforce Development	Valencia College	Adjunct Instructor
Erika Williams	Professor of Biology	Science and Math	Virginia State College	Online Instructor
Lucinda Vickers	Faculty	Communications and Humanities	Florida Humanities Council	Speaker
Donya Samara	Associate	Communications and Humanities	Visual Concepts	Editing/Development for Websites/Social Media

**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
Regina Marshall	Senior Environmental Services Technician	FPSI Environmental Services	January 2, 2024	Senior Environmental Services Technician
Rodney Jordan	CSP Contract Support Specialist	DOE - Charter Schools	January 3, 2024	Program Specialist II
Antonio Wright	Career Navigator, Project Anchor	DJJ - Project Anchor	January 3, 2024	OPS

Rodney Jordan	CSP Contract Support Specialist	DOE - Charter Schools	January 3, 2024	Program Specialist II Student Support Specialist
Bobbie Hammond	Career Navigator, Project Anchor	DJJ - Project Anchor	January 8, 2024	
Elizabeth Bascom	CJ Instructional Coordinator	FPSI Certificate Programs	February 1, 2024	PSAV Adjunct
Samuel Gereg	Academy Program Coordinator (Defensive Tactics)	FPSI High Liability Training	February 1, 2024	PSAV Adjunct
Jillian Cumbo	Regional Workforce Education Coordinator – South Region	DJJ - Project Anchor	February 1, 2024	Career Navigator, Project Anchor
Felicia McBurrows Trumpler	Project Anchor, Lead Career Navigator	DJJ - Project Anchor	February 1, 2024	Career Navigator, Project Anchor



February 19, 2024

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

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

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

**SUBJECT:** Sponsored Programs – Provider

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### **Item Description**

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

### **Overview and Background**

The following are recommended for approval.

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

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 8

This amendment reallocates funds to the ESE Assistance and Development contracted services for Year 4. The award amount remains the same.

Florida Department of Education – Test Development Center 23/24 - Amendment 1

This amendment reallocates funds to FRS from Travel. The award amount remains the same.

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

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24

Contractual agreement with Rapid Press for printing of Safe Driving Folder for Parents & Teens as part of the Florida Teen Safety Coalition. Contract amount not to exceed \$500,000 per award year.

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

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

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

Florida Department of Education – Test Development Center 23/24

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

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24  
Initial award was approved at the November 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 \$0.

**Recommended Action**

Authorize funding for the awards and contracts as presented.



February 19, 2024

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

**SUBJECT:** Collective Bargaining Agreement

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### **Item Description**

This item is the Collective Bargaining Agreement (CBA) between Tallahassee Community College and the United Faculty of Florida – TCC chapter (UFF) for fiscal year 2023-2024.

### **Overview and Background**

After the full-time faculty, counselors and librarians voted to unionize in 2016, TCC and UFF negotiated for two years before coming to an initial tentative agreement on September 13, 2018. The first CBA was approved by the District Board of Trustees on October 22, 2018. The current CBA for fiscal year 2022-2023 was approved on August 15, 2022, with an effective end date of June 30, 2023 or until a new agreement is approved and ratified.

In July 2023, TCC and UFF began negotiations for a new agreement. After several meetings, and on February 1, 2024, UFF tentatively agreed to TCC's proposed package. At the time of this submission, UFF has been approved by the State of Florida Public Employees Relations Commission (PERC) to conduct a ratification vote on February 12, 2024.

### **Funding/ Financial Implications**

Upon District Board of Trustees approval, the members of the bargaining unit will receive an increase of 6% to their base salary which was included in FY 23-24 operating budget.

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

The previous CBA for fiscal year 2022-2023 was approved on August 15, 2022.

### **Recommended Action**

Approve and ratify the CBA between UFF and TCC for current fiscal year 2023-2024.

**TALLAHASSEE COMMUNITY COLLEGE**

**and**

**UNITED FACULTY OF FLORIDA**

**2023-2024**

# TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 - RECOGNITION .....	1
ARTICLE 2 - NON-DISCRIMINATION .....	2
ARTICLE 3 - CIVILITY AND PROFESSIONAL BEHAVIOR.....	3
ARTICLE 4 - MANAGEMENT RIGHTS .....	4
ARTICLE 5 - UNION RIGHTS .....	6
ARTICLE 6.....	7
ARTICLE 7 - STRIKES .....	8
ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE.....	9
ARTICLE 9 - BOARD POLICIES AND RULES .....	13
ARTICLE 10 - ACADEMIC FREEDOM.....	14
ARTICLE 11 - APPOINTMENT, CONTRACTS AND TERMINATION.....	15
ARTICLE 12 - PROFESSIONAL RANK.....	21
ARTICLE 13 - WORK RESPONSIBILITIES .....	23
ARTICLE 14 - MASTER AND INSTRUCTIONAL SYLLABI.....	33
ARTICLE 15 - ADDITIONAL PROFESSIONAL OBLIGATIONS .....	35
ARTICLE 16 - DISTANCE EDUCATION .....	37
ARTICLE 17 - TEXTBOOK SELECTION .....	40
ARTICLE 18 - INTERDIVISION TRANSFERS .....	43
ARTICLE 19 - THE TEACHING AND SERVICE ENVIRONMENT .....	44
ARTICLE 20 - CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT .....	45
ARTICLE 21 - FACULTY EVALUATION .....	47
ARTICLE 22.....	51
ARTICLE 23 - WAGES .....	52

## TABLE OF CONTENTS

	<u>Page</u>
ADDENDUM TO ARTICLE 23 - NON-TEACHING PAY ASSIGNMENTS .....	59
ARTICLE 24 - BENEFITS.....	60
ARTICLE 25 - INTELLECTUAL PROPERTY .....	63
ARTICLE 26 - STUDY ABROAD OR DOMESTIC TRAVEL COURSES .....	66
ARTICLE 27 - DISCIPLINE.....	67
ARTICLE 28 - REDUCTION IN FORCE .....	69
ARTICLE 29 - SEVERABILITY AND PROHIBITION AGAINST RE-OPENING OF NEGOTIATIONS .....	71
ARTICLE 30 - DURATION .....	72



## **ARTICLE 1 - RECOGNITION**

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

## **ARTICLE 2 - NON-DISCRIMINATION**

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

### **ARTICLE 3 - CIVILITY AND PROFESSIONAL BEHAVIOR**

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

## ARTICLE 4 - MANAGEMENT RIGHTS

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

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

## ARTICLE 5 - UNION RIGHTS

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

## **ARTICLE 6**

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## **ARTICLE 7 - STRIKES**

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



## **ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE**

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

Grievances shall be presented in the following manner:

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

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

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

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

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

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

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

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

## **ARTICLE 9 - BOARD POLICIES AND RULES**

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

## **ARTICLE 10 - ACADEMIC FREEDOM**

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

## ARTICLE 11 - APPOINTMENT, CONTRACTS AND TERMINATION

### 1. **Appointment and Orientation.**

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

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

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

- A. Individuals on an “annual contract” may have their contract renewed by the Board of Trustees upon recommendation by the President no later than June 1<sup>st</sup> preceding the academic year for which the contract is to be effective. There is no expectation of reemployment upon the expiration of an annual contract. The President may determine not to renew an annual contract for any reason. An individual whose annual contract is not being renewed shall receive notice of non-renewal by June 1<sup>st</sup>. Non-renewal of an annual contract cannot be challenged through the grievance or termination procedures provided by this Agreement.
- B. A “continuing contract” is a contract between the College and a Faculty member, Librarian or Counselor which entitles the individual to continue in his or her respective full-time position at the College without the necessity for annual nomination. To be eligible for a continuing contract, the individual must serve a probationary period of five (5) full years at the College during a period not in excess of seven (7) total years. In all cases, such service shall be continuous except for leave duly authorized and granted.

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



- vi. Service to the department/division and College as an active participant in the academic planning process, which includes but is not limited to curriculum development and revision; program review and assessment; establishment of program accreditation; and other activities that support student success and academic progression.
- vii. Assessments of student learning in order to guide course, programmatic and instructional Faculty effectiveness.
- viii. Service to the community. Service to the community involves faculty members acting as representatives of TCC while using their expertise to contribute to the public's knowledge and welfare. Community service shall not include any activity for which a faculty member receives a stipend. Examples of Service to the Community include, but are not limited to:
  - Engaging in community outreach or community engagement effort
  - Participating in public service or community development activities
  - Acting as a board member in a community-based, corporate, or governmental organization
  - Volunteering services as a consultant on community projects when representing the College
  - Contributing time and expertise to a community organization
  - Giving presentations in the area of expertise to the public
  - Prior approval is required.
- ix. Adherence to professional standards of conduct as outlined in Article 27, Discipline, and College policy.
- x. Student success which includes the following:
  - (a) Student retention, and progression to include success in subsequent course(s);
  - (b) Student completion and successful matriculation to a College or University or job placement in a position relevant to degree earned;
  - (c) Responsiveness to students' academic needs both in and out of the classroom;
  - (d) Use of student engagement strategies in class;
  - (e) Providing prompt feedback to students which includes but is not limited to return of examinations and papers within one week, frequent graded assignments to assist students in monitoring progress, concrete and constructive feedback and class discussion of results of assignments and examinations;

- (f) Providing adequate time on task which includes but is not limited to having set due dates for assignments, make-up requirements, time management skill discussions, weekly reading schedules and realistic expectations with relevant assignments;
  - (g) Using the master syllabi as a minimum standard, providing clear course expectations, explanations of consequences for not completing work, and expectations of student participation and success;
  - (h) Referrals to student support services when appropriate including, but not limited to the Learning Commons or virtual support services;
  - (i) Students meeting the program and student learning outcomes; and
  - (j) Employing diverse teaching methods to accommodate various student learning styles and various levels of academic preparation.
- F. Consideration for continuing contract is initiated by the individual who shall provide to their Dean/Director a professional portfolio containing a factual description of the Faculty member's teaching, curriculum, service and professional development strengths and accomplishments. The portfolio will include empirical evidence as well as a self-assessment as detailed by College Policy. The Dean/Director shall consider all of the evaluation materials and make a written recommendation to the Vice President of Academic Affairs/Provost regarding whether the individual should be considered for continuing contract and state the reasons for the recommendation. The Vice President of Academic Affairs/Provost shall make a written recommendation to the President.
- G. If the Dean/Director fails to recommend the individual for continuing contract, the individual may appeal to the Vice President of Academic Affairs/Provost. If the Vice President of Academic Affairs/Provost agrees with the Dean, the individual may appeal to the President. The decision of the President is final and cannot be challenged through the grievance and arbitration process or termination procedures provided by this Agreement.
- H. If the Dean recommends the individual for continuing contract, but the Vice President of Academic Affairs/Provost disagrees with the Dean's recommendation, the President shall review the decision. The decision of the President is final and cannot be challenged through the grievance or termination procedures provided by this Agreement.
- I. If the President concurs with the Vice President of Academic Affairs/Provost's recommendation that the individual be awarded a continuing contract, the President shall recommend this action to the Board of Trustees. The decision of the Board of Trustees is final and cannot be challenged through the grievance or termination procedures provided by this Agreement.

- J. Individuals on continuing contract shall have a bi-annual performance evaluation. They shall submit a post-award professional portfolio every five (5) years that shall be reviewed by the supervising Dean/Director. The purpose of the post-award professional portfolio is to demonstrate continued achievement of the standards set for the initial award of continuing contract (subsection E. above) and to demonstrate continual growth and development in the Faculty member's discipline area.
4. **Dismissal of an Individual During the Term of an Annual Contract, Dismissal of an Individual with a Continuing Contract or Return of an Individual with Continuing Contract to an Annual Contract.** Upon recommendation by the President, the Board of Trustees may dismiss or return to annual contract an individual on continuing contract for failure to meet post-award performance criteria or for cause. Upon recommendation by the President, the Board of Trustees may dismiss an annual contract individual during the term of the contract for cause.
- A. The President shall notify the individual in writing of the recommendation for dismissal or return to annual contract and the reasons for the recommendation. Upon approval of the recommendation by the Board of Trustees, the employee shall have the right to appeal the decision pursuant to the provisions of paragraphs 16 or 17 of Article 8 Grievance and Arbitration Procedure, as appropriate.
- B. If an individual is returned to an annual contract from a continuing contract, the individual may be considered for another continuing contract after three (3) years of satisfactorily meeting the criteria for consideration of an employee for continuing contract as detailed in this Agreement.
5. **Dismissal of an Individual due to Consolidation, Reduction or Elimination of a Program.** Upon recommendation by the President, the Board of Trustees may terminate a full-time employee on continuing contract should there be a consolidation, reduction or elimination of the College's programs. The decision of the Board of Trustees as to a consolidation, reduction or elimination of a program shall be final and cannot be challenged through the grievance and arbitration procedure. Article 28 regarding Reduction in Force will apply and any alleged violations of Article 28 can be challenged through the grievance and arbitration procedure.
6. **Administrators Holding Continuing Contracts as Faculty Members.** Faculty members who hold continuing contracts at the College and accept an appointment to an Administrator position shall be placed on leave-of-absence status from their continuing contract for a period not to exceed five (5) years. After the five (5) year period has expired, the leave-of-absence status from continuing contract shall expire. During the five (5) year period, such persons may revert to their continuing contract status if they are otherwise eligible in the event that they are not reappointed to their administrative position or if they opt not to accept such appointment. If they revert to their continuing contract status, they will be considered for assignments for which they are qualified in the same manner as all other continuing contract Faculty in their discipline. If no position exists, the Faculty member's position could be eliminated pursuant to section 6 of this Article or Article 28, Reduction in Force. Dismissal from an Administrator position for

cause would constitute a reason for not being eligible to return to a Faculty position. Dismissal from an Administrator position does not invoke any of the hearing processes set forth in section 5 of this Article or the grievance procedure set forth in this Agreement.

## **ARTICLE 12 - PROFESSIONAL RANK**

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

better or meets requirements.

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

## ARTICLE 13 - WORK RESPONSIBILITIES

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

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

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

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

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

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

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

- A. Undertaking duties that are beyond the scope of Faculty's regular work responsibilities; and,
- B. Doing work which is necessary to advance the larger goals and mission of the College which will not otherwise be accomplished through existing personnel working under current job descriptions.

Faculty are under no obligation to accept these assignments.

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

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

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

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

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

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



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

- i. Office hours shall be scheduled on campus in the Faculty member's office. Faculty members may use a classroom or other appropriate campus locations (e.g., clinical settings). The availability and location of office hours must be mutually agreed upon and approved by the Dean, and provided in writing to the Faculty member's students and Dean and posted in the College's Learning Management System by the end of the first week of class.
- ii. Each Faculty member shall publish and maintain a total of ten (10) office hours per week during each semester of the academic year.
  - (a) At least five (5) of these office hours shall be scheduled in minimum increments of thirty (30) consecutive minutes over a period of not less than five (5) days. Classrooms shall not be the primary location for office hours. Classrooms may only be used for this purpose if the Faculty member is assigned to that classroom immediately before and after the office hours, and only if the classroom is not needed for class scheduling.
  - (b) Faculty teaching online may schedule one (1) office hour online for each class taught online. In the event the Faculty member's entire program and/or load is comprised of online courses, the Faculty member shall be permitted to schedule a maximum of fifty percent (50%) of office hours online.
  - (c) Faculty whose instructional assignments include Health Sciences for which clinical or field experiences are required of participating students shall be permitted to schedule a maximum of fifty percent (50%) or five (5) of their required office hours at the clinical or field site, in addition to their required clinical instruction hours.
  - (d) Faculty shall be available to students during normal College business hours and by appointment.
  - (e) If Faculty members cannot meet their established office hours, they must post notice to students within the College's Learning Management System and at their office location. In addition, a copy is to be sent to the Dean confirming office hours have been cancelled during the week. Any cancellations of office hours require make-up hours for the student time missed, or the Faculty member must take an equivalent amount of personal leave.
  - (f) Due to contact hour variation among disciplines, some Faculty members may be required to teach beyond fifteen (15) contact

hours to meet their teaching load. In such cases, Faculty members whose normal teaching load exceeds fifteen (15) contact hours, but who teach less than five (5) classes shall reduce up to five (5) office hours to compensate for each hour taught over fifteen (15).

- (g) In emergencies or other unusual circumstances, the Vice President of Academic Affairs/Provost or his/her designee may approve exceptions to the published schedules for individual Faculty members.

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

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

are advised that requests for activities may be partially funded, limited to one (1) activity per year or possibly denied. Professional development opportunities at the Division level will be funded for events that have direct and measurable impact on campus goals/initiatives, strategic objectives and/or student success and completion. Additional cost, beyond that which is approved is the responsibility of the requester.

**C. College Service.**

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

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

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

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

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

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

5. **Alternate Instructional Modalities.**

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

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

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

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

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

6. **Meeting Course Load Requirements.** At times, Faculty members may not be able to

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

7. **Additional Teaching Faculty Responsibilities.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

assignment does not interfere with the Librarian's regular duties. All teaching assignments including, but not limited to, embedded teaching assignments and credit courses are reviewed with and approved by the supervising Administrator.

- v. Librarians are responsible for ensuring library services are provided to meet the needs of students.
- vi. Librarians must participate in learning experiences by providing group and individual instruction outside of class in support of the curriculum and co-curriculum, assessing the impact thereof and evaluating services.

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

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



## **ARTICLE 14 - MASTER AND INSTRUCTIONAL SYLLABI**

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

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

## ARTICLE 15 - ADDITIONAL PROFESSIONAL OBLIGATIONS

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

members will engage solely in professional activities that are approved in advance by the College;

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

## ARTICLE 16 - DISTANCE EDUCATION

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

1. **Distance Education.** Distance education is a teaching modality whereby all or the majority of instruction and student interaction occurs via electronic media or equivalent mechanisms with the Faculty and students physically separated from each other. This includes courses that are fully online as well as hybrid, flipped, computer based courses and other alternate delivery methods.
2. **Course Development.**
  - A. Course development is recognized as either 1) creating a new online course, 2) converting an existing online course to the appropriate TCC online or Quality Matters format, or (3) significant redesign of an existing online course.
  - B. The Academic Dean will initiate the process for online course development. Online offerings are based on student need and are offered at the sole discretion of the College.
  - C. Textbooks should be the same for online courses as face-to-face. Textbook decisions for online courses follow the same procedures outlined in Article 17 of this Agreement.
  - D. An online course is the property of the College, and as such will be held in repository for other qualified Faculty to utilize.
3. **Class Size.** Determination of class size for online classes is at the discretion of the College.
4. **Faculty Responsibilities.**
  - A. **Office Hours.** A Faculty member teaching an online course shall conduct the normally expected number of office hours. Faculty teaching online may schedule one (1) office hour online for each class taught online. In the event the Faculty member's entire program and/or load is comprised of online courses, the Faculty member shall be permitted to schedule a maximum of fifty percent (50%) of office hours online. Faculty are to meet with students in the venue best suited to meet student needs. Online office hours must be posted and accessible by students using methods in accordance with Article 13 Work Responsibilities of this Agreement.

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

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

## ARTICLE 17 - TEXTBOOK SELECTION

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

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

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

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

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



review. The forms must be completed and submitted to the Dean for signature by the dates identified in paragraph D below. Deans or designees will upload completed forms to the Academic Affairs portal.

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

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

Faculty may receive:

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

## ARTICLE 18 - INTERDIVISION TRANSFERS

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

## ARTICLE 19 - THE TEACHING AND SERVICE ENVIRONMENT

1. **Office Assignments.** The College shall provide office space to every full-time Faculty member, subject to future facilities management needs and appropriate funding.
2. **Assault, Battery, Threats, and Safety.** The College and the Union join in deploring any form of conduct within the College environment which involves a danger or threat of bodily harm to any person, and express their willingness and mutual desire during the term of this Agreement to seek and implement ways and means of preventing or addressing such conduct. Any work-connected instance of assault (physical or verbal), battery, or threat of bodily harm upon a Faculty member shall be reported to the College Police Department immediately. Student violations of the Student Code of Conduct, including classroom disruptions will be investigated and acted upon in accordance with Board Policy 5200, Student Code of Conduct.
3. **Class Disruption.** A Faculty member may dismiss a student from a particular meeting of a particular class if the student is so disrupting the class as to make it impossible for the Faculty member to serve the remaining members of the class effectively. The Faculty member shall, as soon as practicable following the end of the class meeting in which the action was taken, report the matter to their immediate supervisor. The Faculty member shall also report the matter to the Office of Judicial Affairs, who shall act upon the complaint and report the result of the investigation to the Faculty member as soon as possible. Student violations of the Student Code of Conduct, including classroom disruptions, will be investigated and acted upon in accordance with Board Policy 5200, Student Code of Conduct.

## **ARTICLE 20 - CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT**

1. **Family Members.** In order to protect both Faculty members and students from real or apparent conflicts of interest, students will avoid enrolling in classes taught by their spouse, domestic partner, parent or immediate family member. However, in small departments or specialized programs or courses, this avoidance may not always be possible. In any case in which a Faculty member plans to teach a class in which a related person is enrolled, the Faculty member shall seek approval from the Provost prior to the class start date.
  - A. Should the Provost agree that alternatives have been exhausted and an exception is warranted, another member of the department shall be asked to oversee evaluation of the student. The purpose of this oversight is to protect both the Faculty member and student from the appearance of bias and to maintain the integrity of the academic experience. Such oversight shall include reviewing the work of the student being evaluated and comparable work by one or more other students in the class.
  - B. Faculty members are not to serve as the main academic adviser to a student who is a spouse, domestic partner, parent or other related person. Likewise, Faculty members are not to work one-on-one with related students (for example, in situations such as an honors thesis, independent study, practicum, mentoring, or an internship). Any exceptions to this policy must similarly be requested of the Provost in advance.
  
2. **Outside Employment.** The primary responsibility of Faculty is the full and competent performance of all assigned duties. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its Faculty, to the College, and to the community of the many types of external experiences. Such activities may enhance the professional competency of the individual and bring credit to the College as well. Faculty may engage in outside employment or self-employment that does not:
  - A. Result in any conflict of interest between the outside employment activity and the College;
  - B. Inhibit the Faculty member's performance of duties and responsibilities at the College; or,
  - C. Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m.

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

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

## ARTICLE 21 - FACULTY EVALUATION

1. **Purpose of Evaluation.** The assessment and evaluation of Faculty will be conducted utilizing a variety of criteria relating to professional competence and commitment of the Faculty member to the College. The purposes of evaluation are to:
  - A. Promote the highest quality instruction (teaching and learning);
  - B. Encourage the highest quality performance by Faculty;
  - C. Encourage professional growth and development of Faculty;
  - D. Review the effectiveness of instruction and service to students and use the results to continuously improve instruction and service to students;
  - E. Evaluate Faculty job performance;
  - F. Promote communication and provide feedback about job performance; and
  - G. Establish performance goals and expectations.
  
2. **E-Portfolio.** Annual and continuing contract Faculty will maintain a professional e-portfolio that shall include a factual description of the Faculty member's teaching, College service, Faculty advising and professional development strengths and accomplishments. It will include empirical evidence and a self-assessment of criteria including, but not limited to, effective classroom instruction, feedback from students and employers, curriculum review and relevancy, service and support of College policies and procedures, and assessment of student learning. The complete listing of criteria is found at section 4.E. of Article 11. The e-portfolio will include supporting documentation of the measures described below, as appropriate to the position and responsibilities of the Faculty.
  - A. The e-portfolio **MUST** contain information about each of the following:
    - i. Teaching philosophy;
    - ii. Statement of teaching responsibilities, and any approved reassigned and/or release duties;
    - iii. Curricular revisions;
    - iv. Documented teaching improvement activities;
    - v. Instructional innovations; and
    - vi. Each of the criteria i. through x. found in Article 11, section 34.E.
  - B. The e-portfolio **MAY** contain:
    - i. Teaching honors and other recognitions; and
    - ii. Samples of student achievements and outstanding accomplishments in or beyond the classroom.

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



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

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

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

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

## **ARTICLE 22**

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## ARTICLE 23 - WAGES

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

Effective upon ratification of this Agreement, the starting salaries for non-healthcare Faculty on a nine-month contract are as follows:

STARTING SALARY						
Academic Credentials	Less than 1 year of Experience	1 Year of Experience	2 Years of Experience	3 Years of Experience	4 Years of Experience	5 or More Years of Experience
Doctorate	\$51,253.65	\$51,971.31	\$52,688.97	\$53,406.68	\$54,124.30	\$54,841.96
Masters	\$48,129.46	\$48,803.27	\$49,477.08	\$50,150.89	\$50,824.70	\$51,498.51
Bachelors	\$45,830.00	\$46,471.53	\$47,133.07	\$47,754.60	\$48,396.13	\$49,037.67
Associate Degree program specific credentials and	\$44,280.69	\$44,546.49	\$44,812.27	\$45,078.06	\$45,343.84	\$45,609.63

Effective upon ratification of this Agreement, the starting salaries for healthcare Faculty on a nine-month contract are as follows:

STARTING SALARY						
Academic Credentials	Less than 1 year of Experience	1 Year of Experience	2 Years of Experience	3 Years of Experience	4 Years of Experience	5 or More Years of Experience
Doctorate	\$61,504.38	\$62,365.58	\$63,226.77	\$64,088.01	\$64,949.16	\$65,810.35
Masters	\$57,755.35	\$58,563.92	\$59,372.50	\$60,181.07	\$60,989.64	\$61,798.21
Bachelors	\$54,996.00	\$55,765.84	\$56,535.68	\$57,305.52	\$58,075.36	\$58,845.20

Associate Degree and program specific credentials	\$53,136.85	\$53,455.79	\$53,774.73	\$54,093.67	\$54,412.61	\$54,763.35
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Effective upon ratification of this Agreement, the starting salaries for Librarians and counselors on a twelve-month contract are as follows:

STARTING SALARY						
Academic Credentials	Less than 1 year of Experience	1 Year of Experience	2 Years of Experience	3 Years of Experience	4 Years of Experience	5 or More Years of Experience
Doctorate	\$53,090.10	\$53,833.58	\$54,577.07	\$55,320.55	\$56,062.92	\$56,806.41
Masters	\$50,085.00	\$50,786.19	\$51,487.38	\$52,188.57	\$52,889.76	\$53,590.95

Additional consideration may be necessary for positions that are determined “hard-to-fill” due to market conditions, in cases where specialized credentials or experience are required, or other reasons. These situations will be determined based on an analysis conducted by Human Resources. Upon completion of the analysis, salary adjustments will be effective the beginning of the month succeeding the analysis. Under these circumstances, the Provost in consultation with Human Resources is authorized to offer additional compensation of up to thirty percent (30%) of the starting salary, as outlined in the table above. Such compensation may be a one-time payment, a temporary increase, or an increase to the base salary at the College’s discretion. The College will provide the Union with notice when such a situation occurs and will provide the Union with the analysis within two (2) weeks of its completion.

The President may authorize greater than thirty percent (30%) for “hard to fill” positions based upon justification and appropriate recommendations of the Provost and Human Resources Director. Justifications may include, but are not limited to, new academic programs and current programs where student learning or program viability is affected due to difficult to fill assignments.

**3. Salary Adjustments.**

Faculty shall receive a 6% increase to their base salary upon ratification of this Agreement.

Adjustments may be made for existing positions due to market conditions or in cases where specialized credentials or experience are required. This determination will be based on the same analysis conducted by Human Resources for new hires. The College is authorized to increase compensation existing positions as needed and in accordance with

this analysis. Such compensation may be a one-time payment, a temporary increase, or an increase to the base salary at the College’s discretion. The College will provide the Union with notice when such a situation occurs and will provide the Union with the analysis within two (2) weeks of its completion.

4. **Salary Incentive Supplements.** All salary supplements are subject to all applicable taxes and withholdings.

A. **Student Success Supplement.** If the Florida Legislature appropriates performance-based funding to the College, all eligible Faculty will receive a non-recurring incentive supplement based on improvement in the College’s overall completion rate. The supplement cannot exceed the state performance allocation to the College. To be eligible for the student success supplement, a Faculty member must have completed one (1) full academic year at TCC as a regular, full-time Faculty member and be employed and in good standing at the time of payment.

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

Example:

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

This supplement will be determined from data provided by TCC’s Office of Institutional Effectiveness based on Integrated Postsecondary Education Data System (IPEDS) methodology (percent of credit students that complete their degree program within 150% of the normal time to degree). Again, this supplement is contingent on the performance-based funding appropriated by the Florida Legislature to the College.

B. **Faculty Incentive Supplement.** The College will provide a specialized program to enhance Faculty Knowledge, skills, and abilities that should lead to an increase in student success. Participation is voluntary. To be eligible, Faculty must complete this program no later than twelve (12) months from its implementation. Upon program completion, Faculty will receive a \$750.00 stipend.

As part of the program, a Faculty member must submit a plan to their Dean for approval that implements strategies to enhance instructional effectiveness in and/or outside the classroom as well as evidence-based outcomes. Faculty can

participate only once in the program and may use a corresponding number of professional development work hours.

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

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

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

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

<b>Extra Teaching Assignment in Clinical Settings</b>	
<b>Academic Credential</b>	<b>Clock Hour Rate</b>
Doctorate	\$83
Masters	\$76
Bachelors	\$70
Associate Degree and program specific credentials	\$60

- B. **Program Chair.** Program Chairs will be determined annually by the Provost. Program Chairs shall receive a \$2,000.00 stipend for each of the Fall, Spring and Summer semesters, if assigned, and their duties may extend beyond their contractual duty days. Total reassigned time shall not exceed forty percent (40%) of the regular contracted teaching load. Summer assignments as a Program Chair are dependent on institutional need.
- C. **Non-teaching Pay Assignments.** For Faculty members who provide leadership in a non-teaching capacity, and exceed their College Service requirements. Faculty must complete all obligations as set forth in Article 13, section 3., Work

Responsibilities (e.g., instructional and office hours, professional development, College service, and Faculty advising), before they will be eligible to receive a Salary Supplement for a Non-Teaching Pay Assignment. The salary supplements are as follows:

<b>Non-teaching Pay Assignments</b>	
New Course Development	\$1,250
Academic Enrichment	\$2,500 per semester
Faculty Enrichment	\$1,250 per semester
Open Educational Resource Development	\$4,000 per course

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

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

Directed Independent Study (DIS) allows students to take regular TCC courses on an individual or small group basis. It is intended to be used in exceptional circumstances, such as taking a course required for graduation during a term when the course is not offered as a scheduled class. It must adhere to the same standards, competencies and content as the regularly scheduled class. DIS is a mode of instruction where the student assumes the major responsibility for completing the independent study with guidance of the instructor. The instructor is expected to meet weekly at a scheduled time (minimum of 50 minutes per week) with the student(s) to discuss new content, review previously discussed content, and provide assignments and student experiences. The instructor is also expected to maintain office hours in addition to the weekly scheduled meeting time.

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

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



specific credentials		
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- E. **Honors Module.** Full-time Faculty members who teach honors modules beyond their regular contracted teaching load shall be compensated \$250 for the first student and \$50 for each additional student. Classes with sixteen (16) or more students will be paid at the standard class rate.
- F. **Pay Supplements Based on Class Size.** There will be no pay supplements based on the size of the class other than those identified for Directed Independent Study or Honors Modules, as listed in sections 5.D. and 5.E. above. The College maintains its management right to establish class sizes.
6. **Substitute Pay.** Substituting for another full-time Faculty member in their absence is considered a professional courtesy, but must be pre-approved by the appropriate Dean. Full-time Faculty may only receive supplemental pay for substituting for another Faculty member if the time required exceeds two (2) consecutive class periods and requires instruction, including preparation or student meetings. If these factors apply, the Faculty member shall be compensated in accordance with the tables below.

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

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

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

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

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

The salary increase shall be effective the first month following receipt of the official transcript by Human Resources. It is the employee's responsibility to obtain and submit

the official transcript to Human Resources. Credit for educational attainment shall be granted only when an official transcript reflecting the degree is received in Human Resources. The processing of the increase will be effective with the pay period following receipt of the required documentation by Human Resources.

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

No pay raise is associated with the attainment of professional licenses or certifications or additional graduate hours above the Faculty member's existing graduate degree, except for additional educational degree attainment pursuant to section 7 of this Article.

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

## ADDENDUM TO ARTICLE 23 - NON-TEACHING PAY ASSIGNMENTS

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

## ARTICLE 24 - BENEFITS

1. **Participation on College-wide Committee.** The Union may submit the names of fifteen (15) individuals to the Vice President of Academic Affairs/Provost for inclusion on any College-wide committee to review benefits. The College will guarantee the selection of at least two (2) of the individuals submitted by the Union.
2. **Insurance Benefits.** Board policy sets forth insurance benefits for employees. Faculty members shall be entitled to receive the same types of insurance, including the same scope and level of benefits and coverage for Health and Major Medical Insurance and Life Insurance as that provided to full-time, Classified Staff of the College. For the plan year beginning January 1, 2023, and each year thereafter, Faculty members will contribute a portion of health insurance premiums as follows:

HMO	
Employee	12.00%
Employee + Dependent	18.00%
Employee + Family	25.00%
PPO	
Employee	15.00%
Employee + Dependent	25.00%
Employee + Family	35.00%

3. **Life Insurance.** The College shall provide life insurance in the amount equal to two times the base salary for the annual contract of the Faculty member up to a maximum coverage amount of \$200,000. Faculty may purchase, at their expense, additional coverage as offered by the carrier; up to \$250,000 in life insurance on their spouse; and up to \$10,000 on their children from age 14 days to 26 years. Payroll deductions shall be used for the payment of any insurance premiums not covered by the College's contribution.
4. **Supplemental Insurance Plans.** Faculty members shall be entitled to participate in any supplemental insurance plans authorized by the College.
5. **Tuition Reimbursement.** Faculty members and their families are eligible to receive tuition waivers for college classes in accordance with Board Policy 2520 Professional Development and Tuition Waivers. Faculty members are also eligible to receive tuition reimbursement for non-TCC courses in accordance with Board Policy 2420, Employee Benefits and Privileges.
6. **Tuition Reimbursement for Nursing Faculty.** Due to the shortage of credentialed Nursing Faculty, the College will provide tuition reimbursement for graduate level courses required for a related Master's or Doctorate Degree, up to six credit hours each semester, for Department of Nursing Faculty. Those seeking reimbursement must follow the procedures in Board Policy 2520 Professional Development and Tuition Waivers and the related Procedure.

7. **Employee Assistance Program.** The College shall provide an Employee Assistance Program in which one or more consultations for a medical, mental, family, financial, or substance abuse problem shall be provided. Notice of availability of the program, including an explanation of services offered, will be provided by the Human Resources Department to all Faculty no less than once annually.
8. **Retirement Plans and Tax-Sheltered Annuities.** As employees of the College, Faculty members may participate in either the Florida Retirement System Pension Plan, or its Investment Plan. Faculty may also participate in the Community College Optional Retirement Plan in lieu of membership in the Florida Retirement System. Faculty also have the option to contribute on a voluntary basis to a 457b and/or a ROTH 403b deferred compensation options.
9. **Faculty Use of Facilities.** Faculty are eligible to use athletic facilities, the Library, Learning Resource Centers, and wellness programs. Faculty may rent certain facilities at a reduced rate.
10. **Parking.** Faculty are provided with parking at no cost.
11. **Annual Leave.** Pursuant to Board Policy 2425 Employee Attendance and Leave, teaching Faculty do not receive annual leave; Librarians do receive annual leave.
12. **Sick Leave.** Faculty members are provided with sick leave, as set forth in Board Policy 2425 Employee Attendance and Leave. Payment for unused sick leave upon separation from employment is set forth in Board Policy 2715, Separation Pay. Faculty members are eligible for participation in the College's Sick Leave Pool, as set forth in Board Policy 2430 Sick Leave Pool.
13. **Personal Leave.** Personal leave for Faculty is set forth in Board Policy 2425 Employee Attendance and Leave.
14. **Leave of Absence without Pay.** Leave of Absence without Pay for Faculty is set forth in Board Policy 2425 Employee Attendance and Leave. This policy also covers the continuance of benefits while on leave without pay.
15. **Administrative Leave.** Administrative leave for Faculty is set forth in Board Policy 2425 Employee Attendance and Leave.
16. **Military Leave.** Military leave for Faculty is set forth in Board Policy 2425 Employee Attendance and Leave. The College will comply with all state and federal laws regarding military leave.
17. **Family Medical Leave.** Family Medical Leave for Faculty is set forth in Board Policy 2430.01, Family Medical Leave Act.
18. **Domestic Violence Leave.** Domestic Violence Leave for Faculty is set forth in Section 741.313, Florida Statutes.
19. **Referenced Leave Policies.** The College's leave policies that are cited in this Article are incorporated by reference. Any proposed modification to the College's leave policies

must first be bargained with UFF-TCC. Any alleged violation of the policies referenced in this Article are subject to Article 8, Grievance and Arbitration.

## ARTICLE 25 - INTELLECTUAL PROPERTY

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

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

and the College may create other rights and responsibilities, including joint ownership.

- C. **College Initiated and Supported Efforts.** Ownership of copyrightable material or a patent relating to materials or processes identified above, developed as a result of specific assignment by the College or arising out of the duties for which the individual was specifically employed by the College, shall reside with the College. Under special circumstances, the College may share royalty income with the author or inventor upon recommendation by the College and approval by the Board of Trustees.
- D. **Sponsor Supported Efforts.** Faculty who produce copyrightable material or a patent under sponsor-supported projects shall be governed by the specific terms and conditions of the applicable sponsorship contract. Faculty are responsible for determining, in advance, the terms of sponsorship and executing a Copyright/Patent Royalty Agreement with the sponsor.

3. **Disclosure.**

- A. Upon the creation of a work and prior to any publication, the faculty member shall disclose to the Provost any work made in the course of College-supported efforts, together with an outline of the project and the conditions under which it was done. The Provost shall assess the relative equities of the faculty member and the College in the work.
- B. If practicable, within sixty (60) days, but in no case later than ninety (90) days, after such disclosure, the Provost will inform the faculty member whether the College seeks an interest in the work. A written agreement shall thereafter be executed in accordance with this article. Creation, use, and revision of such works, as well as provisions relating to the use or revision of such works by persons other than the author, shall also be the subject of the written agreement between the faculty member and the College as well as provisions relating to the use or revision of such works by persons other than the author. The faculty member shall assist the College in obtaining releases from persons appearing in, or giving financial or creative support to, the development or use of these works in which the College has an interest. All such agreements shall comport with and satisfy any preexisting commitments to outside sponsoring entities.
- C. The faculty member and the College shall not commit any act which would tend to defeat the College's or faculty member's interest in the work and shall take any necessary steps to protect such interests.

- 4. **Royalty Income.** Royalty income from copyrighted materials and patents shall be distributed as listed below.



- A. **Individual Effort.** Income derived from materials and patents produced from the individual initiative of College Faculty, as defined above, shall accrue solely to the author or inventor.
  - B. **College Assisted Individual Effort.** Income derived from individual efforts which are complemented by College time, facilities and/or resources, as defined above, shall accrue solely to the author or inventor. However, repayment to the College must be made by the individual(s) concerned, as outlined above, which also outlines the other rights of the College in these cases. In these cases, royalties shall be shared with the College receiving twenty-five (25%) percent and the individual(s) receiving seventy-five (75%) percent, unless and a written agreement that specifies the sharing of royalties shall be executed and approved by all parties prior to the approval of the use of College time, facilities and/or resources.
  - C. **College Initiated and Supported Efforts.** When copyrighted material or a patent is generated by a specific College assignment or as a result of labors for which the individual was employed, for any matters covered under the above information, the College shall be the sole recipient of all income derived therefrom. In specific instances, where an exceptional individual-initiative product results, and only after College recommendation and approval by the Board of Trustees, portions of income derived therefrom may be shared between the College and the author or inventor. Such efforts shall be determined on a case-by-case basis.
  - D. **Sponsor Supported Efforts.** Income derived from sponsor-supported efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents. Income derived from copyrighted materials or patents shall be disbursed in accordance with stated College policies when the contract or grant document is silent as to disbursement of royalties or times of value.
5. **Dispute Resolution.** Disputes between the author(s) of a work and the College are grievable in accordance with Article 8 Grievance Procedure.

## **ARTICLE 26 - STUDY ABROAD OR DOMESTIC TRAVEL COURSES**

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

## **ARTICLE 27 - DISCIPLINE**

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

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

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

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

The pre-disciplinary process is set forth in Board Policy 2460, Suspension, Dismissal, or Non-Renewal of Contracts of Instructional Staff.

## ARTICLE 28 - REDUCTION IN FORCE

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

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

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

The College will establish the layoff unit, including but not limited to department, program, campuses, disciplines, and sub-disciplines.

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

2. **Employment Recall.**
  - A. A recall list shall be valid for two (2) years.
  - B. All persons on the recall list should regularly review the posted College position vacancy announcements. Should a vacancy occur at the College, the employee must apply to receive consideration.
  - C. Any offer of reemployment pursuant to a reduction in force must be accepted within fifteen (15) days of the date of the offer. In the event such offer of reemployment is not accepted, the employee shall receive no further consideration for reemployment pursuant to the recall provisions set forth in this Policy.
  - D. An employee who held a continuing/permanent status appointment on the date of termination by reason of layoff shall resume the continuing/permanent status appointment upon recall.
  - E. The employee shall receive the same credit for years of service for purposes of

layoff as held on the date of layoff.

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

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

**ARTICLE 30 - DURATION**

This Agreement shall become effective July 1, 2023, or upon ratification by the Parties, whichever is later, and shall remain in effect until June 30, 2024.

This Agreement was ratified by the UFF on \_\_\_\_\_

This Agreement was ratified by the Board on \_\_\_\_\_

**UNITED FACULTY OF FLORIDA**

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

\_\_\_\_\_  
Martin Balinsky  
President

\_\_\_\_\_  
Jim Murdaugh, Ph.D.  
President

\_\_\_\_\_  
Julie Baroody  
Chief Negotiator

\_\_\_\_\_  
Johnathan Kilpatrick

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_





February 19, 2024

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

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

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

**SUBJECT:** TCC Foundation Update

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### **Item Description**

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

### **Overview and Background**

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

The Foundation would also like to highlight our Cleaver and Cork events. These are all ticketed events:

- February 25 – Cleaver and Cork: Progressive Cocktail Party, 12:00 – 5:00 pm, Downtown/Midtown
- March 1 - Cleaver and Cork: Signature Dinner, 6:00 – 9:30 pm, Lifetime Sports Complex
- March 2 – Cleaver and Cork: Food & Wine Festival, 11:00 am – 3:00 pm, TCC Intramural Fields

### **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**

Approve the report as presented.

# TCC Foundation - Financial Update FY 23-24

## April 1, 2023 - January 31, 2024

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	<b>Total Received</b>	<b>\$2,683,985.84</b>	<b>\$2,069,682.61</b>	<b>\$1,390,680.18</b>
	Facility Support	\$126,829.01	\$152,507.20	\$134,665.10
	Program Support	\$747,870.64	\$966,827.41	\$500,886.10
	Scholarship Support	\$628,722.04	\$730,207.68	\$591,223.20
	Unrestricted Support	\$180,684.15	\$309,347.46	\$173,905.78
	BluePrint Donation	\$1,000,000.00	\$0.00	\$0.00
	Net Assets	\$22,756,009.00	\$20,688,095.00	\$23,155,546.00

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	Number of Donors	1009	941	841
	Number of Gifts	3554	3213	3148

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	<b>Total Received for Alumni</b>	<b>\$215,228</b>	<b>\$167,898</b>	<b>\$128,163</b>
	Number of Donors	150	122	107
	Number of Gifts	834	620	663

		YTD 21/22	YTD 22/23	YTD 23/24
<b>TCC Foundation</b>	Cash	\$1,678,877.84	\$2,158,889.76	\$1,386,775.18
	Gifts in Kind	\$5,228.00	\$0.00	\$13,905.00
	Total Raised - Pledges Received	\$515,258.35	\$676,815.03	\$606,239.27
	Planned Gifts Confirmed			2
	Grants Received			19 for \$8,837,567
	Grants Applied For			44 for \$46,700,729
	Pledges Expected by 06/30/24			\$197,191.37

*The Foundation's Fiscal Year is April - March*



February 19, 2024

## **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:** 2024-2025 Early College Program Agreements

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### **Item Description**

This item requests board approval for the 24-25 Early College Program Agreements between the College and the public school districts in TCC's service area.

### **Overview and Background**

In compliance with Florida Statute 1007.273, the members of the Articulation Councils of TCC and the three public school districts met for the annual review of the early college agreements. The agreements identify College and School District responsibilities for maintaining the Early College program.

The Early College program is another option for dual enrollment, which allows high school students who are college ready in all subject areas and have a 3.5 or better unweighted high school GPA to enroll in at least 12 hours each semester at TCC to earn industry certifications and to complete 30 credit hours through dual enrollment successfully. Students can take classes on the high school campus, at TCC's main campus, and online. Students are advised regarding their educational major and transfer institution. TCC works with the high school guidance counselors to ensure that students are on track for success at both institutions.

### **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 semesters. This also includes online courses. No tuition or fees are collected during the June Express term. However, schools pay for the cost of the instructor if the course is taught at the school site by a TCC instructor.

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

The Board approved the agreements annually.

**Recommended Action**

Approve the Early College Program agreements.

# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Gadsden County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), 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 Gadsden County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2024 until May 31, 2025. Students may enroll in the Summer 2024 B Session.

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.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TCC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Superintendent or designee.

### III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2023-2024 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions. A collaborative planning meeting with school counselor, TCC advisor, student and parent/guardian is required before enrollment of the next semester for students who fall below 100% successful completion.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session with TCC.

#### Deadline

- Applications and supporting documents are due by May 24, 2024.

**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website. TCC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed on TCC's website. The website will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses listed in Appendix A and listed in the TCC Catalog are available to the **Early College Program** students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TCC shall provide advising services to students participating in the **Early College Program**. TCC will designate a specific advisor to work with each student in the **Early College Program**. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.



**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TCC’s Office of Institutional Effectiveness will provide an annual program review. TCC’s Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC’s Office of Academic Affairs will monitor and ensure quality and consistency.

TCC’s Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College Program** faculty member for his/her signature. The evaluation will be maintained on file by TCC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College** Program students shall be exempt from paying tuition/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 semesters. Textbooks will be provided by the College during the Summer June Express term. 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  
According to 1007.273(6) and 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 2023-2024 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. 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 dual enrollment students. TCC will not limit participation based upon capacity, F.S. 1007.271(4), in any term.

TCC will use the fees collected to enhance the **Early College Program**. TCC will



promote **Early College** Program participation, increase capacity, and enrich the quality of services associated with the **Early College** Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the **Early College** Program in order to help prepare students for the transition to college, counsel students on degree maps and programs of study, and 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 **Early College** Program courses 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 the **Early College** Program offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching **Early College** Program 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 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**IN WITNESS WHEREOF**, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.273, F.S., **Early College** Program Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Gadsden County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Gadsden County School District

## Appendix A

2024-2025 Dual Enrollment Course – High School Subject Area Equivalency List for Tallahassee Community College Courses

**\*\*\* Students will choose courses based on their graduation requirements which will be different for various cohorts.\*\*\***

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Any upper-level (3000-4000) postsecondary course that uses as a prerequisite one of the courses on this list that are awarded 1.0 high school credit shall also receive 1.0 high school credit.

### ENGLISH

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AML2301	Major American Writers	3	English	1.0
ENC1101	College Composition	3	English	1.0
ENC1101C	College Composition w/Corequisite	3	English	1.0
ENC1102	Argument and Persuasion	3	English	1.0
ENC2210	Technical Communications	3	English	0.5
ENL2000	British Literature	3	English	1.0
LIT2100	Masterpieces of World Literature	3	English	1.0

### FOREIGN LANGUAGE

Foreign Language Courses: All four-credit foreign language courses (including American Sign Language), shall be awarded one full high school elective credit. Courses offered for three credits are awarded at least 0.5 high school elective credit.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
FRE1120	Elementary French I	4	Elective: Foreign Language	1.0
FRE1121	Elementary French II	4	Elective: Foreign Language	1.0
GER1120	Elementary German I	4	Elective: Foreign Language	1.0
GER1121	Elementary German II	4	Elective: Foreign Language	1.0
ITA1120	Beginning Italian I	4	Elective: Foreign Language	1.0
ITA1121	Beginning Italian II	4	Elective: Foreign Language	1.0
LAT1120	Beginning Latin I	4	Elective: Foreign Language	1.0
LAT1121	Beginning Latin II	4	Elective: Foreign Language	1.0
SPN1120	Elementary Spanish I	4	Elective: Foreign Language	1.0
SPN1121	Elementary Spanish II	4	Elective: Foreign Language	1.0
SPN2220	Intermediate Spanish	4	Elective: Foreign Language	1.0
SPN2240	Intermediate Conversational Spanish I	3	Elective: Foreign Language	1.0

### MATHEMATICS

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
MAC1105	College Algebra	3	Mathematics	1.0
MAC1105C	College Algebra w/corequisite	3	Mathematics	1.0
MAC1114	Precalculus Trigonometry	3	Mathematics	1.0
MAC1140	Precalculus Algebra	3	Mathematics	1.0
MAC1147	Precalculus Algebra and Trigonometry	5	Mathematics	1.0
MAC2233	Calculus for Management	3	Mathematics	1.0
MAC2311	Calculus with Analytic Geometry I	5	Mathematics	1.0

MAC2312	Calculus with Analytic Geometry I	5	Mathematics	1.0
MAC2313	Calculus with Analytic Geometry I	4	Mathematics	1.0
MAP2302	Differential Equations	3	Mathematics	1.0
MGF1106	Mathematics for Liberal Arts I	3	Mathematics	1.0
MGF1107	Mathematics for Liberal Arts II	3	Mathematics	1.0
STA2023	Introductory Statistics	3	Mathematics	1.0
STA2122	Introduction to Applied Statistics	4	Mathematics	1.0

### PERFORMING AND FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed 0.5 high school credits.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
ARH2050	Introduction to Art History and Art Criticism I	3	Performing/Fine Arts	0.5
ARH2051	Introduction to Art History and Art Criticism II	3	Performing/Fine Arts	0.5
ARH2500	Non-Western Art History	3	Performing/Fine Arts	0.5
ART1150C	Introduction to Jewelry Making	3	Performing/Fine Arts	0.5
ART1202C	Design I	3	Performing/Fine Arts	0.5
ART2203C	Introduction to Design II	3	Performing/Fine Arts	0.5
ART1205C	Color: Theory and Practice	3	Performing/Fine Arts	0.5
ART1300C	Drawing I	3	Performing/Fine Arts	0.5
ART2301C	Drawing II	3	Performing/Fine Arts	0.5
ART1330C	Figure Drawing	3	Performing/Fine Arts	0.5

ART1340C	Beginning Illustration	3	Performing/Fine Arts	0.5
ART2400C	Introduction to Printmaking	3	Performing/Fine Arts	0.5
ART2500C	Painting I	3	Performing/Fine Arts	0.5
ART2501C	Painting II	3	Performing/Fine Arts	0.5
FIL2000	Film Appreciation	3	Performing/Fine Arts	0.5
FIL1031	History of Film I	3	Performing/Fine Arts	0.5
GRA1103C	Computer Based Design I	3	Performing/Fine Arts	0.5
MUH2011	Introduction to Music History	3	Performing/Fine Arts	0.5
MUL1110	Music Appreciation	3	Performing/Fine Arts	0.5
PGY2401C	Darkroom Photography	3	Performing/Fine Arts	0.5
PGY2801C	Photoshop	3	Performing/Fine Arts	0.5
SPC1017	Fundamentals of Interpersonal Communication	3	Performing/Fine Arts	0.5
SPC1062	Business and Professional Speaking	3	Performing/Fine Arts	0.5
SPC2608	Public Speaking	3	Performing/Fine Arts	0.5
THE1000	Introduction to the Theatre	3	Performing/Fine Arts	0.5
TPP2110	Fundamentals of Acting	3	Performing/Fine Arts	0.5
TPP2111	Advanced Acting	3	Performing/Fine Arts	0.5
DAA1100	Contemporary Dance	1	Performing/Fine Arts	0.5
DAA1101	Contemporary Dance II	1	Performing/Fine Arts	0.5
DAA1200	Ballet I	1	Performing/Fine Arts	0.5
DAA01201	Ballet II	1	Performing/Fine Arts	0.5
MUN1310	College Choral	1	Performing/Fine Arts	0.5
MUN1340	Vocal Ensemble	1	Performing/Fine Arts	0.5

## SCIENCE

### Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.

- College-level dual enrollment science course **taken without a lab component** will be awarded 0.5 high school science credits.

- Note: Section 1003.428(2)(a)3, Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences **with a lab component** must be met to graduate.

Section 1003.428, Florida Statutes, requires three credits in science. One of the three credits must be Biology I or a series of courses equivalent to Biology I, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, and one credit must be an equally rigorous course.

Biology I. Faculty reviewers have determined that the content in the sequence of BSCx010 and BSCx011 is comparable to the standards for Biology I and therefore may be used as preparation for the associated End-of-Course (EOC) assessment. BSCx010 and BSCx011 each may be assigned as an “equally rigorous” science course, but both must be completed for equivalency to Biology I and as preparation for Biology I EOC.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BOT1000	Plant Science	3	Equally Rigorous	0.5
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BSC1005	Introduction to the Biological Sciences	3	Equally Rigorous	0.5
BSC1005/ BSC1005L	Introduction to the Biological Sciences plus Lab	4	Equally Rigorous	1.0
BSC2010	Biology for Science Majors I	3	Biology I (with BSCX011) or Equally Rigorous	0.5

BSC2010/ BSC2010L	Biology for Science Majors I plus Lab	4	Biology I (with BSCX011) or Equally Rigorous	1.0
BSC2011	Biology for Science Majors II	3	Biology I (with BSCX010) or Equally Rigorous	0.5
BSC2011/ BSC2011L	Biology for Science Majors II plus Lab	4	Biology I (with BSCX010) or Equally Rigorous	1.0
BSC1020	Introduction to Human Biological Sciences	3	Equally Rigorous	0.5
BSC1050	Environmental Systems	3	Equally Rigorous	0.5
BSC1084C	Human Biology: Essentials of Anatomy and Physiology	4	Equally Rigorous	1.0
BSC2085	Anatomy and Physiology I	3	Equally Rigorous	0.5
BSC2085/ BSC2085L	Anatomy and Physiology I plus Lab	4	Equally Rigorous	1.0
BSC2086	Anatomy and Physiology II	3	Equally Rigorous	0.5
BSC2086/ BSC2086L	Anatomy and Physiology II plus Lab	4	Equally Rigorous	1.0
BSC2250C	Field Biology of Florida with Lab	4	Equally Rigorous	1.0
CHM1020	Chemistry for General Education	3	Equally Rigorous	0.5
CHM1030	General Chemistry for Allied Health	3	Equally Rigorous	0.5
CHM1030/ CHM1030L	General Chemistry for Allied Health plus Lab	4	Equally Rigorous	1.0
CHM1045	General Chemistry I	3	Equally Rigorous	0.5
CHM1045/ CHM1045L	General Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM1046	General Chemistry II	3	Equally Rigorous	0.5
CHM1046/ CHM1046L	General Chemistry II plus Lab	4	Equally Rigorous	1.0
CHM2210	Organic Chemistry I	3	Equally Rigorous	0.5
CHM2210/ CHM2210L	Organic Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM2211	Organic Chemistry II	3	Equally Rigorous	0.5
CHM2211/ CHM2211L	Organic Chemistry II plus Lab	4	Equally Rigorous	1.0
ESC1000	Earth and Its Environment	3	Equally Rigorous	0.5
ESC1000/ ESC1000L	Earth and Its Environment plus Lab	4	Equally Rigorous	1.0



EVR1001	Introduction to Environmental Sciences	3	Equally Rigorous	0.5
GLY1030	Environmental Geology	3	Equally Rigorous	0.5
GLY2010	Physical Geology	3	Equally Rigorous	0.5
GLY2010/ GLY2010L	Physical Geology plus Lab	4	Equally Rigorous	1.0
MCB2004	General Microbiology	3	Equally Rigorous	0.5
MCB2004/ MCB2004L	General Microbiology plus Lab	4	Equally Rigorous	1.0
MET1010	Meteorology	3	Equally Rigorous	0.5
OCE1001	Introduction to Oceanography	3	Equally Rigorous	0.5
PHY1020	Energy and Its Environmental Effects	3	Equally Rigorous	0.5
PHY1053	Elementary College Physics	3	Equally Rigorous	0.5
PHY1053/ PHY1053L	Elementary College Physics plus Lab	4	Equally Rigorous	1.0
PHY1054	Elementary College Physics II	3	Equally Rigorous	0.5
PHY1054/ PHY1054L	Elementary College Physics II plus Lab	4	Equally Rigorous	1.0
PHY2048	General Physics I	4	Equally Rigorous	0.5
PHY2048/ PHY2048L	General Physics I plus Lab	5	Equally Rigorous	1.0
PHY2049	General Physics II	4	Equally Rigorous	0.5
PHY2049/ PHY2049L	General Physics II plus Lab	5	Equally Rigorous	1.0
PSC1121	Introduction to Physical Sciences	3	Equally Rigorous	0.5

## SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, **all college social science courses taken through dual enrollment receive elective credit.**

*United States History.* Faculty reviewers have determined that the content in the sequence of AMHx010 and AMHx020 is comparable to the standards for United States History and, therefore, may be used as preparation for the associated End-Of-Course (EOC) assessment. For any other AMH course or set of courses taken through dual enrollment, the school district and postsecondary institution may determine if that course or set of courses may be used as preparation for the U.S. History EOC. The AMH courses on this list, or those designated by the school district, may each satisfy 0.5 U.S. History credits toward high school graduation.

*Economics.* Section 1003(4282(3)(d), FS, requires one-half credit in economics, which must include financial literacy. The district and college will determine if the local postsecondary economics course meets this requirement.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AMH2010	History of the United States I	3	Social Studies: United States History (EOC)	0.5
AMH2020	History of the United States II	3	Social Studies: United States History (EOC)	0.5
AMH1041	American Experience I	3	Social Studies: United States History	0.5
AMH1050	American Experience II	3	Social Studies: United States History	0.5
POS1041	National Government	3	Social Studies: United States Government	0.5
WHO2012	History of Civilization I	3	Social Studies: World History	0.5
WHO2022	History of Civilization II	3	Social Studies: World History	0.5

# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Leon County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), 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 Leon County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2024 until May 31, 2025. Students may enroll in the Summer 2024 B Session.

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.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TCC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Superintendent or designee.

### III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2023-2024 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions. A collaborative planning meeting with school counselor, TCC advisor, student and parent/guardian is required before enrollment of the next semester for students who fall below 100% successful completion.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session with TCC.

#### Deadline

- Applications and supporting documents are due by May 24, 2024.

**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website. TCC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed on TCC's website. The website will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses listed in Appendix A and listed in the TCC Catalog are available to the **Early College Program** students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TCC shall provide advising services to students participating in the **Early College Program**. TCC will designate a specific advisor to work with each student in the **Early College Program**. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.



**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TCC's Office of Institutional Effectiveness will provide an annual program review. TCC's Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC's Office of Academic Affairs will monitor and ensure quality and consistency.

TCC's Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College Program** faculty member for his/her signature. The evaluation will be maintained on file by TCC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College Program** students shall be exempt from paying tuition/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 semesters. Textbooks will be provided by the College during the Summer June Express term. 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  
According to 1007.273(6) and 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 2023-2024 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. 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 dual enrollment students. TCC will not limit participation based upon capacity, F.S. 1007.271(4), in any term.

TCC will use the fees collected to enhance the **Early College Program**. TCC will

promote **Early College** Program participation, increase capacity, and enrich the quality of services associated with the **Early College** Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the **Early College** Program in order to help prepare students for the transition to college, counsel students on degree maps and programs of study, and 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 **Early College** Program courses 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 the **Early College** Program offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching **Early College** Program 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 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**IN WITNESS WHEREOF**, the School Board of Leon County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.273, F.S., **Early College** Program Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Leon County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Leon County School District



## Appendix A

2024-2025 Dual Enrollment Course – High School Subject Area Equivalency List for Tallahassee Community College Courses

**\*\*\* Students will choose courses based on their graduation requirements which will be different for various cohorts.\*\*\***

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Any upper-level (3000-4000) postsecondary course that uses as a prerequisite one of the courses on this list that are awarded 1.0 high school credit shall also receive 1.0 high school credit.

### ENGLISH

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AML2301	Major American Writers	3	English	1.0
ENC1101	College Composition	3	English	1.0
ENC1101C	College Composition w/Corequisite	3	English	1.0
ENC1102	Argument and Persuasion	3	English	1.0
ENC2210	Technical Communications	3	English	0.5
ENL2000	British Literature	3	English	1.0
LIT2100	Masterpieces of World Literature	3	English	1.0

### FOREIGN LANGUAGE

Foreign Language Courses: All four-credit foreign language courses (including American Sign Language), shall be awarded one full high school elective credit. Courses offered for three credits are awarded at least 0.5 high school elective credit.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
FRE1120	Elementary French I	4	Elective: Foreign Language	1.0
FRE1121	Elementary French II	4	Elective: Foreign Language	1.0
GER1120	Elementary German I	4	Elective: Foreign Language	1.0
GER1121	Elementary German II	4	Elective: Foreign Language	1.0
ITA1120	Beginning Italian I	4	Elective: Foreign Language	1.0
ITA1121	Beginning Italian II	4	Elective: Foreign Language	1.0
LAT1120	Beginning Latin I	4	Elective: Foreign Language	1.0
LAT1121	Beginning Latin II	4	Elective: Foreign Language	1.0
SPN1120	Elementary Spanish I	4	Elective: Foreign Language	1.0
SPN1121	Elementary Spanish II	4	Elective: Foreign Language	1.0
SPN2220	Intermediate Spanish	4	Elective: Foreign Language	1.0
SPN2240	Intermediate Conversational Spanish I	3	Elective: Foreign Language	1.0

### MATHEMATICS

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
MAC1105	College Algebra	3	Mathematics	1.0
MAC1105C	College Algebra w/corequisite	3	Mathematics	1.0
MAC1114	Precalculus Trigonometry	3	Mathematics	1.0
MAC1140	Precalculus Algebra	3	Mathematics	1.0
MAC1147	Precalculus Algebra and Trigonometry	5	Mathematics	1.0
MAC2233	Calculus for Management	3	Mathematics	1.0
MAC2311	Calculus with Analytic Geometry I	5	Mathematics	1.0

MAC2312	Calculus with Analytic Geometry I	5	Mathematics	1.0
MAC2313	Calculus with Analytic Geometry I	4	Mathematics	1.0
MAP2302	Differential Equations	3	Mathematics	1.0
MGF1106	Mathematics for Liberal Arts I	3	Mathematics	1.0
MGF1107	Mathematics for Liberal Arts II	3	Mathematics	1.0
STA2023	Introductory Statistics	3	Mathematics	1.0
STA2122	Introduction to Applied Statistics	4	Mathematics	1.0

### PERFORMING AND FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed 0.5 high school credits.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
ARH2050	Introduction to Art History and Art Criticism I	3	Performing/Fine Arts	0.5
ARH2051	Introduction to Art History and Art Criticism II	3	Performing/Fine Arts	0.5
ARH2500	Non-Western Art History	3	Performing/Fine Arts	0.5
ART1150C	Introduction to Jewelry Making	3	Performing/Fine Arts	0.5
ART1202C	Design I	3	Performing/Fine Arts	0.5
ART2203C	Introduction to Design II	3	Performing/Fine Arts	0.5
ART1205C	Color: Theory and Practice	3	Performing/Fine Arts	0.5
ART1300C	Drawing I	3	Performing/Fine Arts	0.5
ART2301C	Drawing II	3	Performing/Fine Arts	0.5
ART1330C	Figure Drawing	3	Performing/Fine Arts	0.5

ART1340C	Beginning Illustration	3	Performing/Fine Arts	0.5
ART2400C	Introduction to Printmaking	3	Performing/Fine Arts	0.5
ART2500C	Painting I	3	Performing/Fine Arts	0.5
ART2501C	Painting II	3	Performing/Fine Arts	0.5
FIL2000	Film Appreciation	3	Performing/Fine Arts	0.5
FIL1031	History of Film I	3	Performing/Fine Arts	0.5
GRA1103C	Computer Based Design I	3	Performing/Fine Arts	0.5
MUH2011	Introduction to Music History	3	Performing/Fine Arts	0.5
MUL1110	Music Appreciation	3	Performing/Fine Arts	0.5
PGY2401C	Darkroom Photography	3	Performing/Fine Arts	0.5
PGY2801C	Photoshop	3	Performing/Fine Arts	0.5
SPC1017	Fundamentals of Interpersonal Communication	3	Performing/Fine Arts	0.5
SPC1062	Business and Professional Speaking	3	Performing/Fine Arts	0.5
SPC2608	Public Speaking	3	Performing/Fine Arts	0.5
THE1000	Introduction to the Theatre	3	Performing/Fine Arts	0.5
TPP2110	Fundamentals of Acting	3	Performing/Fine Arts	0.5
TPP2111	Advanced Acting	3	Performing/Fine Arts	0.5
DAA1100	Contemporary Dance	1	Performing/Fine Arts	0.5
DAA1101	Contemporary Dance II	1	Performing/Fine Arts	0.5
DAA1200	Ballet I	1	Performing/Fine Arts	0.5
DAA01201	Ballet II	1	Performing/Fine Arts	0.5
MUN1310	College Choral	1	Performing/Fine Arts	0.5
MUN1340	Vocal Ensemble	1	Performing/Fine Arts	0.5

## SCIENCE

### Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.

- College-level dual enrollment science course **taken without a lab component** will be awarded 0.5 high school science credits.

- Note: Section 1003.428(2)(a)3, Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences **with a lab component** must be met to graduate.

Section 1003.428, Florida Statutes, requires three credits in science. One of the three credits must be Biology I or a series of courses equivalent to Biology I, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, and one credit must be an equally rigorous course.

Biology I. Faculty reviewers have determined that the content in the sequence of BSCx010 and BSCx011 is comparable to the standards for Biology I and therefore may be used as preparation for the associated End-of-Course (EOC) assessment. BSCx010 and BSCx011 each may be assigned as an “equally rigorous” science course, but both must be completed for equivalency to Biology I and as preparation for Biology I EOC.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BOT1000	Plant Science	3	Equally Rigorous	0.5
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BSC1005	Introduction to the Biological Sciences	3	Equally Rigorous	0.5
BSC1005/ BSC1005L	Introduction to the Biological Sciences plus Lab	4	Equally Rigorous	1.0
BSC2010	Biology for Science Majors I	3	Biology I (with BSCX011) or Equally Rigorous	0.5

BSC2010/ BSC2010L	Biology for Science Majors I plus Lab	4	Biology I (with BSCX011) or Equally Rigorous	1.0
BSC2011	Biology for Science Majors II	3	Biology I (with BSCX010) or Equally Rigorous	0.5
BSC2011/ BSC2011L	Biology for Science Majors II plus Lab	4	Biology I (with BSCX010) or Equally Rigorous	1.0
BSC1020	Introduction to Human Biological Sciences	3	Equally Rigorous	0.5
BSC1050	Environmental Systems	3	Equally Rigorous	0.5
BSC1084C	Human Biology: Essentials of Anatomy and Physiology	4	Equally Rigorous	1.0
BSC2085	Anatomy and Physiology I	3	Equally Rigorous	0.5
BSC2085/ BSC2085L	Anatomy and Physiology I plus Lab	4	Equally Rigorous	1.0
BSC2086	Anatomy and Physiology II	3	Equally Rigorous	0.5
BSC2086/ BSC2086L	Anatomy and Physiology II plus Lab	4	Equally Rigorous	1.0
BSC2250C	Field Biology of Florida with Lab	4	Equally Rigorous	1.0
CHM1020	Chemistry for General Education	3	Equally Rigorous	0.5
CHM1030	General Chemistry for Allied Health	3	Equally Rigorous	0.5
CHM1030/ CHM1030L	General Chemistry for Allied Health plus Lab	4	Equally Rigorous	1.0
CHM1045	General Chemistry I	3	Equally Rigorous	0.5
CHM1045/ CHM1045L	General Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM1046	General Chemistry II	3	Equally Rigorous	0.5
CHM1046/ CHM1046L	General Chemistry II plus Lab	4	Equally Rigorous	1.0
CHM2210	Organic Chemistry I	3	Equally Rigorous	0.5
CHM2210/ CHM2210L	Organic Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM2211	Organic Chemistry II	3	Equally Rigorous	0.5
CHM2211/ CHM2211L	Organic Chemistry II plus Lab	4	Equally Rigorous	1.0
ESC1000	Earth and Its Environment	3	Equally Rigorous	0.5
ESC1000/ ESC1000L	Earth and Its Environment plus Lab	4	Equally Rigorous	1.0

EVR1001	Introduction to Environmental Sciences	3	Equally Rigorous	0.5
GLY1030	Environmental Geology	3	Equally Rigorous	0.5
GLY2010	Physical Geology	3	Equally Rigorous	0.5
GLY2010/ GLY2010L	Physical Geology plus Lab	4	Equally Rigorous	1.0
MCB2004	General Microbiology	3	Equally Rigorous	0.5
MCB2004/ MCB2004L	General Microbiology plus Lab	4	Equally Rigorous	1.0
MET1010	Meteorology	3	Equally Rigorous	0.5
OCE1001	Introduction to Oceanography	3	Equally Rigorous	0.5
PHY1020	Energy and Its Environmental Effects	3	Equally Rigorous	0.5
PHY1053	Elementary College Physics	3	Equally Rigorous	0.5
PHY1053/ PHY1053L	Elementary College Physics plus Lab	4	Equally Rigorous	1.0
PHY1054	Elementary College Physics II	3	Equally Rigorous	0.5
PHY1054/ PHY1054L	Elementary College Physics II plus Lab	4	Equally Rigorous	1.0
PHY2048	General Physics I	4	Equally Rigorous	0.5
PHY2048/ PHY2048L	General Physics I plus Lab	5	Equally Rigorous	1.0
PHY2049	General Physics II	4	Equally Rigorous	0.5
PHY2049/ PHY2049L	General Physics II plus Lab	5	Equally Rigorous	1.0
PSC1121	Introduction to Physical Sciences	3	Equally Rigorous	0.5

## SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, **all college social science courses taken through dual enrollment receive elective credit.**

*United States History.* Faculty reviewers have determined that the content in the sequence of AMHx010 and AMHx020 is comparable to the standards for United States History and, therefore, may be used as preparation for the associated End-Of-Course (EOC) assessment. For any other AMH course or set of courses taken through dual enrollment, the school district and postsecondary institution may determine if that course or set of courses may be used as preparation for the U.S. History EOC. The AMH courses on this list, or those designated by the school district, may each satisfy 0.5 U.S. History credits toward high school graduation.

*Economics.* Section 1003(4282(3)(d), FS, requires one-half credit in economics, which must include financial literacy. The district and college will determine if the local postsecondary economics course meets this requirement.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AMH2010	History of the United States I	3	Social Studies: United States History (EOC)	0.5
AMH2020	History of the United States II	3	Social Studies: United States History (EOC)	0.5
AMH1041	American Experience I	3	Social Studies: United States History	0.5
AMH1050	American Experience II	3	Social Studies: United States History	0.5
POS1041	National Government	3	Social Studies: United States Government	0.5
WHO2012	History of Civilization I	3	Social Studies: World History	0.5
WHO2022	History of Civilization II	3	Social Studies: World History	0.5



# EARLY COLLEGE PROGRAM

## Tallahassee Community College and Wakulla County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), 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 Wakulla County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2024 until May 31, 2025. Students may enroll in the Summer 2024 B Session.

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.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TCC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Superintendent or designee.

### III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2023-2024 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

#### Student Eligibility

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College** Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions. A collaborative planning meeting with school counselor, TCC advisor, student and parent/guardian is required before enrollment of the next semester for students who fall below 100% successful completion.

#### Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC **Early College** Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session with TCC.

#### Deadline

- Applications and supporting documents are due by May 24, 2024.

**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website. TCC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed on TCC's website. The website will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses listed in Appendix A and listed in the TCC Catalog are available to the **Early College Program** students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TCC shall provide advising services to students participating in the **Early College Program**. TCC will designate a specific advisor to work with each student in the **Early College Program**. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.



**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TCC’s Office of Institutional Effectiveness will provide an annual program review. TCC’s Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC’s Office of Academic Affairs will monitor and ensure quality and consistency.

TCC’s Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College Program** faculty member for his/her signature. The evaluation will be maintained on file by TCC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College Program** students shall be exempt from paying tuition/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 semesters. Textbooks will be provided by the College during the Summer June Express term. 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  
According to 1007.273(6) and 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 2023-2024 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. 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 dual enrollment students. TCC will not limit participation based upon capacity, F.S. 1007.271(4), in any term.

TCC will use the fees collected to enhance the **Early College Program**. TCC will

promote **Early College** Program participation, increase capacity, and enrich the quality of services associated with the **Early College** Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the **Early College** Program in order to help prepare students for the transition to college, counsel students on degree maps and programs of study, and 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 **Early College** Program courses 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 the **Early College** Program offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching **Early College** Program 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 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**IN WITNESS WHEREOF**, the School Board of Wakulla County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.273, F.S., **Early College** Program Contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Wakulla County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Wakulla County School District

## Appendix A

2024-2025 Dual Enrollment Course – High School Subject Area Equivalency List for Tallahassee Community College Courses

**\*\*\* Students will choose courses based on their graduation requirements which will be different for various cohorts.\*\*\***

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Any upper-level (3000-4000) postsecondary course that uses as a prerequisite one of the courses on this list that are awarded 1.0 high school credit shall also receive 1.0 high school credit.

### ENGLISH

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AML2301	Major American Writers	3	English	1.0
ENC1101	College Composition	3	English	1.0
ENC1101C	College Composition w/Corequisite	3	English	1.0
ENC1102	Argument and Persuasion	3	English	1.0
ENC2210	Technical Communications	3	English	0.5
ENL2000	British Literature	3	English	1.0
LIT2100	Masterpieces of World Literature	3	English	1.0

### FOREIGN LANGUAGE

Foreign Language Courses: All four-credit foreign language courses (including American Sign Language), shall be awarded one full high school elective credit. Courses offered for three credits are awarded at least 0.5 high school elective credit.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
FRE1120	Elementary French I	4	Elective: Foreign Language	1.0
FRE1121	Elementary French II	4	Elective: Foreign Language	1.0
GER1120	Elementary German I	4	Elective: Foreign Language	1.0
GER1121	Elementary German II	4	Elective: Foreign Language	1.0
ITA1120	Beginning Italian I	4	Elective: Foreign Language	1.0
ITA1121	Beginning Italian II	4	Elective: Foreign Language	1.0
LAT1120	Beginning Latin I	4	Elective: Foreign Language	1.0
LAT1121	Beginning Latin II	4	Elective: Foreign Language	1.0
SPN1120	Elementary Spanish I	4	Elective: Foreign Language	1.0
SPN1121	Elementary Spanish II	4	Elective: Foreign Language	1.0
SPN2220	Intermediate Spanish	4	Elective: Foreign Language	1.0
SPN2240	Intermediate Conversational Spanish I	3	Elective: Foreign Language	1.0

### MATHEMATICS

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
MAC1105	College Algebra	3	Mathematics	1.0
MAC1105C	College Algebra w/corequisite	3	Mathematics	1.0
MAC1114	Precalculus Trigonometry	3	Mathematics	1.0
MAC1140	Precalculus Algebra	3	Mathematics	1.0
MAC1147	Precalculus Algebra and Trigonometry	5	Mathematics	1.0
MAC2233	Calculus for Management	3	Mathematics	1.0
MAC2311	Calculus with Analytic Geometry I	5	Mathematics	1.0



MAC2312	Calculus with Analytic Geometry I	5	Mathematics	1.0
MAC2313	Calculus with Analytic Geometry I	4	Mathematics	1.0
MAP2302	Differential Equations	3	Mathematics	1.0
MGF1106	Mathematics for Liberal Arts I	3	Mathematics	1.0
MGF1107	Mathematics for Liberal Arts II	3	Mathematics	1.0
STA2023	Introductory Statistics	3	Mathematics	1.0
STA2122	Introduction to Applied Statistics	4	Mathematics	1.0

### PERFORMING AND FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed 0.5 high school credits.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
ARH2050	Introduction to Art History and Art Criticism I	3	Performing/Fine Arts	0.5
ARH2051	Introduction to Art History and Art Criticism II	3	Performing/Fine Arts	0.5
ARH2500	Non-Western Art History	3	Performing/Fine Arts	0.5
ART1150C	Introduction to Jewelry Making	3	Performing/Fine Arts	0.5
ART1202C	Design I	3	Performing/Fine Arts	0.5
ART2203C	Introduction to Design II	3	Performing/Fine Arts	0.5
ART1205C	Color: Theory and Practice	3	Performing/Fine Arts	0.5
ART1300C	Drawing I	3	Performing/Fine Arts	0.5
ART2301C	Drawing II	3	Performing/Fine Arts	0.5
ART1330C	Figure Drawing	3	Performing/Fine Arts	0.5

ART1340C	Beginning Illustration	3	Performing/Fine Arts	0.5
ART2400C	Introduction to Printmaking	3	Performing/Fine Arts	0.5
ART2500C	Painting I	3	Performing/Fine Arts	0.5
ART2501C	Painting II	3	Performing/Fine Arts	0.5
FIL2000	Film Appreciation	3	Performing/Fine Arts	0.5
FIL1031	History of Film I	3	Performing/Fine Arts	0.5
GRA1103C	Computer Based Design I	3	Performing/Fine Arts	0.5
MUH2011	Introduction to Music History	3	Performing/Fine Arts	0.5
MUL1110	Music Appreciation	3	Performing/Fine Arts	0.5
PGY2401C	Darkroom Photography	3	Performing/Fine Arts	0.5
PGY2801C	Photoshop	3	Performing/Fine Arts	0.5
SPC1017	Fundamentals of Interpersonal Communication	3	Performing/Fine Arts	0.5
SPC1062	Business and Professional Speaking	3	Performing/Fine Arts	0.5
SPC2608	Public Speaking	3	Performing/Fine Arts	0.5
THE1000	Introduction to the Theatre	3	Performing/Fine Arts	0.5
TPP2110	Fundamentals of Acting	3	Performing/Fine Arts	0.5
TPP2111	Advanced Acting	3	Performing/Fine Arts	0.5
DAA1100	Contemporary Dance	1	Performing/Fine Arts	0.5
DAA1101	Contemporary Dance II	1	Performing/Fine Arts	0.5
DAA1200	Ballet I	1	Performing/Fine Arts	0.5
DAA01201	Ballet II	1	Performing/Fine Arts	0.5
MUN1310	College Choral	1	Performing/Fine Arts	0.5
MUN1340	Vocal Ensemble	1	Performing/Fine Arts	0.5

## SCIENCE

### Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.

- College-level dual enrollment science course **taken without a lab component** will be awarded 0.5 high school science credits.

- Note: Section 1003.428(2)(a)3, Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences **with a lab component** must be met to graduate.

Section 1003.428, Florida Statutes, requires three credits in science. One of the three credits must be Biology I or a series of courses equivalent to Biology I, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, and one credit must be an equally rigorous course.

Biology I. Faculty reviewers have determined that the content in the sequence of BSCx010 and BSCx011 is comparable to the standards for Biology I and therefore may be used as preparation for the associated End-of-Course (EOC) assessment. BSCx010 and BSCx011 each may be assigned as an “equally rigorous” science course, but both must be completed for equivalency to Biology I and as preparation for Biology I EOC.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BOT1000	Plant Science	3	Equally Rigorous	0.5
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BSC1005	Introduction to the Biological Sciences	3	Equally Rigorous	0.5
BSC1005/ BSC1005L	Introduction to the Biological Sciences plus Lab	4	Equally Rigorous	1.0
BSC2010	Biology for Science Majors I	3	Biology I (with BSCX011) or Equally Rigorous	0.5

BSC2010/ BSC2010L	Biology for Science Majors I plus Lab	4	Biology I (with BSCX011) or Equally Rigorous	1.0
BSC2011	Biology for Science Majors II	3	Biology I (with BSCX010) or Equally Rigorous	0.5
BSC2011/ BSC2011L	Biology for Science Majors II plus Lab	4	Biology I (with BSCX010) or Equally Rigorous	1.0
BSC1020	Introduction to Human Biological Sciences	3	Equally Rigorous	0.5
BSC1050	Environmental Systems	3	Equally Rigorous	0.5
BSC1084C	Human Biology: Essentials of Anatomy and Physiology	4	Equally Rigorous	1.0
BSC2085	Anatomy and Physiology I	3	Equally Rigorous	0.5
BSC2085/ BSC2085L	Anatomy and Physiology I plus Lab	4	Equally Rigorous	1.0
BSC2086	Anatomy and Physiology II	3	Equally Rigorous	0.5
BSC2086/ BSC2086L	Anatomy and Physiology II plus Lab	4	Equally Rigorous	1.0
BSC2250C	Field Biology of Florida with Lab	4	Equally Rigorous	1.0
CHM1020	Chemistry for General Education	3	Equally Rigorous	0.5
CHM1030	General Chemistry for Allied Health	3	Equally Rigorous	0.5
CHM1030/ CHM1030L	General Chemistry for Allied Health plus Lab	4	Equally Rigorous	1.0
CHM1045	General Chemistry I	3	Equally Rigorous	0.5
CHM1045/ CHM1045L	General Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM1046	General Chemistry II	3	Equally Rigorous	0.5
CHM1046/ CHM1046L	General Chemistry II plus Lab	4	Equally Rigorous	1.0
CHM2210	Organic Chemistry I	3	Equally Rigorous	0.5
CHM2210/ CHM2210L	Organic Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM2211	Organic Chemistry II	3	Equally Rigorous	0.5
CHM2211/ CHM2211L	Organic Chemistry II plus Lab	4	Equally Rigorous	1.0
ESC1000	Earth and Its Environment	3	Equally Rigorous	0.5
ESC1000/ ESC1000L	Earth and Its Environment plus Lab	4	Equally Rigorous	1.0

EVR1001	Introduction to Environmental Sciences	3	Equally Rigorous	0.5
GLY1030	Environmental Geology	3	Equally Rigorous	0.5
GLY2010	Physical Geology	3	Equally Rigorous	0.5
GLY2010/ GLY2010L	Physical Geology plus Lab	4	Equally Rigorous	1.0
MCB2004	General Microbiology	3	Equally Rigorous	0.5
MCB2004/ MCB2004L	General Microbiology plus Lab	4	Equally Rigorous	1.0
MET1010	Meteorology	3	Equally Rigorous	0.5
OCE1001	Introduction to Oceanography	3	Equally Rigorous	0.5
PHY1020	Energy and Its Environmental Effects	3	Equally Rigorous	0.5
PHY1053	Elementary College Physics	3	Equally Rigorous	0.5
PHY1053/ PHY1053L	Elementary College Physics plus Lab	4	Equally Rigorous	1.0
PHY1054	Elementary College Physics II	3	Equally Rigorous	0.5
PHY1054/ PHY1054L	Elementary College Physics II plus Lab	4	Equally Rigorous	1.0
PHY2048	General Physics I	4	Equally Rigorous	0.5
PHY2048/ PHY2048L	General Physics I plus Lab	5	Equally Rigorous	1.0
PHY2049	General Physics II	4	Equally Rigorous	0.5
PHY2049/ PHY2049L	General Physics II plus Lab	5	Equally Rigorous	1.0
PSC1121	Introduction to Physical Sciences	3	Equally Rigorous	0.5

## SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, **all college social science courses taken through dual enrollment receive elective credit.**

*United States History.* Faculty reviewers have determined that the content in the sequence of AMHx010 and AMHx020 is comparable to the standards for United States History and, therefore, may be used as preparation for the associated End-Of-Course (EOC) assessment. For any other AMH course or set of courses taken through dual enrollment, the school district and postsecondary institution may determine if that course or set of courses may be used as preparation for the U.S. History EOC. The AMH courses on this list, or those designated by the school district, may each satisfy 0.5 U.S. History credits toward high school graduation.

*Economics.* Section 1003(4282(3)(d), FS, requires one-half credit in economics, which must include financial literacy. The district and college will determine if the local postsecondary economics course meets this requirement.

<b>TCC Course</b>	<b>TCC Course Title</b>	<b>TCC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AMH2010	History of the United States I	3	Social Studies: United States History (EOC)	0.5
AMH2020	History of the United States II	3	Social Studies: United States History (EOC)	0.5
AMH1041	American Experience I	3	Social Studies: United States History	0.5
AMH1050	American Experience II	3	Social Studies: United States History	0.5
POS1041	National Government	3	Social Studies: United States Government	0.5
WHO2012	History of Civilization I	3	Social Studies: World History	0.5
WHO2022	History of Civilization II	3	Social Studies: World History	0.5



February 19, 2024

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

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

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

**SUBJECT:** Policy Manual Changes

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**Item Description**

This item requests Board approval of Policy Manual changes in chapter 2000 – Instructional.

**Overview and Background**

The College brings forth a request to modify the College's Policy Manual: revision of Policy 2115 – Employee Recruitment and Selection provides for faculty credentialing pursuant to SACSCOC requirement.

**Funding/ Financial Implications**

N/A

**Past Actions by the Board**

The Board approved previous revisions to the College's Policy Manual in November 2023.

**Recommended Action**

Approve revision of College policies as presented.



Book	Policy Manual
Section	2000 Instructional
Title	EMPLOYEE RECRUITMENT AND SELECTION - Tracked Changes
Code	po2115
Status	
Legal	<a href="#">F.S. 1000.05</a> <a href="#">F.S. 1001.64</a> <a href="#">F.S. 1001.65</a> <a href="#">F.S. 1012.855</a>
Adopted	February 21, 2022

#### 2115 - **EMPLOYEE RECRUITMENT AND SELECTION**

The College is committed to maintaining a work and educational environment that embraces diversity and where no member of the College community is excluded from participation in, denied the benefits of, or subject to discrimination in any College program or activity based on their 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, or any other factor protected under applicable Federal, State, and local civil rights laws, rules, and regulations.

##### **Vacant Positions**

As positions become vacant, Human Resources, the Vice President for Administrative Services & Chief Business Officer, and the appropriate Vice President will review and determine the need to advertise and fill the vacancy. Human Resources has the authority to freeze positions as needed.

When filling a vacant position, Human Resources, the Vice president for Administrative Services & Chief Business Officer, along with the appropriate Vice President or designee will determine where and when to advertise the vacancy. Every effort will be made to ensure that recruitment and selection is conducted from diverse pools of qualified candidates consistent with College policies.

Resumes and/or applications for vacant positions are processed in the Human Resources Department and applicants must apply to be considered for vacant positions.

Human Resources shall determine whether an applicant meets the minimum qualifications for all positions. Current employees who apply for vacancies must meet minimum qualifications to be considered for a position. Any additional screening criteria must be approved by Human Resources.

The College strongly recommends the use of screening committees when available to select candidates for vacant positions. Screening committees should be a representation of the College's diverse employee population.

##### **Falsification of Information on Employee Application and/or Background Screening**

The College values honesty and integrity. Any omissions, falsifications, misstatements, or misrepresentations on an application for employment or in the hiring process may result in denial or forfeiture of employment. Falsification of information on an application or background screening may result in disciplinary action up to and including dismissal from employment.

Applicants are expected to complete their application for employment completely and accurately. If information on the application is false or inaccurate, the applicant or employee may be found ineligible for employment. If the applicant or employee has evidence that proves the application information was accurate, it must be provided to Human Resources within two (2) business days after notice of the falsified application is provided.



If it is confirmed that a current employee falsified their application, Human Resources will consult with the responsible Vice President to make a determination whether continued employment is warranted. The College may consider the impact of the false information on their qualification for employment and the accuracy and completeness of the information provided by the employee or applicant before making a final determination.

### **Faculty Hiring and Selection**

~~Teaching faculty members must have special competencies in the field in which they teach. These special competencies are attested to by advanced study, and the possession of at least a master's degree and eighteen semester hour credits in their teaching discipline. In the applied arts and in specialized professional or technical fields, evidence of professional competency is accepted in lieu of an advanced degree provided a two-year occupational degree or other special certification is held. Faculty who teach College Preparatory courses must possess a minimum of a bachelor's degree in the appropriate field.~~

~~In addition to professional educational preparation and experience, teaching faculty are expected to be able to communicate with and relate to their peers, supervisors, staff, and students in a competent, reasoned and professional manner. All potential faculty must demonstrate competency in written and oral communication prior to hire.~~

The College shall use the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) faculty credential guidelines. Additionally, requirements of other program-specific accrediting agencies and state statutes will be used to identify appropriate credentials for teaching faculty in all disciplines.

A Faculty Credentialing manual clearly identifies the faculty credentials for the College's process for justifying and documenting the qualifications of teaching faculty members. The Faculty Credentialing Manual shall be maintained by the Vice President for Academic Affairs & Provost.

The Vice President for Academic Affairs & Provost will maintain a written procedure, approved by the President, for the hiring process and will review it annually with the Deans.

### **Offer of Employment**

Upon receipt of the employment recommendation from the supervisor or manager and appropriate Vice President, Human Resources will review and determine salary based on the College's Collective Bargaining Agreement (CBA). Only Human Resources is authorized to make an employment offer to candidates. Candidates must successfully pass a background screening and provide required documentation prior to being hired. Offers of employment may be conditionally extended contingent upon successful background screening results. Failure to provide necessary documentation may result in the College rescinding its offer of employment.

All employees in established positions must participate in the College's on-boarding process which includes, but is not limited to, New Employee Orientation, mandatory training, and an on-boarding appointment with Human Resources. Failure to complete on-boarding with Human Resources may result in withdrawal of the employment offer or dismissal from employment.

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Book	Policy Manual
Section	2000 Instructional
Title	EMPLOYEE RECRUITMENT AND SELECTION - Final
Code	po2115
Status	
Legal	<a href="#">F.S. 1000.05</a> <a href="#">F.S. 1001.64</a> <a href="#">F.S. 1001.65</a> <a href="#">F.S. 1012.855</a>
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February 19, 2024

**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 - January

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 1/31/2024.

**Overview and Background**

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

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

Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of January is attached to this item.

**Past Actions by the Board**

N/A.

**Funding/ Financial Implications**

The College continues to be in sound financial condition.

**Recommended Action**

Presented as an information item only.

**Tallahassee Community College Fund Analysis**  
**Unrestricted Current Fund**  
**As of January 2024**

<b>REVENUE</b>	<b>January Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$2,096,572	\$2,411,094	\$25,408,924	\$16,877,656	\$28,933,124	88%
State Support	2,928,005	3,642,644	20,892,523	25,498,505	43,711,723	48%
Other Revenue	184,854	-	1,321,137	-	-	N/A
<b>TOTAL REVENUE</b>	<b>5,209,431</b>	<b>6,053,737</b>	<b>47,622,584</b>	<b>42,376,161</b>	<b>72,644,847</b>	<b>66%</b>
<b>EXPENSES</b>	<b>January Actual</b>	<b>Month Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	288,714	363,735	2,351,309	2,546,145	4,364,820	54%
Instructional	1,013,538	1,279,552	7,764,095	8,956,862	15,354,620	51%
Non-Instructional	1,413,095	1,450,527	9,826,220	10,153,691	17,406,328	56%
OPS	475,210	551,162	3,967,779	3,858,136	6,613,948	60%
Personnel Benefits	1,049,997	1,069,178	7,326,131	7,484,243	12,830,131	57%
<b>TOTAL PERSONNEL COSTS</b>	<b>4,240,554</b>	<b>4,714,154</b>	<b>31,235,534</b>	<b>32,999,077</b>	<b>56,569,847</b>	<b>55%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	248,857	376,888	2,399,966	2,638,213	4,522,651	53%
Material & Supplies	156,517	243,322	1,932,983	1,703,255	2,919,866	66%
Other Current Charges	537,320	677,707	4,686,023	4,743,948	8,132,483	58%
<b>TOTAL CURRENT EXPENSES</b>	<b>942,694</b>	<b>1,297,917</b>	<b>9,018,972</b>	<b>9,085,417</b>	<b>15,575,000</b>	<b>58%</b>
<b>CAPITAL OUTLAY</b>	<b>17,635</b>	<b>41,667</b>	<b>37,893</b>	<b>291,667</b>	<b>500,000</b>	<b>8%</b>
<b>TOTAL EXPENSES</b>	<b>\$5,200,883</b>	<b>\$6,053,737</b>	<b>\$40,292,399</b>	<b>\$42,376,161</b>	<b>\$72,644,847</b>	<b>55%</b>

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

**Issued in January 2024**

<b>Purchase Order</b>	<b>Purchase Order Date</b>	<b>Supplier</b>	<b>Total PO Amount</b>	<b>Description</b>	<b>Approval/Exemption</b>
PO-019313	1/4/2024	Orlando Magic DBA Orlando Events Center Enterprises, LLC	175,000.00	Advertising and promotional benefits with Orlando Magics	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019314	1/4/2024	Jacksonville Jaguars LLC	178,250.00	Advertising and promotional benefits with Jacksonville Jaguars	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019378	1/12/2024	Hayes e-Government Resources, Inc.	272,698.71	The College's Firewall Solution (5-Year Subscription)	Solicitation via NASPO contract #AR2496, approved by DMS.
PO-019383	1/16/2024	Florida Panthers Hockey Club, LTD	175,000.00	Advertising and promotional benefits with Florida Panthers	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019386	1/16/2024	Alight Solutions LLC	110,000.00	To support HCM and Finance staff with Workday updates, revisions and configuration changes	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-019398	1/17/2024	Tampa Bay Rays Baseball, LTD	175,000.00	Advertising and promotional benefits with Tampa Bay Rays	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019424	1/19/2024	Integrated Facility Systems, Inc.	117,035.00	FPSI Dorm Furniture	Solicitation via OMNIA Partner contract #R191804.



February 19, 2024

## **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:** Annual SREF Fire, Sanitation and Casualty Inspection

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### **Item Description**

This item requests approval of the annual SREF Fire, Sanitation and Casualty Inspection reports.

### **Overview and Background**

The State Requirements for Educational Facilities (SREF) and Florida Statutes mandate that the College perform annual safety inspections for all TCC sites and facilities. During the current FY 2023/24 the following deficiencies were noted for each site.

The Main Campus had four minor deficiencies in the Fire and Life Safety category and four deficiencies in the Casualty section. All deficiencies have been resolved.

Florida Public Safety Institute had one minor deficiency noted in the Fire section and three deficiencies in the Casualty section. All deficiencies have been resolved.

TCC Satellite locations had one minor Fire and Life Safety deficiency at the Center for Innovation, which has been resolved.

### **Funding/ Financial Implications**

All costs incurred to correct deficiencies are funded from the Facilities operating budget and Capital Improvement fees as needed.

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

The District Board of Trustees last approved the annual SREF report at the March 20, 2023 meeting.

### **Recommended Action**

Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58  
FISCAL YEAR 2023-2024**

**College Facility:** Tallahassee Community College FIRE DISTRICT: Tallahassee  
**SCHOOL / FACILITY:** Main Campus & Off Site Facilities  
**ADDRESS:** 444 Appleyard Drive, Tallahassee, FL 32304

**# OF SERIOUS FIRE SAFETY VIOLATIONS** 0

**# OF NON-SERIOUS FIRE SAFETY VIOLATIONS** 4

Jeb W. Bynum (Municipal Fire Safety Inspector)

October 18, 2023

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED

INSPECTION DATE

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-302-3993

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE

FIRE INSPECTOR CERTIFICATION NUMBER

 10/23/2023  
 COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209

FIRE INSPECTOR CERTIFICATION NUMBER

**LOCATION:**

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d):  YES  NO

Approval of Reports by Board (Including Letter)  YES  NO

**THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.**

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE




CODE NUMBER	Insp. Initials	SREF 2023/2024 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
	JB	01 Building: No deficiencies noted				1
	JB	02 Building: No deficiencies noted				2
FFPC 1, 4.5.8.1	JB	03-Building: No deficiencies noted				3
	JB	04-Building: No deficiencies noted				4
	JB	05-Building: No deficiencies noted				5
	JB	06 Building: No deficiencies noted				6
	JB	08 Building: No deficiencies noted				7
	JB	09 Building: No deficiencies noted				8
	JB	11-Building: No deficiencies noted				9
NFPA 80, 20.9.1	JB	12-Stage: Stage rigging inspection required - ANSI E1.47	1	Robert Landen	11-30-23	10
FFPC 1, 4.5.8.1	JB	12-Mezzanine: Smoke duct detector not installed	0	Steve Waites	11-30-23	11
FFPC 1, 4.5.8.1	JB	12-Lobby: Stair doors not latching	0	Chris Holleman	11-30-23	12
FFPC 1, 4.5.8.1	JB	15-Gym: FACP in trouble x2	0	Steve Waites	11-30-23	13
	JB	16 Building: Sold				14
	JB	17 Building: No deficiencies noted				15
	JB	18 Building: No deficiencies noted				16
	JB	19 Building: No deficiencies noted				17
	JB	20 Building: No deficiencies noted				18
	JB	21 Building: No deficiencies noted				19
	JB	22 Building: No deficiencies noted - leased				20
	JB	23 Building: No deficiencies noted				21
	JB	27 Building: No deficiencies noted				22
	JB	28 Building: No deficiencies noted				23
	JB	30 building: No deficiencies noted				24
	JB	31 Building: No deficiencies noted				25
	JB	30 building: No deficiencies noted				26
	JB	33-Building: No deficiencies noted				27
	JB	34-Building: No deficiencies noted				28
	JB	35-Building: No deficiencies noted				29
	JB	36-Building: No deficiencies noted				30





**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58  
FISCAL YEAR 2023-2024**

<b>College Facility:</b>	<u>Tallahassee Community College</u>	FIRE DISTRICT: <u>Gadsden County</u>	<b># OF SERIOUS FIRE SAFETY VIOLATIONS</b> <u>0</u>
<b>SCHOOL / FACILITY:</b>	<u>TCC Florida Public Safety Institute</u>		
<b>ADDRESS:</b>	<u>Hwy 90, Quincy, FL 32333</u>		<b># OF NON-SERIOUS FIRE SAFETY VIOLATIONS</b> <u>1</u>

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)	<u>Jeb W. Bynum (Municipal Fire Safety Inspector)</u>	<u>October 20, 2023</u>
	SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED	INSPECTION DATE
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)	<u>Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205</u>	
	INSPECTOR ADDRESS & PHONE NUMBER	
SIGNATURE DATE	 <u>10/23/2023</u>	<u>133209</u>
	COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	FIRE INSPECTOR CERTIFICATION NUMBER

**LOCATION:**  
 Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d):  YES  NO

Approval of Reports by Board (Including Letter)  YES  NO

**THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.**

\_\_\_\_\_  
 FACILITY ADMINISTRATOR NAME PRINTED

\_\_\_\_\_  
 FACILITY ADMINISTRATOR TITLE

\_\_\_\_\_  
 FACILITY ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
 SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2023/2024 Fire Safety Deficiencies - Pat Thomas Law Enforcement Academy			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description						
		Bldg. 1 Def. Tactics						1
	JB	North Hall: No deficiencies noted						2
								3
		Bldg. 2 Range Bldg.						4
	JB	No deficiencies noted						5
								6
		Bldg. 3 Classroom Bldg.						7
	JB	No deficiencies noted						8
								9
		Bldg. 4 Administration						10
	JB	No deficiencies noted						11
								12
		Bldg. 5 Portable						13
	JB	No deficiencies noted						14
								15
		Bldg. 8 Cafeteria						16
	JB	No deficiencies noted						17
								18
								19
		Bldg. 9 Dorm Annex						20
	JB	No deficiencies noted						21
								22
		Bldg. 10 South Dorm						23
	JB	No deficiencies noted						24
								25
		Bldg. 11 North Dorm						26
	JB	No deficiencies noted						27
								28
		Bldg. 12 Ammo Mechanical Storage						29
	JB	No deficiencies noted						30





**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT  
STATE BOARD OF EDUCATION  
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58  
FISCAL YEAR 2023-2024**

**College Facility:** Tallahassee Community College FIRE DISTRICT: Various  
**SCHOOL / FACILITY:** Satellite Facilities and Leased Facilities  
**ADDRESS:** 444 Appleyard Drive, Tallahassee, FL 32304

# OF SERIOUS FIRE SAFETY VIOLATIONS 0

# OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

\_\_\_\_\_  
 FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)

Jeb W. Bynum (Municipal Fire Safety Inspector)  
 SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED

October 19, 2023  
 INSPECTION DATE

\_\_\_\_\_  
 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205  
 INSPECTOR ADDRESS & PHONE NUMBER

\_\_\_\_\_  
 SIGNATURE DATE FIRE INSPECTOR CERTIFICATION NUMBER

  
10/23/2023  
 COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209  
 FIRE INSPECTOR CERTIFICATION NUMBER

**LOCATION:**

Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

Tallahassee Community College has met the requirements of F.S.S. 1013.12(2)(d):  YES  NO

Approval of Reports by Board (Including Letter)  YES  NO

**THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.**

\_\_\_\_\_  
 FACILITY ADMINISTRATOR NAME PRINTED

\_\_\_\_\_  
 FACILITY ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
 FACILITY ADMINISTRATOR TITLE

\_\_\_\_\_  
 SIGNATURE DATE









February 19, 2024

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

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

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

**SUBJECT:** Architect Invoices

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**Item Description**

This item requests that the Board approve the architect invoices submitted for the month of January 2024.

**Overview and Background**

The College is 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 - \$13,356.00  
BKJ, Inc. Architecture - \$23,805.00  
Clemons, Rutherford & Associates, Inc. - \$0.00  
DAG Architects, Inc. - \$4,567.79  
EMI Architects - \$0.00  
Fitzgerald Collaborative Group, LLC - \$0.00

**Past Actions by the Board**

The Board last authorized architect invoices at the January 16, 2024 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.



<b>TO: Tallahassee Community College</b> <b>Attn: Accounts Payable</b> <b>444 Appleyard Drive</b> <b>Tallahassee, Florida 32304</b>	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: <b>59-3616761</b>
<b>FROM: <u>Architects: Lewis + Whitlock, P.A.</u></b> <b>206 W. Virginia St.</b> <b>Tallahassee, Florida 32301</b>	Purchase Order N <b>PO-014772-1</b> Project Name: <b>TCC Lifetime Sports Facility Improvements</b> DATE: <b>1/16/2024</b>

**THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:**

TCC Service Line Items	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
#1	Field Measurements	\$7,420.00	100%	\$0.00	\$7,420.00	\$0.00
	Engineering - survey	\$7,550.00	100%	\$0.00	\$3,000.00	\$4,550.00
	Printing	\$934.00	100%	\$0.00	\$500.00	\$434.00
	Line #1 only - Sub Total	<b>\$15,904.00</b>				
#2	Design Development	\$39,612.00	100%	\$0.00	\$39,612.00	\$0.00
	100% Construction Documents	\$59,418.00	100%	\$0.00	\$59,418.00	\$0.00
	Bid/Permitting	\$6,602.00	100%	\$0.00	\$6,602.00	\$0.00
	Construction Administration	\$26,408.00	25%	\$19,806.00	\$0.00	\$6,602.00
	Line #2 only - Sub Total	<b>\$132,040.00</b>				
#3	Revised Construction Documents	\$22,710.00	100%	\$0.00	\$22,710.00	\$0.00
	Bidding	\$1,770.00	100%	\$0.00	\$0.00	\$1,770.00
	Line #3 only - Sub Total	<b>\$24,480.00</b>				
<b>GRAND TOTALS</b>		<b>\$172,424.00</b>		<b>\$19,806.00</b>	<b>\$139,262.00</b>	<b>\$13,356.00</b>
Invoice Total						<b>\$13,356.00</b>
* Amount payable directly to:				( )		
* Amount payable directly to:				( )		*

**CERTIFIED TRUE AND CORRECT BY:**

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

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



## Change Order

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

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

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

Comments:
Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Invoice: Jenny.Shuler@tcc.fl.edu  Change Order No. 1 (CO1) - Adding new Line 3 for Additional Services, Locker Room Improvements, in the amount of \$24,480.00 per attached proposal. NEW PO TOTAL: \$172,424.00  **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	172,424.00	0.00	172,424.00

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

Director of Procurement and Auxiliary Services  
 Dustin Frost

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

## Change Order

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

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

Messages
<p>Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities</p> <p>Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"            To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 1  
 PROJECT INVOICE NO. 3



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-019124

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

Project Name:  
 AC Building #8 Third Floor Improvements

Date: 1/19/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
<b>BASIC SERVICES</b>					
Design Development	\$20,965.00	100%	\$20,965.00	\$0.00	\$20,965.00
Construction Documents	\$26,400.00	0%	\$0.00	\$0.00	\$0.00
Permit/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00
<b>ADDITIONAL SERVICE</b>					
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$0.00	\$2,840.00
Reimbursable Expenses	\$250.00	0%	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$63,955.00</b>		<b>\$23,805.00</b>	<b>\$0.00</b>	<b>\$23,805.00</b>
<b>Total due Architect/Engineer</b>					<b>\$23,805.00</b>

Please remit payment to the following address:

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

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

**CERTIFIED TRUE AND CORRECT BY:**

Bonnie Davenport  
 (Signature of Principal)

Bonnie Davenport AIA, President  
 (Typed Name and Title)

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



# Purchase Order

Purchase Order Number	PO-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

<b>Comments:</b>
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	63,955.00	0.00	63,955.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				63,955.00

**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.

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-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200



Destin  
 Atlanta  
 Pensacola  
 Melbourne  
 Tallahassee  
 Panama City

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

Invoice number 23007\_1223  
 Date 12/31/2023

Project 23007 TCC MAIN CAMPUS AP BLDG  
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
<b>Schematic Design</b>	10,487.25	10,487.25	100.00	0.00	0.00
<b>Design Development</b>	13,983.00	13,983.00	100.00	0.00	0.00
<b>Construction Documents</b>	24,470.25	24,470.25	100.00	0.00	0.00
<b>Bidding &amp; Negotiations</b>	3,495.75	3,495.75	100.00	0.00	0.00
<b>Construction Administration</b>	17,478.75	1,080.00	30.00	12,234.71	4,164.04
<b>Total</b>	<b>69,915.00</b>	<b>53,516.25</b>	<b>82.50</b>	<b>12,234.71</b>	<b>4,164.04</b>

Invoice total 4,164.04

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_1223	12/31/2023	4,164.04	4,164.04				
	<b>Total</b>	<b>4,164.04</b>	<b>4,164.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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



Destin  
Atlanta  
Pensacola  
Melbourne  
Tallahassee  
Panama City

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

Invoice number 21094\_1223  
Date 12/31/2023  
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
<b>Task 1 - Overview</b>	1,500.00	0.00	0.00	0.00	0.00
<b>Task 2 - Executive Summary</b>	69,400.00	16.17	11,225.00	11,225.00	0.00
<b>Task 3 - Existing Conditions</b>	54,500.00	35.96	19,600.00	19,600.00	0.00
<b>Task 4 - Planning Elements</b>	164,500.00	80.51	132,444.00	132,444.00	0.00
<b>Task 5 - Decision Themes</b>	31,600.00	20.89	6,600.00	6,600.00	0.00
<b>Task 6 - Master Plan &amp; Graphics</b>	39,900.00	97.16	38,363.75	38,767.50	403.75
<b>Task 7 - Conclusion</b>	1,933.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>363,333.00</b>	<b>57.42</b>	<b>208,232.75</b>	<b>208,636.50</b>	<b>403.75</b>

Invoice total **403.75**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1223	12/31/2023	403.75	403.75				
	<b>Total</b>	<b>403.75</b>	<b>403.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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



February 19, 2024

**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:** TCC Public Housing Building No. 15 - 100% OAU

---

**Item Description**

This item requests approval of the attached proposal to install a new Outdoor Air Unit (OAU) with energy recovery at the Florida Public Safety Institute (FPSI), Housing Building No. 15.

**Overview and Background**

The Florida Public Safety Institute (FPSI), Site 3 Campus, Housing Building No. 15 HVAC in need of replacement. The attached Turnkey Proposal no. 7413162 in the amount of \$333,893.68 was received from TRANE and is recommended for all labor and materials for Turnkey installation of a new OAU with energy recovery at the FPSI Housing Building No. 15.

The attached budget/estimate is being provided according to the pricing established under the Co-op Quote Number: H2-183136-23-008, Co-op/Federal Contract ID: OMNIA Racine #3341.

**Funding/ Financial Implications**

This project will be funded from Local College funds.

**Past Actions by the Board**

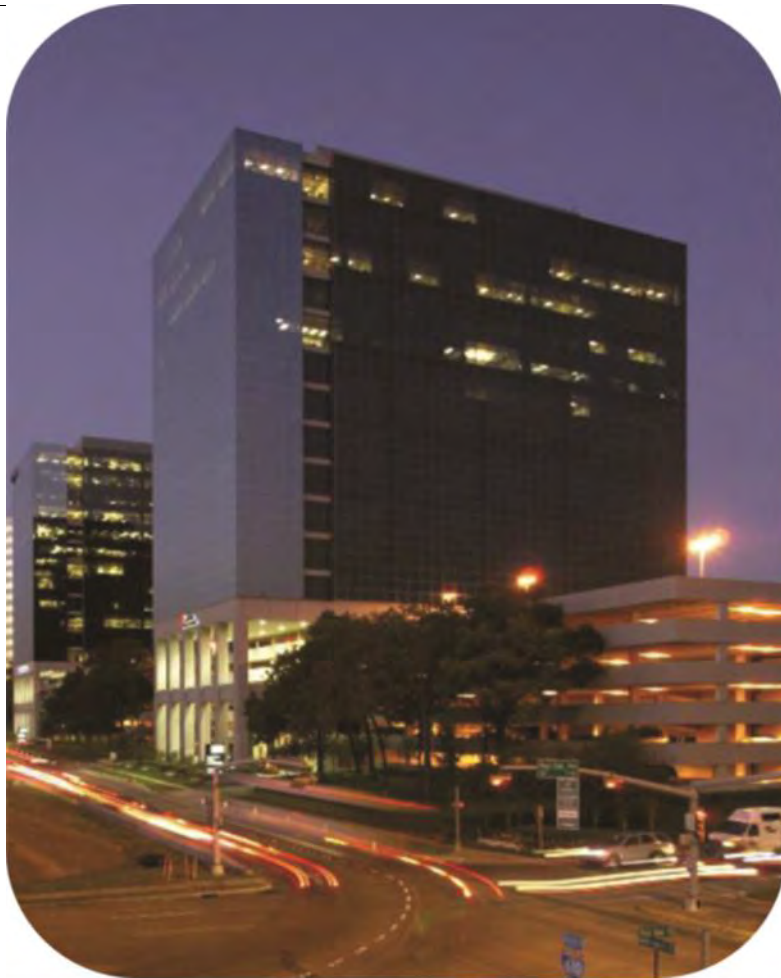
None

**Recommended Action**

Approve the attached proposal no. 7413162 from TRANE as presented.



# Trane Turnkey Proposal



**Turnkey Proposal For:**

Don Herr  
Tallahassee Community College  
ATTN FACILITIES  
444 APPELYARD DRIVE  
Tallahassee, FL 32304-3230

**Jobsite location:**

Florida Public Safety Institute – New Dorms  
75 College Drive  
Havana, FL 32333

**Local Trane Office:**

Trane U.S. Inc.  
109 Hamilton Park Drive, Suite 1  
Tallahassee, FL 32304

**Local Trane Representative:**

Mike Cunniff  
Account Manager  
E-mail: [mike.cunniff@trane.com](mailto:mike.cunniff@trane.com)  
Cell: (850) 294-3112  
Office Phone: (850) 574-1726

**Proposal ID:** 7413162

**COOP Quote Number:** H2-183136-23-008

**COOP or Federal Contract ID:** OMNIA  
Racine #3341

**Date:** October 06, 2023

**Revised/Updated** 1/8/2024

**TRANE TURNKEY PROPOSAL**

## Executive Summary

Trane is pleased to present a solution to help Tallahassee Community College reach its performance goals and objectives. This proposed project will enhance your operation by helping you to optimize your resources, improve the comfort in your facility, and reduce energy costs.

We appreciate the effort from Tallahassee Community College to assist in the HVAC system analysis and business discussions. Because of your efforts, we were able to develop a proposal that offers Turnkey retrofit service solutions to your specific concerns, based on Trane system knowledge and application expertise.

As your partner, Trane is committed to providing Turnkey retrofit services to help achieve a comfortable building environment for the people who occupy the building. For the people who own, manage and maintain the building, Trane is committed to providing reliable HVAC systems and products that improve performance.

Some key features and benefits Tallahassee Community College should expect from this project are highlighted below.

- Improve building environmental health safety
- Increase student/guest comfort
- Improves system reliability and addresses deferred maintenance of these units
- Reduces operational costs
- Eliminates HCFC Refrigerant R-22

Trane appreciates the opportunity to earn your business. Your investment in the proposed project is \$333,893.68 USD. This investment will provide Tallahassee Community College with the capability to significantly increase reliability, improve comfort conditions in your facility and reduce operating costs.

We look forward to partnering with Tallahassee Community College for your Turnkey retrofits service needs. I will be contacting you soon to discuss the proposal and to schedule the next steps.

**WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO PARTNERING WITH YOU.**

Mike Cunniff  
Account Manager , Trane U.S. Inc.



## The Warranty Period

Your Trane Limited Equipment Warranty begins when factory-trained and authorized technicians have completed the Trane factory-recommended start-up. The subsequent period represents the most crucial time in the life of your new system.

The warranty you receive with your new system does not include provisions for prescribed maintenance or regular operation and performance inspections. The general terms of the warranty require that Trane system owners take responsibility for operations, calibration, inspections and maintenance of their systems. Failure in any of these areas can have an adverse effect on the equipment and the validity of the warranty. Additionally, issues covered by the warranty may go undetected until after the warranty period has ended.

During the warranty period, it is important that your new system is inspected regularly, per Trane industry-leading service recommendations, by factory trained and qualified technicians. It is also important that service is documented carefully during the warranty period. Warranty claims may require documentation verifying that equipment has been operated and inspected per Trane recommendations. Documentation can be used to help determine the cause of failure, preventing similar occurrences after the warranty has expired.

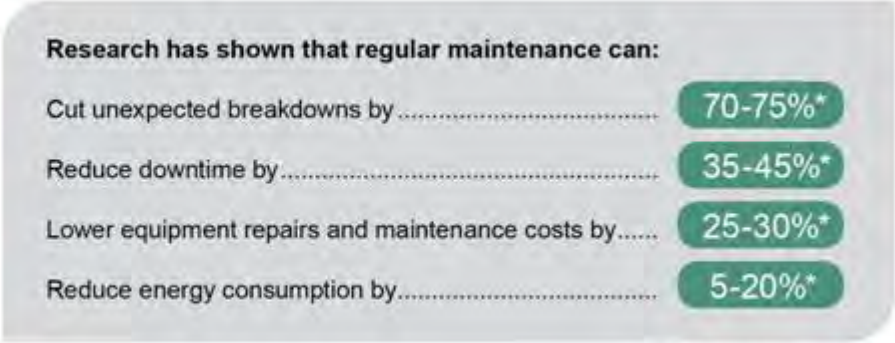
Any warranty issues found during the periodic inspections will be reported immediately. These inspections will feature the use of diagnostic practices developed exclusively for and used by Trane factory trained technicians.



TRANE SERVICE AGREEMENT FOR YOUR TURNKEY PROJECT

# Added Value

Proper maintenance can save an estimated 12-18%\* of your budget compared to a run-to-fail approach. A Trane Service Agreement is structured to help you manage your lifecycle costs and capture those savings.



\*Source: FEMP O&M Guide—August 2010

In addition to financial value, when you partner with Trane you can expect:

## Contract and Financial Benefits

**Assigned Service Team** - Your service team will consist of a professional Service Coordinator, Service Technicians and an Account Manager, all with extensive HVAC systems experience.

**Priority Response** - As a Trane Service Agreement customer, you will receive service priority over time and materials customers.

**Automated Scheduling System** - Trane utilizes a computerized scheduling program to ensure that all services included in the Agreement are performed as stated.

**Financial Benefits** - The implementation of this support agreement from Trane can help control the costs of operating your building in several ways: Lower energy consumption; reduction in the costs and disruptions caused by downtime; planned, budgeted and controlled operating costs; and reduced maintenance. All of these benefits can be gained through a structured contract for support.

## Trane Intelligent Services – 24 x 7 Support

With an active Trane service agreement, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements.





## Superior Service Delivery

### Trane's original equipment manufacturer (OEM) Service Delivery Process

Ensures consistent quality through:

- Focus on building environments
- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on safety

**Service Work Flow** - Trane utilizes an industry-exclusive service flow process that includes detailed procedures and identified steps for: safety, parts, materials, tools and sequence for execution. Trane procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. These exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

Where applicable, the Trane service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

## Knowledge Transfer

**Documentation** - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

**Operational System Optimization** - Trane Service Technicians will review operating sequences and practices for the equipment covered by the Agreement and advise you of operational improvement opportunities.

**Training for Facility Staff** – Operator training and coaching is available per the service Agreement. Additional training can be customized to meet your site specific needs.

## Health and Safety

**Safety Management Program** - Trane Building Services employs several full-time Occupational Safety and Health Administration (OSHA) 30-hour certified safety managers who are available to perform safety consultations relating to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses and other key risk assessments and control strategies.

**Personal Safety** - Trane service technicians are, at a minimum, OSHA 10-hour certified, or equivalent with yearly retraining on all key occupational safety and health topics. Many of our technicians have participated in "Smith Safe" driver training and some are Department of Transportation (DOT) Hazmat certified. They are provided with up-to-date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry-leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

**Drug-Free Workplace** - Trane Building Services maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.

**Prepared For:**

Don Herr

Revised/Updated 1/8/2024

**Date:**

October 06, 2023

**Job Name:**

TCC Public Safety Dorm 100% OAU's

**Proposal Number:**

7413162

**Delivery Terms:**

Freight Allowed and Prepaid – F.O.B Factory

**Payment Terms:**

Net 30

**State Contractor License Number:**

CAC02348

**Proposal Expiration Date:**

30 Days

## Scope of Work

“Scope of Work” and notations within are based on the following negotiated scope of work with Don Herr, existing blueprints, and based on the site surveys performed September 2023.

### New 100% OA equipment with energy recovery – EAST UNIT ONLY

- Trane will furnish (1) new Valent model VXE 100% OA units with energy recovery (UL/cUL 1995)
- 208/3/60 - 175-amp MOP
- 7000 cfm outside air, 5800 cfm exhaust air
- Nominal 25-ton cooling capacity
- Energy recovery wheel
- Inverter scroll compressor on 1<sup>st</sup> stage
- Hot gas re-heat
- EC Condenser fan motors
- Modulating indirect gas fired furnace with 4:1 turndown (600 MBH input/480 MBH Output)
- 2” double wall construction with foam-injected insulation
- Painted exterior – Concrete Gray
- Stainless steel drain pan
- Direct drive BI plenum fans with factory provided VFDs
- Weather hood for intake & exhaust
- 2” MERV 8 pleated filters for supply & exhaust
- Phase & brown out protection
- Branch circuit fusing
- High- & low-pressure safety cut-outs
- Microprocessor controller
- BACnet MSTP communication card
- 120-volt convenience outlet
- Unit mounted disconnect switch
- Hail guards
- Condensate overflow switch
- 5-year factory parts only warranty
- 5-year in-warranty scheduled maintenance – 5 annual services with coil & ERV wheel cleaning, 15 quarterly inspections, 20 quarterly filter changes, 20 inspection logs.

### Turnkey Installation of HVAC Equipment

- Trane will furnish and install (1) new Valent 100% OA Unit with energy recovery for service replacement
- Trane will turn-off power to the unit and install a lock-out tag-out device
- Trane will disconnect power from the existing unit
- Trane will disconnect Supply and exhaust ductwork and shroud

- Trane will disconnect gas piping to the existing unit
- Trane will provide a crane for lifting/setting of equipment
- Trane will properly dispose of existing McQuay unit and refrigerant
- Trane will supply and install one new curb adapters/platform
- Trane will set the new unit on the modified foundation
- Trane will reconnect will reconfigure/reconnect supply & exhaust ductwork and shroud
- Trane will reconfigure/reconnect piping
- Trane will reconfigure/reconnect power wiring to the new unit
- Trane will co-ordinate with Siemen on the new controls connection (DDCcontrols by Owner/Siemens)
- Trane will start-up the new unit and verify operation
- All work to comply with local code
- Includes permits & inspections
- Includes a 1-year construction warranty



# Pricing and Acceptance

Don Herr  
Tallahassee Community College  
ATTN FACILITIES 444 APPELYARD DRIV  
Tallahassee, FL 32304-3230

Site Address:  
Florida Public Safety Institute FPSI  
85 Academy Dr  
Havana, FL 32333

## Price

Total Net Price .....\$333,893.68 USD

## Items not included

- DDC Controls external to the unit (by TCC/Siemens)
- Any work not normally associated with the air conditioning contractor such as fire alarm, plumbing, landscaping, etc.)
- Bond

Respectfully submitted,

Mike Cunniff  
Account Manager  
Trane U.S. Inc.  
E-mail: [mike.cunniff@trane.com](mailto:mike.cunniff@trane.com)  
Office Phone: (850) 574-1726



**ACCEPTANCE**

This proposal is subject to the Customer’s acceptance of the attached Trane Terms and Conditions (Installation).

We value the confidence you have placed in Trane and look forward to working with you.

Retention withheld 5% on installation, 0% on Equipment; rate reduced per the contract documents and released no later than the date of Trane substantial completion.

Submitted By: Mike Cunniff	Cell: (850) 294-3112
	Office: (850) 574-1726 Proposal Date: October 06, 2023 / Revised 1/8/2024
<b>CUSTOMER ACCEPTANCE</b> Tallahassee Community College	<b>TRANE ACCEPTANCE</b> Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order	Signature Date
Acceptance Date:	License Number: CAC023485

**TERMS AND CONDITIONS – COMMERCIAL INSTALLATION**

“Company” shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

**1. Acceptance; Agreement.** These terms and conditions are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the commercial goods and/or services described (the “Work”). **COMPANY’S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to Company’s terms and conditions. If Customer’s order is expressly conditioned upon Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s terms and conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company’s counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer’s acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company’s terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Work rendered by Company to the date of cancellation.

**2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

**3. Title and Risk of Loss.** All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company’s U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company’s U.S. manufacturing facility or warehouse.

**4. Pricing and Taxes.** Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer’s tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company’s factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company’s control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer’s actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

**5. Exclusions from Work.** Company’s obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

**6. Performance.** Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer’s expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

**7. Payment.** Customer shall pay Company’s invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

**8. Time for Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

**9. Access.** Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site’ owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company’s access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer’s building automation system (BAS) and or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer’s request.

**10. Completion.** Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company’s representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer’s failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

**11. Permits and Governmental Fees.** Company shall secure (with Customer’s assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company’s subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

**12. Utilities During Construction.** Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

**13. Concealed or Unknown Conditions.** In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company’s cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

**14. Pre-Existing Conditions.** Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement (“Pre-Existing Conditions”), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or

fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

**15. Asbestos and Hazardous Materials.** Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

**16. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**17. Customer's Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead)

**18. Indemnity.** To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

**19. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

**20. CONTAMINANTS LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

**21. Patent Indemnity.** Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

**22. Limited Warranty.** Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

**23. Insurance.** Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

**24. Commencement of Statutory Limitation Period.** Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

**25. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

**26. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**27. U.S. Government Work.**

**The following provision applies only to direct sales by Company to the US Government.** The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

**The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**28. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

**29. Building Automation Systems and Network Security.** Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.





February 19, 2024

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

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

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

**SUBJECT:** Construction Status Report

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

None.

**Funding/ Financial Implications**

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

**Recommended Action**

Presented as an information item only.

# CONSTRUCTION STATUS REPORT – FEBRUARY 2024

## 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%	June 2024	Underway – DAG Architects
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	April 2024	Project commenced 12/14/2023
N/A	AP 2 <sup>nd</sup> Floor Renovation	5%	April 2024	Renovate Academic Support offices to BIT
PJ-0493	DH Room 138 Remodel	5%	March 2024	Room Remodel scheduled for Spring Break
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to New Classroom	65%	TBD	Construction in progress 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-0449	Administration Bldg#27 Lobby	50%	March 2024	Construction in progress
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards Replaced 62 sections of Sidewalk Repaired 156' of new curb
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	90%	March 2024	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC, Bldg. 06 DH, Bldg. 27 AD, Bldg. 39 HSS See other individual building updates below
PJ-0342	Athletics – LS Interior Renovation	50%	April 2024	Construction underway
PJ-0447	LSC – Metal Coping/Roofing	45%	March 2024	Construction underway
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP Pending
PJ-0428	CUP Renovation and Infrastructure/Roof	55%	April 2024	Materials ordered

PJ-0365	CUP Control Room and ADA Restrooms	20%	June 2024	GMP approved Mobilization in progress
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	March 2025	PO Issued, Submittal Review in Progress – Equipment ordered and expected by Fall 2024
N/A	Truck Driving Testing Course Striping	10%	TBD	Course to be redesigned to meet new regulations
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TCC BOT approval
PJ-0414	Parking Garage Bldg#37 Inspection (100%) / Survey / Repairs	20%	March 2024	Elevation Survey Completed Awaiting final structural report
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	March 2024	Updating, Commencing December
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	March 2024	On order, Commencing December
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	5%	Fall 2024	Design underway by BKJ
PJ-0436	Solar Powered Covered Walkways	15%	August 2024	Bid schedule in development
PJ-0390	Solar Light Pole	15%	March 2024	Engineering in progress
PJ-0445	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	15%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	10%	TBD	CM Awarded to Southern Standard Construction Awaiting GMP
PJ-0378	C-Cure Locks / NIST 800-171	5%	December 2024	Parts for 8 locations on order Total 28 to be accomplished 8 In progress 5 completed
<b>TCC PROJECT#</b>	<b>SUSTAINABILITY</b>	<b>%COMPLETE</b>	<b>DUE DATE</b>	<b>NOTES / STATUS</b>
N/A	Hydration Stations	Continuous	On-going	Prevented 784,273 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,168,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 39,214 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%	June 2024	Underway – DAG Architects
PJ-0491	Vacate Kent Street	5%	TBD	Underway – PO to DAG Architects
PJ-0458	EFIS	50%	March 2024	Soft scrubbing, sealing and painting EFIS

## FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	55%	March 2024	2 of 3 Chillers and Pumps received and installed Remaining chiller and controls to be completed in January
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	25%	March 2024	Parts on order
PJ-0413	Range Building Erosion Control	95%	TBD	Gravel backfill TBD
PJ-0448	Housing HVAC Renovations	80%	March 2024	Outside Air Units – Repairs in Progress
N/A	Housing/Dorm Modernization	5%	June 2024	Replacement of lights, toilets, beds, etc.
PJ-0448	Dining Facility Renovations	100%	February 2024	Complete
PJ-0448	Dining Facility Renovations	10%	TBD	Roof Access, Awaiting Drawings
PJ-0478	Defensive Tactics HVAC Renovations	75%	March 2024	HVAC/Infrastructure Upgrades Parts on order
N/A	Defensive Tactics Mezzanine Access	10%	TBD	New ladder installation
PJ-0478	Defensive Tactics Plumbing Modifications	100%	February 2024	Complete
PJ-0480	FPSI Housing Elevator Modernization	5%	March 2024	PO Issued, Materials on order
PJ-0483	FPSI Dorm Annex Windows	5%	TBD	Obtaining multiple quotes
PJ-0489	FPSI Dorm Wing South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0484	FPSI Bridge and Sidewalks	15%	March 2024	Repairs in progress

PJ-0486	FPSI Stormwater Drainage	20%	March 2024	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	15%	June 2024	Commenced repairs
PJ-0492	FPSI Roof at Dorm Wings South and North	15%	TBD	PO issued for GMP
N/A	Awning and Draining Dining Hall Rear Entrance	100%	February 2024	Complete
N/A	East Exterior Classroom Bldg. Entrances Awnings at Two	20%	March 2024	Materials on order
N/A	East Exterior Classroom Bldg. Entrances Awnings at Two	20%	March 2024	Materials on order
N/A	Awnings at Housing Bldg.	100%	February 2024	Complete
PJ-0428	Lift Stations	15%	March 2024	Contractor awaiting materials
PJ-0428	Water pressure Regulating Valves	5%	TBD	Installing valves at Dining Hall, Defensive Tactics, Administration Bldg, Classroom Building, Dorm Bldg, Conference Center and Housing Bldg.
PJ-0494	Classroom Building Restroom Upgrades and ADA Compliance	5%	TBD	Awaiting Architect Design

#### CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	Re-design in progress
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	Prebid 1/26/24; Bids due 2/2/24
PJ-0431	CFI Smoke Exhaust Removal	10%	TBD	In progress
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
N/A	CFI – 3 <sup>rd</sup> Floor Renovation	5%	TBD	Awaiting Design
PJ-0488	CFI Roof	5%	TBD	Awaiting bids

## GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
PJ-0470	Refinish Exterior Breezeway	50%	March 2024	In progress

## FOUNDATION CLASSROOM RENOVATION SUMMARY

TCC PROJECT#	RENOVATED CLASSROOM	COST TO DATE
PJ-0357	<b>SM 114</b> - Classroom Renovations	\$ 21,744.29
PJ-0165	<b>SM 118</b> - Classroom Renovations	\$ 42,419.96
PJ-0360	<b>SM 211</b> - Classroom Renovations	\$ 27,774.36
PJ-0355	<b>CH 233</b> - Classroom Renovations	\$ 19,166.32
PJ-0356	<b>CH 234</b> - Classroom Renovations	\$ 19,151.32
PJ-0260	<b>SM 129</b> - Classroom Renovations	\$ 42,569.77