



June 17, 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, June 17, 2024 Board Meeting.

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

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, June 17, 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. May 2024 Minutes
Approve minutes as presented.
- 2. 2024 Presidential Evaluation Minutes
Approve the minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that 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.

3. Attorney Invoice – Bryant Miller Olive (April 2024)
Authorize payment of invoices as presented.
4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Human Resource Report
Approve the report as presented.

TCC Foundation

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

Academic Affairs

7. Dual Enrollment Articulation Agreements with Private Schools
Approve the dual enrollment articulation agreements with private schools.

8. Academic Curriculum Changes
Approve the proposed academic curriculum changes.
9. Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools
Approve the dual enrollment articulation agreements with county school boards and public charter schools.
10. Dual Enrollment Articulation Agreements with Liberty County School Board
Approve the dual enrollment articulation agreements with Liberty County School Board.
11. Annual, Continuing and Post Award Contract Recommendations
Approve the recommendations for annual, continuing and post award contracts in the attached list.

Administrative Services

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

- [16.](#) Certificate of Final Inspection – TCC Administration Lobby Renovations
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovations Project.
- [17.](#) Design Build Guaranteed Maximum Price – FPSI Classroom Building “A” Restroom Improvements Project
Approve the attached Design Build Contract and Guaranteed Maximum Price in the amount of \$104,810.00 to DAG Architects, Inc., for the FPSI Classroom Building Uni-Sex Restroom Improvements Project.
- [18.](#) Tallahassee Community College - Five Year Educational Plant Survey 3.1
Authorize approval of the new Educational Plant Five Year Survey 3.1 for the period 2023- thru 2028.
- [19.](#) Tallahassee Community College – Project Priority List (PPL)
Approve the attached Project Priority List in preparation for transmittal to DOE.
- [20.](#) Capital Improvement Plan (CIP) 2025-26 Through 2027-2028
Approve the 2025-26 through 2027-28 CIP, as summarized on the attached CIP-2 form.
- [21.](#) Tallahassee Community College – Master Plan Services
Approve the attached proposal from DAG Architects for Master Plan Services for all Sites 1-6.
- [22.](#) College Operating Budget for FY 2024-2025
Approve the College’s FY 2024-2025 Operating Budget.
- [23.](#) RFQ 2024-02 Award - Pre-Qualification of Construction Manager Services
Approve the recommended list of Pre-Qualified Construction Managers for the period of June 18, 2024 to June 30, 2025.

24. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.
25. Changes to Salary Schedule
Approve updates to the 2024 – 2025 Salary Schedule as presented.
26. Revenue Sharing Agreement
Approve the Revenue Sharing Agreement between TCC and Bob Ballard and/or Mary Ballard.
27. Oyster Dome License Agreement
Approve the Exclusive License Agreement between TCC and Bob Ballard and/or Mary Ballard.

BOARD OF TRUSTEES

28. 2024 – 2025 Schedule of Business Meetings and Workshops
Approve the schedule as presented.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

August 6, 2024

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, May 20, 2024
Business Meeting & Workshop – 2:30 PM**

On May 20, 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, Monte Stevens and Frank Messersmith.

Absent: Trustee Charlie Ward.

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Rob Hall, Trevoris McDaniel, Riley Landy, Leah Haas, Heather Mitchell, Barbara Wills, Sheri Rowland, Amanda Clements, Sila Lott, Sam DeZerga, John Wickman, Trevor Bell, Rylee French, Chuck Moore, Donna Peacock, Dustin Frost, Brielle Crooms, John Schultz, Elizabeth Blair, Janet Hartman, Renae Tolson, Lei Wang, Christen Givens, Blair Bowers, Tricia Rizza, Jennifer Bradley, Donmetrie Clark, Calandra Stringer, Kalynda Holton, Shelly Bell, Nicolette Costantino, Olivia Akharem, and Angela Long.

CALL TO ORDER

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

COMMENTS

- i. Chair Kilpatrick commented that President Murdaugh's annual evaluation was completed before the Board meeting. The results were well-received and he thanked President Murdaugh for putting TCC in such an extremely good place. He also mentioned that more than 400 graduates walked at the spring commencement ceremony.
- ii. Board Members: Trustee Messersmith commented that the Heroes in Public Safety event was awesome and thanked VP Mitchell and her team for putting everything together. Trustee Lamb congratulated President Murdaugh on his evaluation. He also commented that he enjoyed the spring commencement ceremony, however he believes there should be a rule that all graduates and guests must stay for the entire ceremony. Vice Chair Moore thanked President Murdaugh for his service and reiterated the Board's support of his work. Vice Chair Moore also commended the TCC team for all the amazing work that has taken place to recover after the May 10 tornadoes that damaged the campus. Trustee Stevens echoed Vice Chair Moore's sentiments regarding the work that took place to recover from tornado damage, specifically Facilities and Don Herr, Facilities Director, and thanked them for their hard work and professionalism in helping

the College recover from the tornado damage. Trustee Stevens agreed with Chair Kilpatrick that the President has put TCC in a really good place, and we are lucky to have him as president.

- iii. President Murdaugh invited VP Wills to speak about the college's recovery after a tornado hit the campus on May 10, 2024.

VP Wills thanked the Board for their recognition of Don Herr. VP Wills also commented that Don Herr and Chief McGovern did an amazing job leading the efforts to respond to the tornado damage and manage the emergency, which allowed staff to safely return to campus on Tuesday, May 14. She reported that Main Campus lost more than 400 trees, 14 buildings sustained roof damage, two elevators became inoperable, four buildings experienced window damage, and two vehicles were destroyed. Power was not fully recovered on Main Campus until Thursday, May 16. VP Wills explained Bobby Jones and Don Herr are working with on gathering extensive information and reporting it to FEMA for repair reimbursement.

APPROVAL OF MINUTES

1. April 2024 Minutes

Approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

VP Grause provided the following information and news items.

- Coverage of resolution for the College name change from Tallahassee Community College to Tallahassee State College, as well as the unveiling of new TSC seal.
- Coverage of the new dual enrollment program, Firefighter I, which will provide training for first responders at Leon High School.
- Multiple dual-enrolled students were honored in the media and credited Tallahassee Community College for their success.
- Over 1,300 students graduated this semester and more than 400 walked at spring commencement.
- Board clips were shown.

UNFINISHED BUSINESS

No unfinished business

PRESENTATIONS

VP Heather Mitchell shared three presentations.

The Sharon Jefferson Endowed Scholarship

Contact: Dana Brooks

Attending: Dana Brooks

Amount of Donation: \$25,000

Use: Student scholarships

Donor Intent: Honor Sharon Jefferson and support students

GFWC Woman's Club of Tallahassee Returning Women Scholarship

Contact: Donna Peacock and Ramona Owns

Attending: Donna Peacock

Amount of Donation: \$10,000

Donor Intent: Scholarships for women returning to school

Scott and Tazumi Searce Exceptional Student Education Scholarship in Memory of Denise Keller

Scott and Tazumi Searce Cyber Security Scholarship

Contact: Scott and Tazumi Searce

Attending: Scott and Tazumi Searce

Amount of Donation: \$30,000

Donor Intent: Student scholarships for new Cyber Security AS Degree and ESE Bachelor Degree Program

President Murdaugh recognized members of the Academic Affairs staff for their achievement in winning the NISOD Innovation of the Year Award for their work on the Pathways to Persistence: Advancing Student Success Through Early Alert Partnerships program. Their efforts led to fall-to-fall student retention increases from 2023 to 2024, including a nearly 20 percent increase in Black student success rates in all gateway courses, an increase in the Hispanic student success rate by 6.4 percent, and narrowing the achievement gap between Black and white students by 9.7 percent. Innovators recognized were Tricia Rizza, Samantha DeZerga, Calandra Stringer, Jennifer Bradley, Brielle Crooms, Anthony Jones, and Angelina Kuleshova.

Professor John Schultz attended with members of the Forensics team, Elizabeth Blair, Trevor Bell and John Wickman, who shared the value they have found in participating in the Forensics competitions and thanked the trustees for supporting the team. Professor Schultz expressed his thanks for support of the team throughout the College.

Professor Nicolette Costantino attended with members of the Eyrie art and literary magazine and presented a copy of this year's magazine to each board member. The Eyrie is celebrating 43 years of production this year. Three students, Rylee French, Blair Bowers and Olivia Akharem, provided comments on the value that being a part of the production has given to their lives.

NEW BUSINESS

Approval of Consent Agenda

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2. Attorney Invoice – Bryant Miller Olive (March 2024)
Authorize payment of invoices as presented.
3. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
4. Human Resource Report
Approve the Consent Agenda as presented.

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

TCC Foundation

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

Academic Affairs

6. Academic Curriculum Changes
Approve the academic curriculum changes.
MOTION: Vice Chair Moore **SECOND:** Trustee Stevens
Motion passed unanimously.
7. Associate in Arts Degree Requirements effective Fall 2024
Approve the new Associate in Arts general education requirements.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.

Administrative Services

8. Policy Manual Changes
Approve revision of College policies as presented.
MOTION: Vice Chair Moore **SECOND:** Trustee Stevens
Motion passed unanimously.
9. Fund Analysis - April
Presented as an information item only.
10. Construction Status Report
Presented as an information item only.
11. Guaranteed Maximum Price – English Building No. 01 – 1st Floor Restrooms Renovation Project
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Southern Standard Construction LLC, for the TCC English Building No. 01 – 1st Floor Restrooms Renovation Project.
MOTION: Trustee Messersmith **SECOND:** Vice Chair Moore
Motion passed unanimously.
12. TCC Central Utility Plant - Building No. 28 – Main Smardt Chiller 1 Replacement
Approve the attached proposal no. 7664346 from TRANE as presented.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.
13. TCC Public Housing Building No. 15 - 100% OAU – WEST Unit
Approve the attached proposal no. 7413162B from TRANE as presented.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.

14. Architect Invoices

Authorize payment of architectural invoices as presented.

MOTION: Vice Chair Moore
Motion passed unanimously.

SECOND: Trustee Stevens

15. Revenue Sharing Agreement

Approve the Revenue Sharing Agreement between TCC and Bob Ballard and/or Mary Ballard.

PULLED BY CHAIR KILPATRICK

16. Oyster Dome License Agreement

Approve the Exclusive License Agreement between TCC and Bob Ballard and/or Mary Ballard.

PULLED BY CHAIR KILPATRICK

Information Technology

17. Information Technology Plan for 2024-25

Approve the Information Technology Plan for FY 2024-25.

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

PUBLIC COMMENT

No public comment

WORKSHOP

VP Barbara Wills presented on the proposed 2024-2025 fiscal year budget to be voted on at the June District Board of Trustees meeting.

PRESIDENT'S REPORT

- The Attorney General Office Law Enforcement Awards will be hosted at FPSI on May 21
- Tallahassee Community College will be hosting the Florida College System's Council of Business Affairs (COBA) conference at the DoubleTree on Adams May 29-31, which includes business officers from all 28 Florida Colleges
- The President will be attending the Commissioner's Summit: Growing Florida's Teacher Pipeline on May 31 at Miami Dade College's Wolfson Campus

- Tallahassee Community College will be hosting the Council of Athletic Affairs (CAA), which includes all of the state athletic directors) in Workforce Development on June 4
- The President will be traveling to Fort Myers to attend the Council of Presidents annual meeting
- The President will be attending the Leadership Florida Annual Meeting from June 13-16 in Charlotte Harbor, Florida

NEXT MEETING DATE

June 17, 2024

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

ADJOURNMENT

Chair Kilpatrick called the meeting to close at 3:53 p.m.

MINUTES
District Board of Trustees - Presidential Evaluation Sub-Committee
Tallahassee Community College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304

Monday, May 20, 2024

The meeting was called to order at approximately 2:10 p.m.

Members Present: Chair Jonathan Kilpatrick and Vice-Chair Karen Moore.

Others Present: President Jim Murdaugh, Attorney Riley Landy, Human Resources Director Nyla Davis, and Leah Haas.

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

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

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

She said all the performance evaluations were completed by the TCC Board of Trustees individually. The results were compiled and distributed to the President and TCC Board of Trustees. Chair Kilpatrick said it is a pleasure to have Dr. Murdaugh as college President, and that he is 100% confident in his leadership. Vice Chair Moore commented that this past year has been extraordinary and that his performance has only improved year after year.

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

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

The meeting was adjourned at approximately 2:25 p.m.



June 17, 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 (April 2024)

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 \$1,850.00 for April 2024.

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: May 8, 2024
 Invoice No. 83374
 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
04/02/2024	DMH	Draft email to client	0.10
04/02/2024	DMH	Review documents related to CBA and grievance / Lytle	0.80
04/03/2024	DMH	Telephone conference with (N. Davis)	0.30
04/04/2024	DMH	Review and reply to email / bargaining	0.10
04/04/2024	DMH	Review and revise email to Union / Lytle	0.20
04/11/2024	DMH	Draft proposals for bargaining	1.10
04/11/2024	DMH	Prepare for meeting with client and bargaining	0.90
04/11/2024	DMH	Research University insurance provisions in University CBAs	1.10
04/11/2024	DMH	Attend zoom meeting regarding bargaining	0.90
04/16/2024	DMH	Review and reply to emails	0.30
04/16/2024	DMH	Review CBA and draft response / Lytle grievance	0.40
04/16/2024	DMH	Review and reply to emails	0.20
04/17/2024	DMH	Review emails from client and reply / bargaining	0.10
04/17/2024	DMH	Draft email to UFF	0.10
04/18/2024	DMH	Review and reply to emails / bargaining	0.10
04/19/2024	DMH	Review and reply to email / grievance	0.10
04/19/2024	DMH	Review grievance request	0.10
04/19/2024	DMH	Review and reply to email / bargaining	0.10
04/22/2024	DMH	Review and reply to emails from client	0.10

Tallahassee Community College

Invoice Date: May 08, 2024
Invoice No. 83374
Client No. 25480.006

04/22/2024	DMH	Review and reply to emails from Union	0.10	
04/30/2024	DMH	Draft email to client / bargaining	0.10	
04/30/2024	DMH	Draft email to client / grievance	0.10	
Current Services			<u>7.40</u>	<u>\$1,850.00</u>

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	7.40	\$250.00	\$1,850.00

Payments

04/17/2024	Payment	ACH rec'd 4/17/24 Invoice 82961	<u>1,950.00</u>
			1,950.00

Total Current Work	<u>\$1,850.00</u>
Previous Balance Due	\$1,050.00
Balance Due	<u>\$2,900.00</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



June 17, 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

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24 - Amendment 2

This amendment reallocated funding from Speakers and Presenters to Office Supplies, Travel - Program Related and Travel - Coalition and/or Program Participant Related. The award amount remains the same.

Florida Department of Corrections - 100-Hour Transition Skills Education Program 23 -24 - Amendment 1

This amendment reduces the award by \$75,916.79, increased the Pre-release Employment Navigator positions to \$45,000 annually, added the position of Industry Engagement Coordinator. The new award amount is \$3,159,790.96.

Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V - Amendment 1

This amendment reallocates funds from Salary and Benefits, Computer Software, Other Services (Professional Development for Work-Based Learning) to Other Services (Marketing & Outreach), Other Services (STEM Enrichment and Educational Materials & Supplies), Other Services (A.S. Faculty Certifications and Professional Development), Other Services - STEM Enrichment and Academic Support for Students. Updates CIP Codes for Surgical Services, Dental Hygiene, Radiology and Commercial Vehicle Driving. The award amount remains the same.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Tallahassee Community College - Staff Augment Positions and Amendment 1

This award and amendment partners with the Department of Education to employ two professional staff to be responsible providing strategic outreach and communication planning and counsel, management of all facets of Division of Career and Technical Education (DCAE) communication and social media efforts and overseeing the implementation of special population and non-traditional recruitment strategic plan. The award amount is \$382,421 with 5% indirect cost rate. The funding period is 7/1/23 - 6/30/24.

Florida Department of Education - Division of Public Schools K-12 Augment Positions

This award partners with the Department of Education to employ six professional staff augment positions to serve the Division of Public Schools K-12. The professional staff augment positions include five (5) Program Specialist IV positions and one (1) Project Manager position. The amount of this award is \$590,595.73.00, including an indirect cost rate of 8%. The funding period is 1/1/24 through 9/30/24.

Tallahassee Community College Foundation - Dollar General Literacy Foundation

This pass-through award will support the Adult Literacy Program. The award amount is \$8,000 with 0% indirect cost.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Transportation – Florida Teen Traffic Safety Program 23/24
Amendment 1 was approved at the March 2024 Board of Trustees meeting.

Florida Department of Corrections - 100-Hour Transition Skills Education Program 23 -24
Initial award was approved at the August 2023 Board of Trustees meeting.

Florida Department of Education - Strengthening Career & Technical Education for 21st Century Act - Perkins V

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

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Tallahassee Community College - Staff Augment Positions

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is (\$47,793.18).

Recommended Action

Authorize funding for the awards and contracts as presented.



June 17, 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

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
Linda Smith	Staff Assistant	Testing Services	May 13, 2024
Madeline Bowers	Store Manager	FPSI Store	May 23, 2024
Jennifer Munday	Staff Assistant	Workforce Development	May 8, 2024

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Ruby Sepulveda	Career Development Specialist	DOC - 100 Hour Columbia C.I.	May 7, 2024
Anastasyia Dunning	Career Development Specialist	DOC - 100 Hour Suwanee C.I.	May 14, 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
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Harold Stephenson	Psychometrician	DJJ LMS & Support Services	May 9, 2024	Resigned
Dayon Baker	Career Development Specialist	DOC - Compass 180 Century CI	May 21, 2024	Resigned
Gabriel Fenmore	Career Development Specialist	DOC - Compass 180 DOC - Hernando CI	May 21, 2024	Resigned
Bettina Haye-Morrison	Traffic Safety Financial Analyst	Traffic Safety Program	May 23, 2024	Resigned
Sharayton Kalkai	Traffic Safety Financial Analyst	Traffic Safety Program	May 23, 2024	Resigned
Austin Ard	Program Specialist IV BFCO	DOE - Augmented BFCO Positions	May 24, 2024	Resigned
Dasia Powell	Statewide Regional Coordinator	DJJ Statewide Regional	May 30, 2024	Resigned
Bettejane McClay	Career Development Specialist	DOC - Compass 180 - Columbia C.I.	May 31, 2024	Resigned
Dave Feltchel	Program Manager, Florida Civics & Debate Initiative	DOE - FL. Education Foundation	May 31, 2024	Resigned
Vera Gore	Regional Civics Coach	Civics Literacy Program - Region 4	May 31, 2024	Resigned
Nicole Martin	English Faculty	English Faculty	May 7, 2024	Temporary Contract Not Renewed
Jessica MacPherson	Assistant Coach, Softball	Head Coach - Women's Softball	May 14, 2024	Dismissed
Kirby Patterson	Career and Academic Advisor	Student Success and Retention	May 7, 2024	Resigned
Lewesa Peterson	Office Manager	TCC Online - Distance Learning	May 9, 2024	Resigned
Angie Cherry	Nursing Faculty	Nursing Faculty	May 7, 2024	Resigned
Bret Ingerman	Vice President of Information Technology	Information Technology	June 30, 2024	Retired

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Haley Cardillo	Staff Assistant	Student Affairs	Publix	Deli Clerk
Chuck Moore	Director of Athletics	Student Affairs	SIS International	Coach
Corey Hendren	Basketball Coach	Student Affairs	Nike Basketball Camps	Coach
Brynn Baca	Softball Coach	Student Affairs	American Collegiate League	Coach

Michael Wohlgenuth	Software Systems Administrator	Facilities	The One	Self-Employed (Math Tutor & Licensed Massage Therapist)
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Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Office	Position
None to Report				

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Kiana Cogdell	Assessment Coordinator	DOE - Postsecondary Assessment	May 6, 2024	Post Secondary Assessment Specialist
Kayla Ealum	Pre-Release Employment Navigator	Compass 180 DOC - Walton C.I.	May 6, 2024	Career Development Specialist
Melissa Scalzi	Associate Dean	Communications and Humanities	May 8, 2024	College Success Faculty
David Hoover	Director of Teaching and Learning Academy	Associate V.P., Academic Affairs	June 1, 2024	Biological Science Faculty
Jeremy Israel	Shipping, Receiving, and Mail Supervisor	Procurement and Auxiliary Services	June 1, 2024	Store Clerk

Contract Recommendations - Executive*

Name	Position	Department	Effective Date
Albert Wynn	Executive Director, Wakulla Environmental Institute	Wakulla Environmental Institute	July 1, 2024
Anthony Jones	Associate of Vice President Academic Affairs	Academic Affairs	July 1, 2024
Barbara Willis	Vice President Administrative Services & Chief Business Officer	Administrative Services	July 1, 2024
Bobby Jones	Associate Vice President Administrative Services	Administrative Services	July 1, 2024
Calandra Stringer	Vice President Academic Affairs & Provost	Academic Affairs	July 1, 2024
Candice Grause	Vice President Communications & Chief of Staff	Communications and Marketing	July 1, 2024
Heather Mitchell	Vice President Institutional Advancement & Executive Director, TCC Foundation	Institutional Advancement & Foundation	July 1, 2024
Janet Hartman	Executive Director, Florida Public Safety Institute	Florida Public Safety Institute	July 1, 2024
Lei Wang	Vice President Institutional Effectiveness	Institutional Effectiveness	July 1, 2024
Shelly Bell	Vice President Workforce Development	Workforce Development	July 1, 2024
Sheri Rowland	Vice President Student Affairs	Student Affairs	July 1, 2024

Contract Recommendations - Administrative*

Name	Position	Department	Effective Date
Bryan Hooper	Dean, Social Sciences	Social Sciences	July 1, 2024
Donmetrie Clark	Dean, Communications & Humanities	Communications and Humanities	July 1, 2024
Jessica Jones	Associate Dean, Applied Sciences & Technology	Applied Science & Technology	July 1, 2024
Kalynda Holton	Dean, Science & Mathematics	Science & Math	July 1, 2024
Melissa Scalzi	Associate Dean, Communications and Humanities	Communications and Humanities	July 1, 2024
Nicholas Vick	Dean, Applied Sciences & Technology	Applied Science & Technology	July 1, 2024
Ross Brooks	Associate Dean, Science & Mathematics	Science & Math	July 1, 2024
Angela Gruber	Associate Dean, Healthcare Professions	Healthcare Education	July 1, 2024
Stephanie Solomon	Executive Director, Ghazvini Center for Healthcare Education & Dean, Healthcare Professions	Healthcare Education	July 1, 2024
Summer Dusek	Associate Dean, Social Sciences	Social Sciences	July 1, 2024
Tricia Rizza	Associate Dean	Academic Affairs	July 1, 2024

Contract Recommendations - Managerial & Professional*

Name	Position	Department	Effective Date
Alison Fleischmann	Director, Development	TCC Foundation	July 1, 2024
Amanda Clements	Director, Strategic Communications	Communications & Marketing	July 1, 2024
Amy Bradbury	Director, Financial Services	Sponsored Programs	July 1, 2024
Andrea Arce-Trigatti	Director, Assessment & Accreditation	Institutional Effectiveness	July 1, 2024
Angela Long	Chief, Engagement Officer	President's Office	July 1, 2024
Brendie Hawkins	Grants and Special Projects Director	TCC Foundation	July 1, 2024
Cerissa Fondo	Director, Business and Workforce Development	Workforce Development	July 1, 2024
Christen Givens	Dean, Enrollment Services	Student Affairs	July 1, 2024
Chuck Moore	Athletic Director	Athletics	July 1, 2024

David Hoover	Director of Teaching and Learning Academy	Academic Affairs	July 1, 2024
Dione Geiger	Associate Director, Sterling Council	Contracts and Grants	July 1, 2024
Don Herr	Director, Facilities, Planning and Construction	Administrative Services	July 1, 2024
Dustin Frost	Director, Purchasing and Auxiliary Services	Administrative Services	July 1, 2024
Emily Mick	Director, Academic Advising	Advising & Retention	July 1, 2024
Glenn Alston	Director, Certificate Programs	Florida Public Safety Institute	July 1, 2024
Jason Fowler	Director, Information Technology Infrastructure	Information Technology	July 1, 2024
Jennifer Carr	Dean, Student Services	Student Services	July 1, 2024
Jessica Chapman	Principal, Tallahassee Collegiate Academy	TCA Charter School	July 1, 2024
Jessica Griffin	Director, Continuing Workforce Education	Workforce Development	July 1, 2024
Kelly Warren	Executive Director, FCSAA	Contracts and Grants	July 1, 2024
Ken Tellis	Associate Dean, Healthcare Professions	Healthcare Education	July 1, 2024
Logan Lane	Director, Continuing Education Programs	Florida Public Safety Institute	July 1, 2024
Margaret Bowman	Director, Transfer Services	Student Affairs - Transfer Services	July 1, 2024
Margaret Thompson	Director, Institutional Research and Planning	Institutional Effectiveness	July 1, 2024
Matthew Gregory	Dean of Students, Tallahassee Collegiate Academy	TCA Charter School	July 1, 2024
Michael Robeck	Director, Enterprise Applications	Information Technology	July 1, 2024
Michelle Peddie	Director, Recruiting and Admissions	Admissions & Records/College Registrar	July 1, 2024
NinaFe Awong	Director, Special Projects	Workforce Development	July 1, 2024
Nyla Davis	Director, Human Resources	Human Resources	July 1, 2024
Pamela Johnston	Dean, Career & Academic Planning	Student Services	July 1, 2024
Patricia Pagozałski	Assistant Principal, Tallahassee Collegiate Academy	TCA Charter School	July 1, 2024
Racquel Harrell	Executive Director, Testing Data Center	DOE, Sponsored Programs	July 1, 2024
Renae Tolson	Director, Business Process Improvement	Administrative Services	July 1, 2024
Renee Gordon	Director, STEM Program	Science and Math	July 1, 2024
Robert Chaney	Associate Director, FCSAA	FCSAA, Sponsored Programs	July 1, 2024
Sam DeZerga	Director, Learning Commons	Academic Affairs	July 1, 2024
Samantha Dunaway	Director, CTE Outreach and Recruitment	DOE, Sponsored Programs	July 1, 2024
Sean McGovern	Chief of Campus Police	TCC Campus Police	July 1, 2024
Shelia Chapel	Director of Simulation Programs	Healthcare Professions	July 1, 2024
Sila Lott	Director, Library Services	Library Services	July 1, 2024
Suzi Baugh	Director, Integrated Marketing	Communications & Marketing	July 1, 2024
Tammy Kinsey	Director, Enrollment Call Center	Call Center	July 1, 2024
Troy Mahler	College Registrar	Admissions & Records/College Registrar	July 1, 2024
William Singletary	Director, IT Consulting Services	Information Technology	July 1, 2024
William Spiers	Director, Student Financial Services	Student Financial Services	July 1, 2024

Contract Recommendations - Managerial & Professional*

Name	Position	Department	Effective Date
Bryan Henry	Head Coach - Baseball	Athletics	July 1, 2024
Brynn Baca	Head Coach - Softball	Athletics	July 1, 2024
Corey Hendren	Head Coach - Men's Basketball	Athletics	July 1, 2024
Mercedes Corona	Head Coach - Women's Basketball	Athletics	July 1, 2024

*The renewal of annual contracts for Executive, Administrator or Managerial/Professional classifications are made in accordance with District Board of Trustees Policy #1110, Employment of Executive, Administrative, and Managerial/Professional Personnel. The Board has no legal obligation to renew the contract of an employee in the executive, administrative or managerial/professional class. Contract renewals are not effective until contracts are signed by employees.



June 17, 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

Item Description

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

Overview and Background

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

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

- August 8: TSC's Eagles RISE Welcome Back Event, 12:00-- 4:00 p.m.,
Lifetime Sports Complex

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

TCC Foundation - Financial Update FY 24-25

April 1, 2024 - May 31, 2024

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received	\$155,320.28	\$195,403.03	\$250,993.27
	Facility Support	\$328.25	\$3,947.16	\$331.80
	Program Support	\$83,266.43	\$56,755.63	\$104,406.40
	Scholarship Support	\$41,454.51	\$93,193.74	\$83,824.30
	Unrestricted Support	\$31,271.09	\$41,506.50	\$62,430.70
	Net Assets	\$20,069,056	\$20,451,200	\$24,117,912

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Number of Donors	305	275	353
	Number of Gifts	544	522	657

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received for Alumni	\$18,008	\$6,920	\$3,235
	Number of Donors	57	57	52
	Number of Gifts	62	61	59

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Cash	\$94,618.84	\$144,794.68	\$163,001.26
	Gifts in Kind	\$0.00	\$13,000.00	\$0.00
	Total Raised - Pledges Received	\$7,725.00	\$0.00	\$30,000.00
	Planned Gifts Confirmed	2	3	1
	Planned Gift Amount			\$1,000,000.00
	Grants Applied For			3
	Grants Received			\$1,590,209
	Pledges Expected by March 31, 2025			\$78,184.56

The Foundation's Fiscal Year is April - March



June 17, 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: Dual Enrollment Articulation Agreements with Private Schools

Item Description

This item presents the Dual Enrollment Articulation Agreements between the College and private schools in TCC's service area.

Overview and Background

Florida Statute 1007.271(24), states that postsecondary institutions must enter into dual enrollment articulation agreements with qualified private secondary schools in its geographic service area seeking to offer dual enrollment courses to its students. TCC has worked with the local private schools that have requested access to dual enrollment for their students. These agreements parallel the agreements made with public school boards. This year TCC is proposing agreements with Avant School of Excellence, Capital Preparatory School, Community Christian School, Community Leadership Academy, Maclay School, North Florida Christian School, Robert F Munroe School, Rose Academy, St. John Paul II Catholic School, Tallavana Christian School, Tree of Life, and Wakulla Christian School.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, private schools will not be invoiced for the 2024-25 academic year. TCC will submit reimbursement requests to the Florida Department of Education during the fall and spring semesters. The reimbursement will be requested for the tuition and required instructional materials. The school districts are responsible for the cost of the instructor if the course is taught at the high school site by a TCC instructor.

Past Actions by the Board

The Board approved these agreements annually.

Recommended Action

Approve the dual enrollment articulation agreements with private schools.

2024 – 2025 Dual Enrollment Articulation Agreement

Avant School of Excellence and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Avant School of Excellence, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Avant School of Excellence School Board

Date

Principal, Avant School of Excellence

2024 – 2025 Dual Enrollment Articulation Agreement

Capital Preparatory School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Capital Preparatory School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Capital Preparatory School School Board

Date

Principal, Capital Preparatory School

2024 – 2025 Dual Enrollment Articulation Agreement

Community Christian School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Community Christian School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Community Christian School School Board

Date

Principal, Community Christian School

2024 – 2025 Dual Enrollment Articulation Agreement

Community Leadership Academy and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Community Leadership Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Community Leadership Academy School Board

Date

Principal, Community Leadership Academy

2024 – 2025 Dual Enrollment Articulation Agreement

Maclay School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Maclay School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.

- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Maclay School School Board

Date

Principal, Maclay School

2024 – 2025 Dual Enrollment Articulation Agreement

North Florida Christian School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of North Florida Christian School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
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 - Permission to register form
 - High school transcript (please use the FASTER system)
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Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
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- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, North Florida Christian School School Board

Date

Principal, North Florida Christian School

2024 – 2025 Dual Enrollment Articulation Agreement

Robert F Munroe School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Robert F Munroe School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

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- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
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During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

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

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

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For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

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Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Robert F Munroe School School Board

Date

Principal, Robert F Munroe School

2024 – 2025 Dual Enrollment Articulation Agreement

Rose Academy and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Rose Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.

- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
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Reading	22	ENC 1101
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End-of-Course Assessments		
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The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Rose Academy School Board

Date

Principal, Rose Academy

2024 – 2025 Dual Enrollment Articulation Agreement

St. John Paul II Catholic School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of St. John Paul II Catholic School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
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December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, St. John Paul II Catholic School School Board

Date

Principal, St. John Paul II Catholic School

2024 – 2025 Dual Enrollment Articulation Agreement

Tallahassee Christian Academy and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Tallavana Christian Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

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

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

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

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

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

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

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

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

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

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

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

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
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Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

Instructional Costs

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

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

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

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Tallavana Christian Academy School Board

Date

Principal, Tallavana Christian Academy

2024 – 2025 Dual Enrollment Articulation Agreement

Tree of Life and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Tree of Life, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.

- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

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

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

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

Maximum Course Loads

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

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

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

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

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

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

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

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

Continued Enrollment for Academic Dual Enrollment

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

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:
 Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

TSC will provide the instructional materials to the dual enrollment student for each course taken. The School Board or student is responsible for obtaining instructional materials through the TSC Bookstore. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

However, each district will be required to verify student enrollment within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Tree of Life, Florida, and The District Board of Trustees, Tallahassee State College, Florida, have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Tree of Life School Board

Date

Principal, Tree of Life

2024 – 2025 Dual Enrollment Articulation Agreement

Wakulla Christian School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Wakulla Christian School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Wakulla Christian School and the President of Tallahassee State College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment
Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TSC must approve Early Admission for a high school student each semester.

Career Dual Enrollment
Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students
Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express. Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490	ENC 1101	
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131	
ACT with Writing or ACT, Inc.			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
Mathematics	21	MAC 1105, STA 2023	
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101	
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131

English IV English IV Honors	B or Better and 3.0 GPA	ENC1101
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Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:
 Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes	High school

	registration for courses on the high school campus.	
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for schools to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the

appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

TSC will provide the instructional materials to the dual enrollment student for each course taken. The School Board or student is responsible for obtaining instructional materials through the TSC Bookstore. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

Per the 1009.30, F.S. and Rule 6A-20.0282, Florida Administrative Code (F.A.C.), Dual Enrollment Scholarship Program, the School Board will not receive an invoice for the 2024-25 academic year.

However, each district will be required to verify student enrollment within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Wakulla Christian School, Florida, and The District Board of Trustees, Tallahassee State College, Florida, have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Wakulla Christian School School Board

Date

Principal, Wakulla Christian School



June 17, 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: Academic Curriculum Changes

Item Description

This item presents new program and new course proposals, revisions and deletions, including course not taught in 5 years.

Overview and Background

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curricula.

The College proposes the Phlebotomy program. This new program is in high demand and appeals to individuals currently working in the healthcare industry who desire to earn a vocational healthcare credential. The proposed program is ranked in the top 10 of the fastest growing occupations for Leon, Gadsden, and Wakulla.

Additionally, the College is proposing to delete several courses that have not been offered in the past five years. This review is required as part of Florida Administrative Code 6A-10.0331 as we annually review curriculum. TCC is also proposing to delete programs that have been reviewed and determined to be no longer viable due to the industry changing the required credentials for employment.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved curricula revisions annually.

Recommended Action

Approve the proposed academic curriculum changes.

NEW PROGRAM

Phlebotomy (165 clock hours)

This program is listed on the Fastest Growing Occupations List for Gadsden, Leon, and Wakulla counties with a growth rate of 17.1% as reported by the Florida Commerce. There are currently 221 job openings in our service area. The median hourly wage is \$16.00.

Program courses:

HSC0003	Basic Healthcare Worker (90 clock hours)
MEA0520	Phlebotomist (75 clock hours)

PROGRAM CHANGE

Computer Programming and Web Development, A.S. (60 credit hours)

The proposed change aligns with the advisory board recommendations to ensure students gain the communication skills necessary to be successful in the technology industry.

Delete program course:

COP2373 Programming Concepts II (3)

Add program course:

MNA2130 Business Communications (3)

Advanced Welding Technology, Career Certificate (750 clock hours)

Florida Department of Education recommended changes to the courses to align with state-wide industry standards.

Delete program courses:

PMT0165 SMAW Pipe Welding (125 hours)

PMT0166 Heavy Wall Pipe Welding (125 hours)

PMT0171 Gas Tungsten Arc Pipe Welding (125 hours)

PMT0173 Gas Metal Arc Pipe Welding (125 hours)

PMT0174 Introduction to Pipefitting and Pipe Fabrication (125 hours)

PMT0190 Emerging Technologies in Welding (125 hours)

Add program courses:

PMT0075 Advanced Welder 1 (600 hours)

PMT0076 Advanced Welder 2 (150 hours)

PROGRAM DELETIONS

The following programs are recommended for deletion due to low enrollment. Also, the programs no longer have job availability as reported by the labor market data for Leon, Gadsden, and Wakulla.

Office Management Certificate (6334)

Office Specialist Certificate (6335)
Office Support Certificate (6336)
CNC Production Specialist (5031A)
Machining (5026A)
Industrial Machinery Maintenance I (5027A)

NEW COURSES

Course ID	Course Name	Rationale for New Course	Proposed Lab Fee
MEA0520	Phlebotomist	Course required for new Phlebotomy certificate	\$400
PMT0075	Advanced Welder 1	Course required for the Advanced Welding program	\$900
PMT0076	Advanced Welder 2	Course required for the Advanced Welding program	\$700

COURSE REVISIONS

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
DEH1130	Embryology and Oral Histology	Prerequisite	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101 and acceptance into the dental hygiene program	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, ENC1101 and acceptance into the dental hygiene program	Program does not require CHM1032 due to Florida's requirement to incorporate Civic Literacy. The chemistry skills are being incorporated into another course.
DEH1800	Dental Hygiene I Theory	Prerequisite	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101,	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, ENC1101,	Program does not require CHM1032 due to Florida's requirement to incorporate Civic Literacy. The chemistry skills are being

			DEH1002 and DEH1002L	DEH1002 and DEH1002L	incorporated into another course.
DEH1800L	Dental Hygiene I Clinic	Prerequisite	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101, DEH1002 and DEH1002L	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, ENC1101, DEH1002 and DEH1002L	Program does not require CHM1032 due to Florida's requirement to incorporate Civic Literacy. The chemistry skills are being incorporated into another course.
DEH1840	Preventive Dentistry	Prerequisite	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101 and acceptance into the dental hygiene program	grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, ENC1101 and acceptance into the dental hygiene program	Program does not require CHM1032 due to Florida's requirement to incorporate Civic Literacy. The chemistry skills are being incorporated into another course.

COURSE DELETIONS

Course ID	Course Name	Rationale for Course Deletion
ETI0450	Industrial Machinery Maintenance Assistant	The Industrial Machinery Maintenance I program is being deleted.
ETI0456	Machinery Maintenance Mechanic	The Industrial Machinery Maintenance I program is being deleted.
PMT0020	Machinist Helper	The Machining program is being deleted.
PMT0022	Machinist Operator	The Machining program is being deleted.
PMT0024	Machinist Setup Operator	The Machining program is being deleted.
PMT0025	Machinist	The Machining program is being deleted.
PMT0026	CNC Production Technician I	The CNC Production Specialist program is being deleted.

PMT0027	CNC Production Technician II	The CNC Production Specialist program is being deleted.
PMT0165	SMAW Pipe Welding	This course is no longer a part of the curriculum framework and is recommended for deletion.
PMT0166	Heavy Wall Pipe Welding	This course is no longer a part of the curriculum framework and is recommended for deletion.
PMT0171	Gas Tungsten Arc Pipe Welding	This course is no longer a part of the curriculum framework and is recommended for deletion.
PMT0173	Gas Metal Arc Pipe Welding	This course is no longer a part of the curriculum framework and is recommended for deletion.
PMT0174	Introduction to Pipefitting and Pipe Fabrication	This course is no longer a part of the curriculum framework and is recommended for deletion.
PMT0190	Emerging Technologies in Welding	This course is no longer a part of the curriculum framework and is recommended for deletion.
AMH 1041	American Experience I	Course not taught for 5 years (6A-10.0331, F.A.C.)
AMH 1050	American Experience II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CHM 1020L	Chemistry for General Education Lab	Course not taught for 5 years (6A-10.0331, F.A.C.)
COP 2373	Programming Concepts II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CTS 2132	Microcomputer Architecture II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CTS 2240C	Microsoft Specialist: Advanced Word	Course not taught for 5 years (6A-10.0331, F.A.C.)
DIG 2545	Media Planning	Course not taught for 5 years (6A-10.0331, F.A.C.)
DIG 2580	Digital Media Portfolio	Course not taught for 5 years (6A-10.0331, F.A.C.)
DIG 2949	Digital Media Coop Education	Course not taught for 5 years (6A-10.0331, F.A.C.)
EAP 0320	EAP: Intermediate Reading	Course not taught for 5 years (6A-10.0331, F.A.C.)
EAP 0384	EAP: Intermediate Writing and Grammar	Course not taught for 5 years (6A-10.0331, F.A.C.)
EAP 0420	EAP: Advanced Reading	Course not taught for 5 years (6A-10.0331, F.A.C.)
EAP 0440	EAP: Advanced Writing	Course not taught for 5 years (6A-10.0331, F.A.C.)
FIN 1110	Financial Literacy	Course not taught for 5 years (6A-10.0331, F.A.C.)
HSC 1434C	Central Processing Technology Theory and Lab	Course not taught for 5 years (6A-10.0331, F.A.C.)

HUM 2942	Museum Field Trip	Course not taught for 5 years (6A-10.0331, F.A.C.)
MAT 0027	Foundations of College Mathematics II for Liberal Arts	Course not taught for 5 years (6A-10.0331, F.A.C.)
MAT 0029	Preliminary Statistics: Statway I	Course not taught for 5 years (6A-10.0331, F.A.C.)
MKA 2701	Visual Informatics	Course not taught for 5 years (6A-10.0331, F.A.C.)
NUR 2002C	Health Professional to Rn	Course not taught for 5 years (6A-10.0331, F.A.C.)
OST 1141	Keyboarding	Course not taught for 5 years (6A-10.0331, F.A.C.)
OST 1718	Document Processing	Course not taught for 5 years (6A-10.0331, F.A.C.)
OST 2823	Desktop Publishing and Web Design	Course not taught for 5 years (6A-10.0331, F.A.C.)
PEL 1621	Beginning Basketball	Course not taught for 5 years (6A-10.0331, F.A.C.)
RMI 2302	Risk in Business and Society	Course not taught for 5 years (6A-10.0331, F.A.C.)
RTE 1613	Radiation Physics	Course not taught for 5 years (6A-10.0331, F.A.C.)
ACR 0041	A/C, Refrigeration and Heating (HVAC) Helper	Course not taught for 5 years (6A-10.0331, F.A.C.)
ACR 0043	A/C, Refrigeration and Heating Mechanic Assistant	Course not taught for 5 years (6A-10.0331, F.A.C.)
ACR 0047	A/C, Refrigeration and Heating Mechanic 1	Course not taught for 5 years (6A-10.0331, F.A.C.)
ACR 0049	A/C, Refrigeration and Heating Mechanic 2	Course not taught for 5 years (6A-10.0331, F.A.C.)
PMT 0011	Welder Helper	Course not taught for 5 years (6A-10.0331, F.A.C.)
PMT 0013	Gas-Metal Arc Welder	Course not taught for 5 years (6A-10.0331, F.A.C.)
PMT 0015	Gas-Tungsten Arc Welder	Course not taught for 5 years (6A-10.0331, F.A.C.)
PMT 0016	Pipe Welder	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJD 0199	Emergency Medical Dispatcher	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0007	Introduction to Law Enforcement	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0008	Legal	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0011	Human Issues	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0017	Communications	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0050	Defensive Tactics	Course not taught for 5 years (6A-10.0331, F.A.C.)

CJK 0061	Patrol I	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0062	Patrol II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0071	Criminal Investigations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0076	Crime Scene Investigations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0081	Traffic Stops	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0082	Traffic Stops	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0083	DUI Traffic Stops	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0086	Traffic Crash Investigations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0095	Criminal Justice Special Topics	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0100	Corrections Interpersonal Skills I	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0101	Corrections Interpersonal Skills II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0102	Corrections Operations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0212	Corrections Crossover to LE CMS Hight Liability	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0219	Responding to Calls for Service	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0221	Corrections Crossover to LE Introduction and Legal	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0222	Corrections Crossover to LE Communications	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0223	Corrections Crossover to LE Human Issues	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0227	CPO Crossover to LE Wellness	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0228	CPO Crossover to LE Report Writing	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0229	CPO Crossover to LE Crime Scene Procedures	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0241	LE Aux Patrol and Traffic	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0255	CMS Corrections Probation Firearms	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0270	Correctional Officer Legal I	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0271	Correctional Probation Legal	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0272	Correctional Probation Interpersonal Skills	Course not taught for 5 years (6A-10.0331, F.A.C.)

CJK 0273	Correctional Probation Caseload Management	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0274	Correctional Probation Supervision	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0275	Correctional Probation Investigations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0276	Correctional Probation Management Information Systems	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0280	Criminal Justice Officer Physical Fitness Training	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0285	Corrections Legal II	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0286	Corrections Communications	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0290	Corrections Crossover to LE Introduction and Legal	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0291	Corrections Crossover to LE Human Interaction and Communication	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0292	Corrections Crossover to LE Response to Human Issues	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0293	Corrections Crossover to LE for Overview of LE	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0294	Corrections Crossover to LE Patrol 2	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0295	Corrections Crossover to LE Officer Wellness	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0296	Corrections Crossover to LE Reporting Procedures	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0297	Corrections Crossover to LE Interactions in Crisis Situations	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0392	Cross-over Handgun Transition Course	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJK 0480	Corrections Emergency Preparedness	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJT 0800	Private Security Officer Course A	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJT 0801	Armed Private Security Officer	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJT 0802	Private Security Officer Course B	Course not taught for 5 years (6A-10.0331, F.A.C.)
CJT 0803	Private Security Officer	Course not taught for 5 years (6A-10.0331, F.A.C.)



June 17, 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: Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools

Item Description

This item presents the Dual Enrollment Articulation Agreements between the College and each of the three districts in the Tallahassee Community College service district for annual approval as required by Florida law. This item also includes agreements with the public charter schools in our service district.

Overview and Background

In compliance with Florida Statute 1007.271(4), the members of the Articulation Councils of three districts in the Tallahassee Community College service district for annual approval as required by Florida law. This item also includes agreements with the public charter schools in our service district.

The agreements identify College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; they define college readiness scores and high school and college GPA requirements as well as procedures for exceptions; they identify maximum and minimum course loads; they specify responsibilities for testing and record keeping; and they include other procedures and timelines.

This item includes the following charter schools: Crossroad Academy, Florida A&M University Developmental Research School, Florida State University Schools, and Tallahassee Collegiate Academy.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus, including required instructional materials. This also includes online courses. The school districts also pay for the cost of the instructor if the course is taught at the high school site by

a TCC instructor. The school districts are not charged tuition or instructional materials for summer enrollments. Also, school districts do not pay tuition for students who take courses on the high school campus.

Past Actions by the Board

The Board approved these agreements annually.

Recommended Action

Approve the dual enrollment articulation agreements with county school boards and public charter schools.

2024 – 2025 Dual Enrollment Articulation Agreement

Gadsden County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Gadsden County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Gadsden County and the President of Tallahassee State College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review, with the student, criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses

Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of decision.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.		
Reading	106	ENC 1101
Writing	103	
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	123	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board		
Reading	256	ENC 1101
Writing	253	

QAS (Quantitative Reasoning, Algebra, Stats)	261		MAC1105C, MAT1033, MGF1130, MGF1131
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
ACT with Writing or ACT, Inc.			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1130, MGF1131
Mathematics	21		MAC 1105, STA 2023
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38		ENC1101
Quantitative Reasoning	16		MAC 1105C, MAT1033, MGF1106, MGF1107
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
PreACT			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1130, MGF1131

End-of-Course Assessments		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131
English IV English IV Honors	B or Better and 3.0 GPA	ENC1101

Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107226-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, apart from remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses taken that are not listed on the Dual Enrollment Course – High School Subject Area Equivalency List must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations using the course syllabus which is provided to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case-by-case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes registration for courses on the high school campus.	High school
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for district to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit “Course Request for Dual Enrollment” Form for 2024-2025.	High school

March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Academic Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the student's taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by TSC) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section

1007.271 (17), F.S. TSC 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 TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TSC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TSC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Gadsden County School Board

Date

Superintendent, Gadsden County School District

2024 – 2025 Dual Enrollment Articulation Agreement

Leon County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Leon County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Leon County and the President of Tallahassee State College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review, with the student, criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

TSC and School Board will collaborate on expanding Career and Technical Education (CTE) dual enrollment with a specific focus on AS degree pathways and ensure smooth credit transfer and course articulation for students enrolled in CTE dual enrollment AS degree programs.

Both parties agree to jointly review and update the list of approved CTE programs for dual enrollment. Priority will be given to including programs that lead to industry-recognized credentials and culminate in an AS degree.

The School Board and College will develop strategies to promote awareness of CTE dual enrollment opportunities, particularly those leading to AS degrees. Strategies may include joint presentations at high schools, career fairs, and workshops for students, parents, and counselors.

Online resources and informational campaigns will be established to showcase the benefits of CTE dual enrollment AS Programs.

Both parties agree to establish a process for monitoring and evaluating the effectiveness of this effort in expanding access to CTE dual enrollment AS degree programs.

Data will be collected on student participation, credit transfer rates, and program completion rates. Regular meetings will be conducted to assess progress and discuss areas for improvement.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of decision.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express. Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
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English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131	
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Classic Learning Test, Classic Learning Initiatives, LLC			
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Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107	

PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
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Digital PSAT, NMQST and PSAT 10, The College Board		
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End-of-Course Assessments		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131

Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131
English IV English IV Honors	B or Better and 3.0 GPA	ENC1101

Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may enroll in up to 12 credit hours before demonstrating college-readiness for mathematics. To continue enrollment beyond 12 credit hours, students must meet one of the measures for mathematics as outlined in *Table 1* to demonstrate college-readiness.

Students who graduate from high school before completing the postsecondary course may not register for it through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Students, who withdraw from a course after drop/add period, are required to meet with counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.25 or completion is below 75%. High school students are only allowed one grace period.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, apart from remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, **dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.**

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations using the course syllabus provided to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B." Documentation must be provided to TSC's Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case-by-case basis and must be approved by both the principal and TSC's Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes registration for courses on the high school campus.	High school
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for district to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit “Course Request for Dual Enrollment” Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary)	High school

	for enrollment in Summer 2025 June Express session	
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC’s Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.

3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Academic Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the student's taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students with a 3.0 unweighted high school grade point average and interested in participating in dual enrollment should be referred to their high school guidance counselors to discuss the program's eligibility requirements.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by TSC) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TSC 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 TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TSC will maintain counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TSC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TSC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

Memorandum of Understanding
Tallahassee State College & Leon County School Board
Career Dual Enrollment – Emergency Medical Technician Applied
Technology Diploma Program (B312)

Program start date: August 12, 2024

Program end date: May 16, 2025

Class time: 100 minutes (2 class periods)

Class days: Monday, Tuesday, Wednesday, Thursday, and Friday (clinical days may include Saturday during the Spring semester)

Class location: Godby High School

Courses:

- EMS1119 – Emergency Medical Technician Lecture
- EMS1119L Emergency Medical Technician Lab
- EMS 1431L Emergency Medical Technician Clinical

Course Descriptions:

- **EMS1119 (7 credits)** – This course introduces the role of the emergency medical technician. It is designed to teach students to employ critical thinking skills to assess a patient scenario, create a plan of care and implement the plan. Topics include public health, anatomy and physiology, medical terminology, patient assessment, airway management, trauma, toxicological and environmental emergencies, submersion incidents, and infection control.
- **EMS1119L (2 credits)** – This course involves the laboratory application of concepts and procedures studied in EMS1119.
- **EMS1431L (3 credits)** – This course provides clinical application of concepts and procedures studied in EMS1119 and EMS1119L. Clinical: At least 124 clock hours per semester.

High School Credit to be Earned by the Student: 12 elective credits

Upon successful program completion and turning 18, students can take EMT certification exam through the National Registry of Emergency Medical Technicians Certification.

Student eligibility requirements:

- Godby High School Senior
- 2.0 high school unweighted grade point average
- Attend Interest Meetings and Interviews (May 6 - May 8)
- Pass a Level 2 background check.
- Pass a Drug-Screening

Documents due to **Christen Givens** (TCC's dual enrollment coordinator) by **August 1, 2024**

- Completed TCC online application (submit online)
- High School Transcript

- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

Documents due to Anthony Jones (Academic Affairs Office) by January 31, 2025

- Copy of Birth Certificate
- Copy of Social Security Card
- Immunization Records
- TB skin test
- Flu Shot
- Background check
- Drug Screening
- Signed permission form (due before interview)

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$863.76 per student (based on \$71.98 per credit hour)	No cost; courses are occurring on the high school campus	
Instructor: \$12,000.00	TCC is covering the cost	
Level 2 Background Check and Drug Screening: \$150 per student	TCC is covering the cost	
Student Uniforms: \$343 per student (Polo shirt, pants, belt, boots, penlight, stethoscope, safety vest, scrubs top and bottom)	Godby is covering the cost.	August 1, 2024
National Registry of Emergency Medical Technicians Certification Examination: \$139 per student (Includes Florida Certification)	TCC is covering the cost	

**Memorandum of Understanding
Tallahassee Community College's
Florida Public Safety Institute & Leon County School Board
Career Dual Enrollment – Firefighter I Course (FFP 0030)**

Program start date: August 11, 2024

Program end date: May 22, 2025

Class time: 50 minutes (191 Clock Hours)

Class days: Monday, Tuesday, Wednesday, Thursday, and Friday (three Saturday meetings are required)

Class location: Leon High School

Course: FFP 0030 – Firefighter I

Course Description: This course covers science of fire, breathing apparatus, ladders, hose, nozzles and fire streams. The program also includes first responder medical and awareness-level hazardous material training. Upon successful completion of the course, and a written examination, the student will receive a certificate of competency from the Bureau of Fire Standards and training as a volunteer firefighter.

High School Credit to be Earned by the Student:

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Pass a Level 2 background check.
- Leon High School Senior
- Attend Interest Meetings and Interviews (beginning April 15 and culminating by May 17)

Documents due to **Christen Givens** (TCC's dual enrollment coordinator) by **August 1, 2024**

- Completed TCC online application (submit online)
- High School Transcript
- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

Documents due to **Kermit Washington** by **August 1, 2024**

- Completed FPSI application
- Copy of Birth Certificate
- Copy of Social Security Card
- Level 2 background check
- Signed permission form

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$509.97 per student (based on \$2.67 per clock hour)	No cost; courses are occurring on the high school campus	
Instructor: \$6,000.00	TCC is covering the cost	
Level 2 Background Check: \$0 <i>*Background check is not required for this class</i>	No cost	
Student Uniforms: \$20 per student (2 shirts per student)	Leon High School	8/1/2024

IN WITNESS WHEREOF, the School Board of Leon County, Florida and The District Board of Trustees, Tallahassee State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Leon County School Board

Date

Superintendent, Leon County School District

2024 – 2025 Dual Enrollment Articulation Agreement

Wakulla County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Wakulla County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Wakulla County and the President of Tallahassee State College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review, with the student, criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131	
Mathematics	123	MAC 1105, STA 2023	
Next-Generation ACCUPLACER, The College Board			
Reading	256	ENC 1101	
Writing	253		
QAS (Quantitative Reasoning, Algebra, Stats)	261	MAC1105C, MAT1033, MGF1130, MGF1131	
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			

Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101
English	17	
Mathematics	19	MAC 1105C, MAT1033, MGF1130, MGF1131
Mathematics	21	MAC 1105, STA 2023
Classic Learning Test, Classic Learning Initiatives, LLC		
Sum of Verbal Reasoning and Grammar/Writing	38	ENC1101
Quantitative Reasoning	16	MAC 1105C, MAT1033, MGF1106, MGF1107
PSAT/NMSQT, The College Board		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board		
Evidence-Based Reading and Writing	490	ENC 1101
Mathematics	480	MAC1105C, MAT1033, MGF1130, MGF1131
PreACT		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1130, MGF1131
End-of-Course Assessments		

Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131
English IV English IV Honors	B or Better and 3.0 GPA	ENC1101

Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period. Students earning below a C in any course will need to consult with their guidance counselor before registering for the same course.

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107226-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, apart from remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations using the course syllabus which is provided to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B." Documentation must be provided to TSC's Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case-by-case basis and must be approved by both the principal and TSC's Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes registration for courses on the high school campus.	High school
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for district to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit “Course Request for Dual Enrollment” Form for 2024-2025.	High school
March 23, 2025	Last Day to Withdraw a student	High school

April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC’s Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Academic Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the student's taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by TSC) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section

1007.271 (17), F.S. TSC 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 TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TSC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TSC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Wakulla County, Florida and The District Board of Trustees, Tallahassee State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Wakulla County School Board

Date

Superintendent, Wakulla County School District



June 17, 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: Dual Enrollment Articulation Agreements with Liberty County School Board

Item Description

This item presents the Dual Enrollment Articulation Agreement between the College and Liberty County School District.

Overview and Background

This agreement is in addition to the agreements for the three districts, in TCC's service district that are approved annually as required by Florida law. The additional agreement included for Liberty County, is accompanied by a letter of permission from the president of Chipola College. TCC is permitted to enter into an agreement with Liberty County High School to provide dual enrollment courses to a limited number of students.

The agreement identifies College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; it defines college readiness scores and high school and college GPA requirements as well as procedures for exceptions; it identifies maximum and minimum course loads; it specifies responsibilities for testing and record keeping; and it includes other procedures and timelines.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus. This also includes online courses. The school districts also pay for the cost of the instructor if the course is taught at the high school site by a TCC instructor. The school districts are not charged tuition for summer enrollments. Also, school districts do not pay tuition for students who take courses on the high school campus.

Past Actions by the Board

The Board approved these agreements annually.

Recommended Action

Approve the dual enrollment articulation agreements with Liberty County School Board



Office of the President

(850) 718-2201
3094 Indian Circle
Marianna, FL 32446-2053
www.chipola.edu

June 4, 2024

Mrs. Christen Givens
Dual Enrollment Admissions
Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304-2895

Dear Mrs. Givens:

The following students from Liberty County High School have permission from Chipola College to enroll as a dual enrollment student at Tallahassee Community College:

Fall 2024 Semester

Jay Brown
Malona Pullam
Allison Mullis

Spring 2025 Semester

Jay Brown
Malona Pullam
Allison Mullis

Please let us know if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Sarah Clemmons".

Dr. Sarah Clemmons,
President

cc: Mandie Fowler
Director of Instruction, LCHS

2024 – 2025 Dual Enrollment Articulation Agreement

Liberty County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Liberty County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

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 TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Liberty County and the President of Tallahassee State College.

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review, with the student, criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve Early Admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses

Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

Withdrawing from Classes

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of decision.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

Maximum Course Loads

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Testing and Alternative Placements for Dual Enrollment Eligibility

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

P.E.R.T.		
Reading	106	ENC 1101
Writing	103	
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	123	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board		
Reading	256	ENC 1101
Writing	253	

QAS (Quantitative Reasoning, Algebra, Stats)	261		MAC1105C, MAT1033, MGF1130, MGF1131
SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
Digital SAT, The College Board			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
ACT with Writing or ACT, Inc.			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1130, MGF1131
Mathematics	21		MAC 1105, STA 2023
Classic Learning Test, Classic Learning Initiatives, LLC			
Sum of Verbal Reasoning and Grammar/Writing	38		ENC1101
Quantitative Reasoning	16		MAC 1105C, MAT1033, MGF1106, MGF1107
PSAT/NMSQT, The College Board			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1130, MGF1131
Digital PSAT, NMQST and PSAT 10, The College Board			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
PreACT			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1130, MGF1131

End-of-Course Assessments		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
Performance in High School Coursework		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors Math for College Algebra Math for College Statistics HS Pre-Calculus HS Trig HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131
English IV English IV Honors	B or Better and 3.0 GPA	ENC1101

Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period

Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107226-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, apart from remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses taken that are not listed on the Dual Enrollment Course – High School Subject Area Equivalency List must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

N/A

VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations using the course syllabus which is provided to each student in each college-level course at the beginning of each semester.

VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case-by-case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2024-2025 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 12, 2024	Last Day for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes registration for courses on the high school campus.	High school
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for district to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit “Course Request for Dual Enrollment” Form for 2024-2025.	High school

March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	

Adding and Dropping Classes

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Academic Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the student's taking courses on TSC's main campus.

XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by TSC) when posting it to the high school transcript.

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

TSC will transmit student transcripts to the School Board at the end of each semester.

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section

1007.271 (17), F.S. TSC 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 TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TSC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TSC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Liberty County, Florida and The District Board of Trustees, Tallahassee State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

Chair, Tallahassee District Board of Trustees,
Tallahassee State College, Florida

Date

President, Tallahassee State College

Date

Chair, Liberty County School Board

Date

Superintendent, Liberty County School District



June 17, 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: Annual, Continuing and Post Award Contract Recommendations

Item Description

This item describes the status of full-time faculty at TCC and recommends certain faculty for either annual or continuing contract.

Overview and Background

For 2023-2024, TCC had 178 full time faculty employed. Of those, 115 were on continuing contract, 57 were on annual contract and 6 were on temporary contracts.

Of the 115 faculty on continuing contract, five resigned, two retired, and 11 developed post-award review portfolios for our post-award process. All full time faculty continue to be reviewed annually; post-award portfolios consist of selected work from a five-year period of annual reviews. Of those on post-award review, all 11 faculty successfully completed the post-award review.

Of the 57 faculty on annual contract, there are currently 10 faculty on annual contract working toward continuing contract. All 10 faculty are being recommended for continuing contract based on at least five years of review and satisfactory growth.

The remaining 47 annual faculty are finishing their first, second, third, or fourth year at TCC, and they are progressing well as new faculty. Of these, two have resigned and one was non-renewed. A total of 44 faculty are being recommended for an annual contract for the 2024-2025 academic year.

Six temporary non-continuing faculty's contracts are ending. They were hired for Fall 2023 and Spring 2024 to temporarily fill unexpected vacancies.

Funding/ Financial Implications

All positions are funded, no new funds are needed.

Past Actions by the Board

TCC's Collective Bargaining Agreement, Article 11 describes annual and continuing contracts at TCC and requires Board of Trustees approval

Recommended Action

Approve the recommendations for annual, continuing and post award contracts in the attached list.

June 17, 2024

Recommended for Annual Contract:

Brendan Gressel	Applied Sciences and Technology
Frank Trombino	Applied Sciences and Technology
Gene Tanner	Applied Sciences and Technology
Jasun Burdick	Applied Sciences and Technology
Jim Quinn	Applied Sciences and Technology
Jessica Barfield	Applied Sciences and Technology
Natalie Montgomery	Applied Sciences and Technology
Noble Sissle	Applied Sciences and Technology
Amanda Wallace	Communications and Humanities
Amber Cresgy	Communications and Humanities
Ceron Bryant	Communications and Humanities
Alexa Doran	Communications and Humanities
Brittany Sullivan	Healthcare Professions
Carol Andresen	Healthcare Professions
Christina Muench	Healthcare Professions
Debra Owings	Healthcare Professions
Elizabeth Fillingim	Healthcare Professions
Gaynell Brown	Healthcare Professions
Jeffrey Fillingim	Healthcare Professions
Jeremy Wortham	Healthcare Professions
Jo Hendricks	Healthcare Professions
Joshua Peebles	Healthcare Professions
Kayse Green	Healthcare Professions
Lorinda Simon	Healthcare Professions
Makeshia Barnes	Healthcare Professions
Megan Rochford	Healthcare Professions
Rachel Kennedy	Healthcare Professions
Shareese Hardy	Healthcare Professions
Tina Thompson	Healthcare Professions
Yashica Clark	Healthcare Professions
Yolanda Forman-Payton	Healthcare Professions
Angela Muchovej	Sciences and Mathematics
Brett Gourley	Sciences and Mathematics
Chris Chamberlin	Sciences and Mathematics
Daniella Azor Petit	Sciences and Mathematics
Joseph McNeil	Sciences and Mathematics
Krishna Patel	Sciences and Mathematics
Matt Schnippert	Sciences and Mathematics
Michal Paul	Sciences and Mathematics
Nancy Domm	Sciences and Mathematics
Tamara Moore	Sciences and Mathematics
Wade Henning	Sciences and Mathematics
Will Owens	Sciences and Mathematics

Iris Davis Pendleton

Social Sciences

Recommended for Continuing Contract:

Charles Cadenhead

Applied Sciences and Technology

Kelly Garland

Applied Sciences and Technology

Megan Mahoney

Communications and Humanities

Beth Huettel

Sciences and Mathematics

David Hoover

Sciences and Mathematics

Harlon Hawthorne

Sciences and Mathematics

Jorge Monreal

Sciences and Mathematics

KeKe Washington

Sciences and Mathematics

Leticia Henderson Baker

Social Sciences

Sarah Ainsworth

Social Sciences

Recommended for Continuing Contract - Post Award:

Reggie Grant

Communications and Humanities

Wolfgang Lepschy

Communications and Humanities

Cherie Hodge

Healthcare Professions

Derek Mitchka

Healthcare Professions

Eileen Durant

Healthcare Professions

Lane Foreman

Healthcare Professions

Doug Windham

Sciences and Mathematics

Nadine Gordon

Sciences and Mathematics

Rex Abert

Sciences and Mathematics

Ya Fang Wang

Sciences and Mathematics

David Proctor

Social Sciences

Recommended for Non-Renewal:

Dave DelRossi

Science and Mathematics



June 17, 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: Use of College Personnel and Facilities

Item Description

This item further delineates the College’s Memorandum of Understanding (MOU) with the Tallahassee Community College Foundation (Foundation) and requests Board approval for the specific usage of College personnel services and facilities for direct support organization (DSO) related activities.

Overview and Background

As authorized in Florida statutes 1004.70, TCC’s Foundation was established as a DSO to the College with the goal of strengthening connections to the community, promoting excellence in teaching, and expanding student success in a global economy.

The efforts of the entire Institutional Advancement staff support the College and its mission, including its fundraising efforts for TCC’s Foundation. These fund-raising efforts are monitored and updates are provided at each monthly Board meeting. The following represents the College resources utilized for TCC Foundation DSO activities compared to their highlighted support to the College, which totaled **\$1,099,300.70** this current fiscal year. A complete list of program support received by the College can be provided by Institutional Advancement staff.

College Resource	Resources Utilized for DSO Activities	DSO Support Received by the College	DSO Student Scholarships Provided
Personnel Services	\$77,698.64		
Facilities	\$27,652.18		
Property	\$0.00		
Facilities & Room Renovations		\$49,268.16	
College Innovation Grants		\$185,751.85	
Other College Support		\$60,000.00	
Student Scholarships			\$804,280.69
Total	\$105,350.83	\$295,020.01	\$804,280.69

As part of the College’s Office for Institutional Advancement, the Board authorizes the use of College property, facilities, and personnel resources for TCC Foundation DSO related activities and provides an annual operating budget for its use. The amount allocated for TCC Foundation DSO related activities should not exceed 20% of the Office for Institutional Advancement’s total budget. In addition to the 20% budget restriction, the amount of resources provided for TCC Foundation DSO related activities shall not exceed the total financial support provided by the TCC Foundation DSO.

The estimated resources designated for TCC Foundation DSO related activities for FY 2024-25 are projected to be \$128,193.10, or 16.1% of the Office for Institutional Advancement’s total budget. For reference, the amount of resources utilized for TCC Foundation DSO related activities this fiscal year totaled \$105,350.83 or 15.7% of the Office for Institutional Advancement’s total budget.

College Resource	Office for Institutional Advancement Projected FY 2024-25 Budget	Projected Foundation DSO Related Resources for FY 2024-25
Personnel Services	\$560,645.88	\$90,200.87
Other Services & Expenses	\$174,000.00	\$27,994.41
Facilities	\$62,141.75	\$9,997.83
Property		\$0.00
Total	\$796,787.63	\$128,193.10

As long as this return on investment exceeds actual College resource costs, the Board authorizes the continued designation of those resources to be provided as support for the designated TCC Foundation activities.

Funding/ Financial Implications

The funds allocated for TCC Foundation DSO activities will be included in the proposed FY 2024-25 College Operating Budget as part of the Office for Institutional Advancement’s budget.

Past Actions by the Board

The Board approved the use of College resources for TCC Foundation DSO activities at the June 20, 2023 Board of Trustees meeting for the current fiscal year.

Recommended Action

Approve the use of College resources for TCC Foundation DSO activities as presented.



June 17, 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 - May

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 5/31/2024.

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 May 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 May 31, 2024

REVENUE	May Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$1,425,141	\$2,577,760	\$31,796,433	\$28,355,364	\$30,933,124	103%
State Support	4,513,192	3,642,644	36,545,840	40,069,079	43,711,723	84%
Federal Support	565,679	250,000	1,152,872	2,750,000	3,000,000	38%
Other Revenue	41,590	-	394,472	-	-	N/A
TOTAL REVENUE	6,545,602	6,470,404	69,889,617	71,174,443	77,644,847	90%
EXPENSES	May Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	296,138	363,735	3,477,315	4,001,085	4,364,820	80%
Instructional	1,475,442	1,279,552	12,535,138	14,075,068	15,354,620	82%
Non-Instructional	1,472,128	1,450,527	15,571,059	15,955,801	17,406,328	89%
OPS	462,215	592,829	6,320,744	6,521,119	7,113,948	89%
Personnel Benefits	1,164,042	1,152,511	11,704,438	12,677,620	13,830,131	85%
TOTAL PERSONNEL COSTS	4,869,965	4,839,154	49,608,694	53,230,693	58,069,847	85%
<u>CURRENT EXPENSES</u>						
Services	318,717	376,888	4,189,209	4,145,763	4,522,651	93%
Material & Supplies	524,928	326,656	3,222,412	3,593,211	3,919,866	82%
Other Current Charges	419,493	844,374	7,868,888	9,288,109	10,132,483	78%
TOTAL CURRENT EXPENSES	1,263,138	1,547,917	15,280,509	17,027,083	18,575,000	82%
CAPITAL OUTLAY	-	83,333	9,774	916,667	1,000,000	1%
TOTAL EXPENSES	\$6,133,103	\$6,470,404	\$64,898,977	\$71,174,443	\$77,644,847	84%

Purchase Orders from \$100,000 to \$324,999 +

Issued in May 2024

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-020223	5/6/2024	Hand2Mind, Inc.	103,181.40	Student Computer Science Kits (200 each)	Exempt from the solicitation process, per CFR 200.320(c)(4): The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity.
PO-020281	5/14/2024	BKJ, Inc. Architecture	267,105.00	Architectural services for the proposed Makerspace Improvements to the 1st floor of the Library Building	Solicitation via TCC RFQ 2022-11
PO-020282	5/14/2024	Cook Brothers, Inc.	299,721.33	Center for Innovation Smoke Evacuation System Removal	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment
PO-020441	5/30/2024	Miller's Tree Service	300,000.00	Emergency debris removal and clean up	Exempt from the solicitation process, per FAC 6A-14.0734 (3) Emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance; Emergency Disaster - Tornado on 5/10/24



June 17, 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

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 – JUNE 2024

MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	100%	June 2024	New Survey 3.1 Pending June BOT approval
N/A	Master Plan – Main Campus	100%	June 2024	Pending June BOT approval
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	85%	July 2024	Project commenced 12/14/2023
PJ-0357	SM 114 - Classroom Renovations	25%	August 2024	In progress
PJ-0165	SM 118 - Classroom Renovations	25%	August 2024	In progress
PJ-0260	SM 129 - Classroom Renovations	25%	August 2024	In progress
PJ-0360	SM 211 - Classroom Renovations	25%	August 2024	In progress
PJ-0499	HSS 255 - Classroom Renovations	25%	August 2024	In progress
PJ-0355	CH 233 - Classroom Renovations	15%	August 2024	In progress
PJ-0356	CH 234 - Classroom Renovations	15%	August 2024	In progress
PJ-0500	Ceiling and Window Replacements WD 208, 219	10%	August 2024	In progress
PJ-0500	Ceiling and Window Replacements TPP 204	10%	August 2024	In progress
PJ-0500	Ceiling and Window Replacements ADMIN 219	10%	August 2024	In progress
PJ-0500	Ceiling Replacements ADMIN 209	10%	August 2024	In progress
PJ-0500	Window Replacements DH 206	10%	August 2024	In progress
PJ-0449	Administration Bldg#27 Lobby Renovations	100%	May 2024	Complete
N/A	Administration Bldg#27 Underground Lighting	100%	May 2024	Complete
N/A	Administration Bldg#27 2 nd Floor Men and Women's Restroom	10%	August 2024	Closed June 3 rd
N/A	AD Bldg#27 – Air Duct Cleaning	100%	May 2024	Complete
N/A	TPPS Bldg#11 - 2 nd Floor Air Duct Cleaning	100%	May 2024	Complete
N/A	EN Bldg#01 – Air Duct Cleaning	5%	June 2024	In progress
N/A	SU Bldg#35 – Vendor Food Bays - Air Duct Cleaning	5%	June 2024	In progress

N/A	Irrigation for Planter Beds	50%	June 2024	In progress
N/A	Install New Planter Beds	15%	June 2024	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%	June 2024	Awaiting materials for Building#01, 12 and 18
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0342	Athletics – LS Interior Renovation	99%	June 2024	Substantial Completion 5/15/24
PJ-0447	LSC – Metal Coping/Roofing	90%	June 2024	Materials on back order
PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	October 2024	Work commenced 5/14/2024
PJ-0453	Bleacher Evaluation	100%	June 2024	Awaiting report
PJ-0428	CUP Renovation and Infrastructure	55%	June 2025	Materials ordered
PJ-0428	CUP Roof	75%	June 2024	In progress
PJ-0467	Lightning Protection - CUP	5%	July 2024	Awaiting roof repairs
PJ-0471	APB Bldg#53 Roof	100%	May 2024	Complete
PJ-0471	Southern Pipe Bldg#46 Roof	100%	May 2024	Complete
PJ-0365	CUP Control Room and ADA Restrooms	30%	August 2024	Construction in progress
PJ-0428	SM Bldg#18 1, 2, 3 & 4 AHU Replacement	10%	September 2024	PO issued
PJ-0428	FPAC Bldg#12 AHU 6 & 7 Replacement	10%	July 2024	PO issued
PJ-0428	Library Bldg#30 AHU 1 Replacement	10%	October 2024	Pending June BOT approval
PJ-0428	Replace Smardt Chiller	5%	October 2024	PO issued
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	20%	March 2025	Equipment ordered and expected by Fall 2024
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 Repairs	20%	June 2024	Repairs in progress
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%	August 2024	Updating, Scheduled during Summer Break
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	August 2024	On order, Scheduled during Summer Break
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	10%	Summer 2025	Design underway by BKJ, Scheduled during Summer Break
N/A	AC Bldg#08 Security Window Tint	10%	June 2024	Scheduled for completion during Summer Break
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	5%	TBD	100% CD's expected in November
PJ-0436	Solar Powered Covered Walkways	15%	August 2024	Material on order
N/A	TPPN Valve Pit Repairs	0%	June 2024	Repairing two valve pits
PJ-0445	English Bldg#01 Restrooms Renovation	10%	TBD	PO issued
PJ-0378	C-Cure Locks / NIST 800-171	15%	December 2024	Parts for 8 locations on order Total 28 to be accomplished: 8 In progress 9 completed
N/A	Main UPS Replacement	100%	May 2024	Complete
TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 697,145 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 34,857 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	100%	June 2024	Pending June BOT approval
PJ-0491	Vacate Kent Street	25%	TBD	Underway – PO to DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	100%	June 2024	Pending June BOT approval
N/A	Install C-Cure Sliding Glass Door Administration Building	100%	May 2024	Complete

PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	95%	August 2024	3 of 3 Chillers and Pumps received and installed Controls to be completed in June
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	75%	August 2024	Parts on order
N/A	Install Water Treatment/Filters for Chilled Water/Hot Water	45%	July 2024	Scheduling closures
PJ-0448	Housing HVAC Renovations	90%	November 2024	Materials on order
PJ-0448	Housing Outside Air Unit - East	85%	June 2024	Installation in progress
PJ-0448	Housing Outside Air Unit - West	10%	November 2024	PO issued
N/A	Housing/Dorm Modernization	15%	June 2025	Replacement of lights, toilets, beds, etc.
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	5%	June 2025	Materials on order
PJ-0448	Dining Facility Renovations	25%	TBD	Roof Access, Awaiting Fabrication
PJ-0478	Defensive Tactics HVAC Renovations	95%	June 2024	HVAC/Infrastructure Upgrades
N/A	Defensive Tactics Mezzanine Access	80%	June 2024	New ladder installation
PJ-0480	FPSI Housing Elevator Modernization	5%	June 2024	PO Issued, Materials on order
PJ-0483	FPSI Dorm Annex Windows	10%	June 2024	PO issued
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	35%	August 2024	Repairs in progress
PJ-0486	FPSI Stormwater Drainage	50%	August 2024	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	45%	June 2024	Commenced repairs
PJ-0492	FPSI Roof at Dorm Wings South and North	100%	May 2024	Complete
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
PJ-0494	Classroom Building Restroom Upgrades and ADA Compliance	15%	TBD	Design/Build Contract Pending June BOT Approval

CENTER FOR INNOVATION (SITE 4)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	100%	June 2024	Pending June BOT approval
PJ-0467	Lightning Protection	5%	TBD	Awaiting roof repairs
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	Re-quoting GMP
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	In progress; Awaiting material submittal approvals
PJ-0431	CFI Smoke Exhaust Removal	10%	TBD	In progress; Awaiting material submittal approvals
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
PJ-0497	CFI – 3 rd Floor Renovation	5%	TBD	Design development in progress
PJ-0488	CFI Roof	5%	TBD	Awaiting materials

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	100%	June 2024	Pending June BOT approval
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TMH
N/A	Student Lockers	5%	TBD	Obtaining quotes

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	WEI Master Plan	100%	June 2024	Pending June BOT approval
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
N/A	Paint Soffit and Facia	30%	June 2024	Work in progress
N/A	Paint All Exterior Wood	30%	June 2024	Work in progress
N/A	Solar Panel Framework Restoration / Soft Scrub Solar Panels	5%	August 2024	Obtaining quotes



June 17, 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

Item Description

This item requests that the Board approve the architect invoices submitted for the month of May 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 - \$14,912.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the May 20, 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.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-019793 Project Name: CFI - 3rd Floor Improvements DATE: 5/15/2024
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Development	\$14,912.00	100%	\$0.00	\$0.00	\$14,912.00
	Construction Documents	\$13,048.00	0%	\$13,048.00	\$0.00	\$0.00
	Bid / Permitting	\$1,864.00	0%	\$1,864.00	\$0.00	\$0.00
	Construction Administration	\$7,456.00	0%	\$7,456.00	\$0.00	\$0.00
GRAND TOTALS		\$37,280.00		\$22,368.00	\$0.00	\$14,912.00
Invoice Total						\$14,912.00

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



Purchase Order

Purchase Order Number	PO-019793
Purchase Order Date	03/07/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0497 CFI 3rd Floor Renovations - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **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	37,280.00	0.00	37,280.00

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-019793
Purchase Order Date	03/07/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for Professional Services for TCC Site 4 Campus – Center for Innovation (CFI) 3rd Floor Improvements. Scope: This project consists of design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. Demolition of existing walls/spaces as required 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New third floor tenant arrangements 4. New meeting and common spaces 5. Coordination with new exterior window(s) 6. New infrastructure for telecom and security 7. New furnishings Will include FSM Engineering for Mechanical, Plumbing, and Fire Protection Engineering and McGinnis-Fleming Engineering for Electrical Engineering. Specifics per attached proposal February 27, 2024.				37,280.00

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>



June 17, 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: Certificate of Final Inspection – TCC Administration Lobby Renovations

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the TCC Administration Lobby Renovations Project, located in the Hinson Administration (AD) Building #27 at TCC Site 1 – Main Campus.

Overview and Background

In accordance with *TCC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects* and the *State Requirements for Educational Facilities (SREF) Chapter 4 Section 3*, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. The Construction Manager at Risk (CMAR) for this project, Cook Brothers, Inc., has completed all required close-out documents and has confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded by local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the September 18, 2023 District Board of Trustees meeting.

Recommended Action

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovations Project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 4827-1 _____ OEF Assigned Project Number

TALLAHASSEE COMMUNITY COLLEGE _____ (School District Florida College)

MAIN CAMPUS - SITE 1 _____ (School Name Campus)

27 _____ (School College) Code Number

TCC Administration Building Lobby Renovation _____ Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on June 17, 2024

Name (Type or Print) _____

Signature: _____ Date: _____
(Superintendent President)

SECTION B: (ARCHITECT ENGINEER) CERTIFICATION

As PROJECT (ARCHITECT ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: [Signature] Date: _____

Firm Name: BKJ, Inc. Architecture

Address: 1621 Physicians Drive Tallahassee FL 32308
Street/P.O. Box City State Zip

SECTION C: Building Official Other (Specify) Certification

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) G.F. Kimbrel III BU 2140

Signature: [Signature] Date: 5/30/2024
 Building Official Certified Inspector

SECTION D: FACILITY INFORMATION

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: <u>No change to space usage or square footage.</u>
3. SOURCE OF FUNDS: <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: <u>\$ 606,499.28</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>2,949</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: <u>\$ 205.66</u> 7. COST PER STUDENT STATION: <u>\$ N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: 8/18/23 COMPLETION DATE: 3/27/24

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. <u>1</u>	\$ <u>(52,026.76)</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____

10. Date of Occupancy: 2/29/24

11. Additional information:



June 17, 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: Design Build Guaranteed Maximum Price – FPSI Classroom Building “A”
Restroom Improvements Project

Item Description

This item requests approval of the Design Build Guaranteed Maximum Price (GMP) for the FPSI Classroom Building Restroom Improvements Project.

Overview and Background

This project includes interior improvements in lobby of the FPSI Classroom Building “A” to restroom. This project is located on TCC’s Site 3 Campus - Florida Public Safety Institute Campus (FPSI), 75 College Drive in Midway, Florida.

The requirements for the Design Build GMP solicitation process were reviewed and completed by DAG Architects, Inc., Sperry & Associates, Inc., and Tallahassee Community College. The bid specifications were approved by TCC, Sperry & Associates, Inc. and DAG Architects, Inc. and released to the public on March 25, 2024. Proposals were opened on April 24, 2024 and evaluated accordingly.

As a result of the solicitation process, the Guaranteed Maximum Price (GMP) for the construction of the FPSI Classroom Building Restroom Improvements Project is attached.

Funding/ Financial Implications

This construction contract will be funded by local College funds.

Past Actions by the Board

None

Recommended Action

Approve the attached Design Build Contract and Guaranteed Maximum Price in the amount of \$104,810.00 to DAG Architects, Inc., for the FPSI Classroom Building Uni-Sex Restroom Improvements Project.



AIA® Document A141® – 2014

Standard Form of Agreement Between Owner and Design-Builder

AGREEMENT made as of the Twenty Second day of May in the year Two Thousand Twenty Four
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304
850.201.6200

and the Design-Builder:
(Name, legal status, address and other information)

DAG Architects Inc.
1223 Airport Road
Destin, Florida 32541
850.837.8152

+

Sperry & Associates, Inc.
4495 Capital Circle NW
Tallahassee, Florida 32303
850.562.1101

for the following Project:
(Name, location and detailed description)

FPSI Classroom Bldg 'A' – Uni-Sex Toilet Remodel
75 College Drive, Havana, Florida 32333

This project involves selective demolition of walls and ceiling, trenching of floor, and addition of uni-sex restroom.

The Owner and Design-Builder agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

TABLE OF ARTICLES

1	GENERAL PROVISIONS
2	COMPENSATION AND PROGRESS PAYMENTS
3	GENERAL REQUIREMENTS OF THE WORK OF THE DESIGN-BUILD CONTRACT
4	WORK PRIOR TO EXECUTION OF THE DESIGN-BUILD AMENDMENT
5	WORK FOLLOWING EXECUTION OF THE DESIGN-BUILD AMENDMENT
6	CHANGES IN THE WORK
7	OWNER'S RESPONSIBILITIES
8	TIME
9	PAYMENT APPLICATIONS AND PROJECT COMPLETION
10	PROTECTION OF PERSONS AND PROPERTY
11	UNCOVERING AND CORRECTION OF WORK
12	COPYRIGHTS AND LICENSES
13	TERMINATION OR SUSPENSION
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A	DESIGN-BUILD AMENDMENT
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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Owner's Criteria

This Agreement is based on the Owner's Criteria set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable" or "unknown at time of execution." If the Owner intends to provide a set of design documents, and the requested information is contained in the design documents, identify the design documents and insert "see Owner's design documents" where appropriate.)

§ 1.1.1 The Owner's program for the Project:

(Set forth the program, identify documentation in which the program is set forth, or state the manner in which the program will be developed.)

Not Applicable

§ 1.1.2 The Owner's design requirements for the Project and related documentation:

Init.

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(Identify below, or in an attached exhibit, the documentation that contains the Owner's design requirements, including any performance specifications for the Project.)

Not Applicable

§ 1.1.3 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

Not Applicable

§ 1.1.4 The Owner's anticipated Sustainable Objective for the Project, if any:

(Identify the Owner's Sustainable Objective for the Project such as Sustainability Certification, benefit to the environment, enhancement to the health and well-being of building occupants, or improvement of energy efficiency. If the Owner identifies a Sustainable Objective, incorporate AIA Document A141™-2014, Exhibit C, Sustainable Projects, into this Agreement to define the terms, conditions and Work related to the Owner's Sustainable Objective.)

Not Applicable

§ 1.1.5 Incentive programs the Owner intends to pursue for the Project, including those related to the Sustainable Objective, and any deadlines for receiving the incentives that are dependent on, or related to, the Design-Builder's services, are as follows:

(Identify incentive programs the Owner intends to pursue for the Project and deadlines for submitting or applying for the incentive programs.)

Not Applicable

§ 1.1.6 The Owner's budget for the Work to be provided by the Design-Builder is set forth below:

(Provide total for Owner's budget, and if known, a line item breakdown of costs.)

See Exhibit 'A' – Architect's Proposal Letter dated May 23, 2024.

§ 1.1.7 The Owner's design and construction milestone dates:

.1 Design phase milestone dates:

Not Applicable

.2 Submission of Design-Builder Proposal:

TBD

.3 Phased completion dates:

Not Applicable

.4 Substantial Completion date:

TBD

.5 Other milestone dates:

TBD

(Paragraphs deleted)

Init.

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§ 1.1.9 Additional Owner's Criteria upon which the Agreement is based:
(Identify special characteristics or needs of the Project not identified elsewhere, such as historic preservation requirements.)

Not Applicable

§ 1.1.10 The Design-Builder shall confirm that the information included in the Owner's Criteria complies with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 1.1.10.1 If the Owner's Criteria conflicts with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Design-Builder shall notify the Owner of the conflict.

§ 1.1.11 If there is a change in the Owner's Criteria, the Owner and the Design-Builder shall execute a Modification in accordance with Article 6.

§ 1.1.12 If the Owner and Design-Builder intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions. Unless otherwise agreed, the parties will use AIA Document E203™-2013 to establish the protocols for the development, use, transmission, and exchange of digital data and building information modeling.

§ 1.2 Project Team

§ 1.2.1 The Owner identifies the following representative in accordance with Section 7.1.1:
(List name, address and other information.)

Don Herr, Facilities Director, Tallahassee Community College
Don.Herr@tcc.fl.edu

Trey Kimbrel, Building Code Administrator, Tallahassee Community College
Trey.Kimbrel@tcc.fl.edu

Jenny Shuler, Facilities Administrator, Tallahassee Community College
Jenny.Shuler@tcc.fl.edu

§ 1.2.2 The persons or entities, in addition to the Owner's representative, who are required to review the Design-Builder's Submittals are as follows:
(List name, address and other information.)

Not Applicable

§ 1.2.3 The Owner will retain the following consultants and separate contractors:
(List discipline, scope of work, and, if known, identify by name and address.)

Not Applicable

§ 1.2.4 The Design-Builder identifies the following representative in accordance with Section 3.1.2:
(List name, address and other information.)

Jack Baker AIA, DAG Architects Inc. 1223 Airport Road, Destin, Florida 32541
Alex Gacic, DAG Architects Inc. 1223 Airport Road, Destin, Florida 32541

Matt Edwards, Sperry & Associates, Inc. 4495 Capital Circle NW, Tallahassee, Florida 32303

§ 1.2.5 Neither the Owner's nor the Design-Builder's representative shall be changed without ten days' written notice to the other party.

Init.

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§ 1.3 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Section 14.3, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Design-Builder do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

- Arbitration pursuant to Section 14.4
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

§ 1.4 Definitions

§ 1.4.1 Design-Build Documents. The Design-Build Documents consist of this Agreement between Owner and Design-Builder and its attached Exhibits (hereinafter, the "Agreement"); other documents listed in this Agreement; and Modifications issued after execution of this Agreement. A Modification is (1) a written amendment to the Contract signed by both parties, including the Design-Build Amendment, (2) a Change Order, or (3) a Change Directive.

§ 1.4.2 The Contract. The Design-Build Documents form the Contract. The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Design-Build Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Design-Builder.

§ 1.4.3 The Work. The term "Work" means the design, construction and related services required to fulfill the Design-Builder's obligations under the Design-Build Documents, whether completed or partially completed, and includes all labor, materials, equipment and services provided or to be provided by the Design-Builder. The Work may constitute the whole or a part of the Project.

§ 1.4.4 The Project. The Project is the total design and construction of which the Work performed under the Design-Build Documents may be the whole or a part, and may include design and construction by the Owner and by separate contractors.

§ 1.4.5 Instruments of Service. Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Design-Builder, Contractor(s), Architect, and Consultant(s) under their respective agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, digital models and other similar materials.

§ 1.4.6 Submittal. A Submittal is any submission to the Owner for review and approval demonstrating how the Design-Builder proposes to conform to the Design-Build Documents for those portions of the Work for which the Design-Build Documents require Submittals. Submittals include, but are not limited to, shop drawings, product data, and samples. Submittals are not Design-Build Documents unless incorporated into a Modification.

§ 1.4.7 Owner. The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Design-Build Documents as if singular in number. The term "Owner" means the Owner or the Owner's authorized representative.

§ 1.4.8 Design-Builder. The Design-Builder is the person or entity identified as such in the Agreement and is referred to throughout the Design-Build Documents as if singular in number. The term "Design-Builder" means the Design-Builder or the Design-Builder's authorized representative.

§ 1.4.9 Consultant. A Consultant is a person or entity providing professional services for the Design-Builder for all or a portion of the Work, and is referred to throughout the Design-Build Documents as if singular in number. To the extent required by the relevant jurisdiction, the Consultant shall be lawfully licensed to provide the required professional services.

§ 1.4.10 Architect. The Architect is a person or entity providing design services for the Design-Builder for all or a portion of the Work, and is lawfully licensed to practice architecture in the applicable jurisdiction. The Architect is referred to throughout the Design-Build Documents as if singular in number.

§ 1.4.11 Contractor. A Contractor is a person or entity performing all or a portion of the construction, required in connection with the Work, for the Design-Builder. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor is referred to throughout the Design-Build Documents as if singular in number and means a Contractor or an authorized representative of the Contractor.

§ 1.4.12 Confidential Information. Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential."

§ 1.4.13 Contract Time. Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, as set forth in the Design-Build Amendment for Substantial Completion of the Work.

§ 1.4.14 Day. The term "day" as used in the Design-Build Documents shall mean calendar day unless otherwise specifically defined.

§ 1.4.15 Contract Sum. The Contract Sum is the amount to be paid to the Design-Builder for performance of the Work after execution of the Design-Build Amendment, as identified in Article A.1 of the Design-Build Amendment.

ARTICLE 2 COMPENSATION AND PROGRESS PAYMENTS

§ 2.1 Compensation for Work Performed Prior To Execution of Design-Build Amendment

§ 2.1.1 Unless otherwise agreed, payments for Work performed prior to Execution of the Design-Build Amendment shall be made monthly. For the Design-Builder's performance of Work prior to the execution of the Design-Build Amendment, the Owner shall compensate the Design-Builder as follows:

(Insert amount of, or basis for, compensation, including compensation for any Sustainability Services, or indicate the exhibit in which the information is provided. If there will be a limit on the total amount of compensation for Work performed prior to the execution of the Design-Build Amendment, state the amount of the limit.)

Not Applicable

§ 2.1.2 The hourly billing rates for services of the Design-Builder and the Design-Builder's Architect, Consultants and Contractors, if any, are set forth below.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Not Applicable

Individual or Position	Rate
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§ 2.1.3 Compensation for Reimbursable Expenses Prior To Execution of Design-Build Amendment

§ 2.1.3.1 Reimbursable Expenses are in addition to compensation set forth in Section 2.1.1 and 2.1.2 and include expenses, directly related to the Project, incurred by the Design-Builder and the Design-Builder's Architect, Consultants, and Contractors, as follows:

- 1 Transportation and authorized out-of-town travel and subsistence;
- 2 Dedicated data and communication services, teleconferences, Project web sites, and extranets;
- 3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- 4 Printing, reproductions, plots, standard form documents;
- 5 Postage, handling and delivery;
- 6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 All taxes levied on professional services and on reimbursable expenses; and
- .9 Other Project-related expenditures, if authorized in advance by the Owner.

§ 2.1.3.2 For Reimbursable Expenses, the compensation shall be the expenses the Design-Builder and the Design-Builder's Architect, Consultants and Contractors incurred, plus an administrative fee of _____ percent (_____ %) of the expenses incurred.

§ 2.1.4 Payments to the Design-Builder Prior To Execution of Design-Build Amendment

§ 2.1.4.1 Payments are due and payable upon presentation of the Design-Builder's invoice. Amounts unpaid (_____) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Design-Builder.
(Insert rate of monthly or annual interest agreed upon.)

Not Applicable %

§ 2.1.4.2 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times for a period of two years following execution of the Design-Build Amendment or termination of this Agreement, whichever occurs first.

§ 2.2 Contract Sum and Payment for Work Performed After Execution of Design-Build Amendment

For the Design-Builder's performance of the Work after execution of the Design-Build Amendment, the Owner shall pay to the Design-Builder the Contract Sum in current funds as agreed in the Design-Build Amendment.

ARTICLE 3 GENERAL REQUIREMENTS OF THE WORK OF THE DESIGN-BUILD CONTRACT

§ 3.1 General

§ 3.1.1 The Design-Builder shall comply with any applicable licensing requirements in the jurisdiction where the Project is located.

§ 3.1.2 The Design-Builder shall designate in writing a representative who is authorized to act on the Design-Builder's behalf with respect to the Project.

§ 3.1.3 The Design-Builder shall perform the Work in accordance with the Design-Build Documents. The Design-Builder shall not be relieved of the obligation to perform the Work in accordance with the Design-Build Documents by the activities, tests, inspections or approvals of the Owner.

§ 3.1.3.1 The Design-Builder shall perform the Work in compliance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities. If the Design-Builder performs Work contrary to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, the Design-Builder shall assume responsibility for such Work and shall bear the costs attributable to correction.

§ 3.1.3.2 Neither the Design-Builder nor any Contractor, Consultant, or Architect shall be obligated to perform any act which they believe will violate any applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities. If the Design-Builder determines that implementation of any instruction received from the Owner, including those in the Owner's Criteria, would cause a violation of any applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Design-Builder shall notify the Owner in writing. Upon verification by the Owner that a change to the Owner's Criteria is required to remedy the violation, the Owner and the Design-Builder shall execute a Modification in accordance with Article 6.

§ 3.1.4 The Design-Builder shall be responsible to the Owner for acts and omissions of the Design-Builder's employees, Architect, Consultants, Contractors, and their agents and employees, and other persons or entities performing portions of the Work.

§ 3.1.5 General Consultation. The Design-Builder shall schedule and conduct periodic meetings with the Owner to review matters such as procedures, progress, coordination, and scheduling of the Work.

§ 3.1.6 When applicable law requires that services be performed by licensed professionals, the Design-Builder shall provide those services through qualified, licensed professionals. The Owner understands and agrees that the services of the Design-Builder's Architect and the Design-Builder's other Consultants are performed in the sole interest of, and for the exclusive benefit of, the Design-Builder.

§ 3.1.7 The Design-Builder, with the assistance of the Owner, shall prepare and file documents required to obtain necessary approvals of governmental authorities having jurisdiction over the Project.

§ 3.1.8 Progress Reports

§ 3.1.8.1 The Project is expected to be completed in one month of the start date.

§ 3.1.9 Design-Builder's Schedules

§ 3.1.9.1 The Design-Builder, promptly after execution of this Agreement, shall prepare and submit for the Owner's information a schedule for the Work. The schedule, including the time required for design and construction, shall not exceed time limits current under the Design-Build Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Design-Build Documents, shall provide for expeditious and practicable execution of the Work, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project.

§ 3.1.9.2 The Design-Builder shall perform the Work in general accordance with the most recent schedules submitted to the Owner.

§ 3.1.10 Certifications. Upon the Owner's written request, the Design-Builder shall obtain from the Architect, Consultants, and Contractors, and furnish to the Owner, certifications with respect to the documents and services provided by the Architect, Consultants, and Contractors (a) that, to the best of their knowledge, information and belief, the documents or services to which the certifications relate (i) are consistent with the Design-Build Documents, except to the extent specifically identified in the certificate, and (ii) comply with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities governing the design of the Project; and (b) that the Owner and its consultants shall be entitled to rely upon the accuracy of the representations and statements contained in the certifications. The Design-Builder's Architect, Consultants, and Contractors shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of their services.

§ 3.1.11 Design-Builder's Submittals

§ 3.1.11.1 Prior to submission of any Submittals, the Design-Builder shall prepare a Submittal schedule, and shall submit the schedule for the Owner's approval. The Owner's approval shall not unreasonably be delayed or withheld. The Submittal schedule shall (1) be coordinated with the Design-Builder's schedule provided in Section 3.1.9.1, (2) allow the Owner reasonable time to review Submittals, and (3) be periodically updated to reflect the progress of the Work. If the Design-Builder fails to submit a Submittal schedule, the Design-Builder shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of Submittals.

§ 3.1.11.2 By providing Submittals the Design-Builder represents to the Owner that it has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so and (3) checked and coordinated the information contained within such Submittals with the requirements of the Work and of the Design-Build Documents.

§ 3.1.11.3 The Design-Builder shall perform no portion of the Work for which the Design-Build Documents require Submittals until the Owner has approved the respective Submittal.

§ 3.1.11.4 The Work shall be in accordance with approved Submittals except that the Design-Builder shall not be relieved of its responsibility to perform the Work consistent with the requirements of the Design-Build Documents. The Work may deviate from the Design-Build Documents only if the Design-Builder has notified the Owner in writing of a deviation from the Design-Build Documents at the time of the Submittal and a Modification is executed

authorizing the identified deviation. The Design-Builder shall not be relieved of responsibility for errors or omissions in Submittals by the Owner's approval of the Submittals.

§ 3.1.11.5 All professional design services or certifications to be provided by the Design-Builder, including all drawings, calculations, specifications, certifications, shop drawings and other Submittals, shall contain the signature and seal of the licensed design professional preparing them. Submittals related to the Work designed or certified by the licensed design professionals, if prepared by others, shall bear the licensed design professional's written approval. The Owner and its consultants shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

§ 3.1.12 Warranty. The Design-Builder warrants to the Owner that materials and equipment furnished under the Contract will be of good quality and new unless the Design-Build Documents require or permit otherwise. The Design-Builder further warrants that the Work will conform to the requirements of the Design-Build Documents and will be free from defects, except for those inherent in the quality of the Work or otherwise expressly permitted by the Design-Build Documents. Work, materials, or equipment not conforming to these requirements may be considered defective. The Design-Builder's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Design-Builder, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Owner, the Design-Builder shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.1.13 Royalties, Patents and Copyrights

§ 3.1.13.1 The Design-Builder shall pay all royalties and license fees.

§ 3.1.13.2 The Design-Builder shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and its separate contractors and consultants harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Owner, or where the copyright violations are required in the Owner's Criteria. However, if the Design-Builder has reason to believe that the design, process or product required in the Owner's Criteria is an infringement of a copyright or a patent, the Design-Builder shall be responsible for such loss unless such information is promptly furnished to the Owner. If the Owner receives notice from a patent or copyright owner of an alleged violation of a patent or copyright, attributable to the Design-Builder, the Owner shall give prompt written notice to the Design-Builder.

§ 3.1.14 Indemnification

§ 3.1.14.1 To the fullest extent permitted by law, the Design-Builder shall indemnify and hold harmless the Owner, including the Owner's agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, but only to the extent caused by the negligent acts or omissions of the Design-Builder, Architect, a Consultant, a Contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.1.14.

§ 3.1.14.2 The indemnification obligation under this Section 3.1.14 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for Design-Builder, Architect, a Consultant, a Contractor, or anyone directly or indirectly employed by them, under workers' compensation acts, disability benefit acts or other employee benefit acts.

§ 3.1.15 Contingent Assignment of Agreements

§ 3.1.15.1 Each agreement for a portion of the Work is assigned by the Design-Builder to the Owner, provided that

- .1 assignment is effective only after termination of the Contract by the Owner for cause, pursuant to Sections 13.1.4 or 13.2.2, and only for those agreements that the Owner accepts by written notification to the Design-Builder and the Architect, Consultants, and Contractors whose agreements are accepted for assignment; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of an agreement, the Owner assumes the Design-Builder's rights and obligations under the agreement.

§ 3.1.15.2 Upon such assignment, if the Work has been suspended for more than 30 days, the compensation under the assigned agreement shall be equitably adjusted for increases in cost resulting from the suspension.

§ 3.1.15.3 Upon such assignment to the Owner under this Section 3.1.15, the Owner may further assign the agreement to a successor design-builder or other entity. If the Owner assigns the agreement to a successor design-builder or other entity, the Owner shall nevertheless remain legally responsible for all of the successor design-builder's or other entity's obligations under the agreement.

ARTICLE 4 WORK PRIOR TO EXECUTION OF THE DESIGN-BUILD AMENDMENT

§ 4.1 General

§ 4.1.1 Any information submitted by the Design-Builder, and any interim decisions made by the Owner, shall be for the purpose of facilitating the design process and shall not modify the Owner's Criteria unless the Owner and Design-Builder execute a Modification.

§ 4.1.2 The Design-Builder shall advise the Owner on proposed site use and improvements, selection of materials, and building systems and equipment. The Design-Builder shall also provide the Owner with recommendations, consistent with the Owner's Criteria, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions.

§ 4.2 Evaluation of the Owner's Criteria

§ 4.2.1 The Design-Builder shall schedule and conduct meetings with the Owner and any other necessary individuals or entities to discuss and review the Owner's Criteria as set forth in Section 1.1. The Design-Builder shall thereafter again meet with the Owner to discuss a preliminary evaluation of the Owner's Criteria. The preliminary evaluation shall address possible alternative approaches to design and construction of the Project and include the Design-Builder's recommendations, if any, with regard to accelerated or fast-track scheduling, procurement, or phased construction. The preliminary evaluation shall consider cost information, constructability, and procurement and construction scheduling issues.

§ 4.2.2 After the Design-Builder meets with the Owner and presents the preliminary evaluation, the Design-Builder shall provide a written report to the Owner, summarizing the Design-Builder's evaluation of the Owner's Criteria. The report shall also include

- .1 allocations of program functions, detailing each function and their square foot areas;
- .2 a preliminary estimate of the Cost of the Work, and, if necessary, recommendations to adjust the Owner's Criteria to conform to the Owner's budget;
- .3 a preliminary schedule, which shall include proposed design milestones; dates for receiving additional information from, or for work to be completed by, the Owner; anticipated date for the Design-Builder's Proposal; and dates of periodic design review sessions with the Owner; and
- .4 the following:
(List additional information, if any, to be included in the Design-Builder's written report.)

§ 4.2.3 The Owner shall review the Design-Builder's written report and, if acceptable, provide the Design-Builder with written consent to proceed to the development of the Preliminary Design as described in Section 4.3. The consent to proceed shall not be understood to modify the Owner's Criteria unless the Owner and Design-Builder execute a Modification.

§ 4.3 Preliminary Design

§ 4.3.1 Upon the Owner's issuance of a written consent to proceed under Section 4.2.3, the Design-Builder shall prepare and submit a Preliminary Design to the Owner. The Preliminary Design shall include a report identifying any deviations from the Owner's Criteria, and shall include the following:

- .1 Confirmation of the allocations of program functions;
- .2 Site plan;
- .3 Building plans, sections and elevations;
- .4 Structural system;
- .5 Selections of major building systems, including but not limited to mechanical, electrical and plumbing systems; and
- .6 Outline specifications or sufficient drawing notes describing construction materials.

The Preliminary Design may include some combination of physical study models, perspective sketches, or digital modeling.

§ 4.3.2 The Owner shall review the Preliminary Design and, if acceptable, provide the Design-Builder with written consent to proceed to development of the Design-Builder's Proposal. The Preliminary Design shall not modify the Owner's Criteria unless the Owner and Design-Builder execute a Modification.

§ 4.4 Design-Builder's Proposal

§ 4.4.1 Upon the Owner's issuance of a written consent to proceed under Section 4.3.2, the Design-Builder shall prepare and submit the Design-Builder's Proposal to the Owner. The Design-Builder's Proposal shall include the following:

- .1 A list of the Preliminary Design documents and other information, including the Design-Builder's clarifications, assumptions and deviations from the Owner's Criteria, upon which the Design-Builder's Proposal is based;
- .2 The proposed Contract Sum, including the compensation method and, if based upon the Cost of the Work plus a fee, a written statement of estimated cost organized by trade categories, allowances, contingencies, Design-Builder's Fee, and other items that comprise the Contract Sum;
- .3 The proposed date the Design-Builder shall achieve Substantial Completion;
- .4 An enumeration of any qualifications and exclusions, if applicable;
- .5 A list of the Design-Builder's key personnel, Contractors and suppliers; and
- .6 The date on which the Design-Builder's Proposal expires.

§ 4.4.2 Submission of the Design-Builder's Proposal shall constitute a representation by the Design-Builder that it has visited the site and become familiar with local conditions under which the Work is to be completed.

§ 4.4.3 If the Owner and Design-Builder agree on a proposal, the Owner and Design-Builder shall execute the Design-Build Amendment setting forth the terms of their agreement.

ARTICLE 5 WORK FOLLOWING EXECUTION OF THE DESIGN-BUILD AMENDMENT

§ 5.1 Construction Documents

§ 5.1.1 Upon the execution of the Design-Build Amendment, the Design-Builder shall prepare Construction Documents. The Construction Documents shall establish the quality levels of materials and systems required. The Construction Documents shall be consistent with the Design-Build Documents.

§ 5.1.2 The Design-Builder shall provide the Construction Documents to the Owner for the Owner's information. If the Owner discovers any deviations between the Construction Documents and the Design-Build Documents, the Owner shall promptly notify the Design-Builder of such deviations in writing. The Construction Documents shall not modify the Design-Build Documents unless the Owner and Design-Builder execute a Modification. The failure of the Owner to discover any such deviations shall not relieve the Design-Builder of the obligation to perform the Work in accordance with the Design-Build Documents.

§ 5.2 Construction

§ 5.2.1 Commencement. Except as permitted in Section 5.2.2, construction shall not commence prior to execution of the Design-Build Amendment.

§ 5.2.2 If the Owner and Design-Builder agree in writing, construction may proceed prior to the execution of the Design-Build Amendment. However, such authorization shall not waive the Owner's right to reject the Design-Builder's Proposal.

§ 5.2.3 The Design-Builder shall supervise and direct the Work, using the Design-Builder's best skill and attention. The Design-Builder shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work under the Contract, unless the Design-Build Documents give other specific instructions concerning these matters.

§ 5.2.4 The Design-Builder shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 5.3 Labor and Materials

§ 5.3.1 Unless otherwise provided in the Design-Build Documents, the Design-Builder shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services, necessary for proper execution and completion of the Work, whether temporary or permanent, and whether or not incorporated or to be incorporated in the Work.

§ 5.3.2 When a material or system is specified in the Design-Build Documents, the Design-Builder may make substitutions only in accordance with Article 6.

§ 5.3.3 The Design-Builder shall enforce strict discipline and good order among the Design-Builder's employees and other persons carrying out the Work. The Design-Builder shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 5.4 Taxes

The Design-Builder shall pay sales, consumer, use and similar taxes, for the Work provided by the Design-Builder, that are legally enacted when the Design-Build Amendment is executed, whether or not yet effective or merely scheduled to go into effect.

§ 5.5 Permits, Fees, Notices and Compliance with Laws

§ 5.5.1 Unless otherwise provided in the Design-Build Documents, the Owner shall secure and pay for the building permit as well as any other permits, fees, licenses, and inspections by government agencies, necessary for proper execution of the Work and Substantial Completion of the Project.

§ 5.5.2 The Design-Builder shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, applicable to performance of the Work.

§ 5.5.3 Concealed or Unknown Conditions. If the Design-Builder encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Design-Build Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Design-Build Documents, the Design-Builder shall promptly provide notice to the Owner before conditions are disturbed and in no event later than 21 days after first observance of the conditions. The Owner shall promptly investigate such conditions and, if the Owner determines that they differ materially and cause an increase or decrease in the Design-Builder's cost of, or time required for, performance of any part of the Work, shall recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Owner determines that the conditions at the site are not materially different from those indicated in the Design-Build Documents and that no change in the terms of the Contract is justified, the Owner shall promptly notify the Design-Builder in writing, stating the reasons. If the Design-Builder disputes the Owner's determination or recommendation, the Design-Builder may proceed as provided in Article 14.

§ 5.5.4 If, in the course of the Work, the Design-Builder encounters human remains, or recognizes the existence of burial markers, archaeological sites, or wetlands, not indicated in the Design-Build Documents, the Design-Builder shall immediately suspend any operations that would affect them and shall notify the Owner. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Design-Builder shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 14.

§ 5.6 Allowances

§ 5.6.1 The Design-Builder shall include in the Contract Sum all allowances stated in the Design-Build Documents. Items covered by allowances shall be supplied for such amounts, and by such persons or entities as the Owner may direct, but the Design-Builder shall not be required to employ persons or entities to whom the Design-Builder has reasonable objection.

§ 5.6.2 Unless otherwise provided in the Design-Build Documents,

- .1 allowances shall cover the cost to the Design-Builder of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 the Design-Builder's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts, shall be included in the Contract Sum but not in the allowances; and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 5.6.2.1 and (2) changes in Design-Builder's costs under Section 5.6.2.2.

§ 5.6.3 The Owner shall make selections of materials and equipment with reasonable promptness for allowances requiring Owner selection.

§ 5.7 Key Personnel, Contractors and Suppliers

§ 5.7.1 The Design-Builder shall not employ personnel, or contract with Contractors or suppliers to whom the Owner has made reasonable and timely objection. The Design-Builder shall not be required to contract with anyone to whom the Design-Builder has made reasonable and timely objection.

§ 5.7.2 If the Design-Builder changes any of the personnel, Contractors or suppliers identified in the Design-Build Amendment, the Design-Builder shall notify the Owner and provide the name and qualifications of the new personnel, Contractor or supplier. The Owner may reply within 14 days to the Design-Builder in writing, stating (1) whether the Owner has reasonable objection to the proposed personnel, Contractor or supplier or (2) that the Owner requires additional time to review. Failure of the Owner to reply within the 14-day period shall constitute notice of no reasonable objection.

§ 5.7.3 Except for those persons or entities already identified or required in the Design-Build Amendment, the Design-Builder, as soon as practicable after execution of the Design-Build Amendment, shall furnish in writing to the Owner the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Owner may reply within 14 days to the Design-Builder in writing stating (1) whether the Owner has reasonable objection to any such proposed person or entity or (2) that the Owner requires additional time for review. Failure of the Owner to reply within the 14-day period shall constitute notice of no reasonable objection.

§ 5.7.3.1 If the Owner has reasonable objection to a person or entity proposed by the Design-Builder, the Design-Builder shall propose another to whom the Owner has no reasonable objection. If the rejected person or entity was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute person or entity's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Design-Builder has acted promptly and responsively in submitting names as required.

§ 5.8 Documents and Submittals at the Site

The Design-Builder shall maintain at the site for the Owner one copy of the Design-Build Documents and a current set of the Construction Documents, in good order and marked currently to indicate field changes and selections made during construction, and one copy of approved Submittals. The Design-Builder shall deliver these items to the Owner in accordance with Section 9.10.2 as a record of the Work as constructed.

§ 5.9 Use of Site

The Design-Builder shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Design-Build Documents, and shall not unreasonably encumber the site with materials or equipment.

§ 5.10 Cutting and Patching

The Design-Builder shall not cut, patch or otherwise alter fully or partially completed construction by the Owner or a separate contractor except with written consent of the Owner and of such separate contractor; such consent shall not be unreasonably withheld. The Design-Builder shall not unreasonably withhold from the Owner or a separate contractor the Design-Builder's consent to cutting or otherwise altering the Work.

§ 5.11 Cleaning Up

§ 5.11.1 The Design-Builder shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Design-Builder shall remove waste materials, rubbish, the Design-Builder's tools, construction equipment, machinery and surplus materials from and about the Project.

§ 5.11.2 If the Design-Builder fails to clean up as provided in the Design-Build Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Design-Builder.

§ 5.12 Access to Work

The Design-Builder shall provide the Owner and its separate contractors and consultants access to the Work in preparation and progress wherever located. The Design-Builder shall notify the Owner regarding Project safety criteria and programs, which the Owner, and its contractors and consultants, shall comply with while at the site.

§ 5.13 Construction by Owner or by Separate Contractors

§ 5.13.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 5.13.1.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces; and to award separate contracts in connection with other portions of the Project, or other construction or operations on the site, under terms and conditions identical or substantially similar to this Contract, including those terms and conditions related to insurance and waiver of subrogation. The Owner shall notify the Design-Builder promptly after execution of any separate contract. If the Design-Builder claims that delay or additional cost is involved because of such action by the Owner, the Design-Builder shall make a Claim as provided in Article 14.

§ 5.13.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Design-Builder" in the Design-Build Documents in each case shall mean the individual or entity that executes each separate agreement with the Owner.

§ 5.13.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces, and of each separate contractor, with the Work of the Design-Builder, who shall cooperate with them. The Design-Builder shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Design-Builder shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Design-Builder, separate contractors and the Owner until subsequently revised.

§ 5.13.1.4 Unless otherwise provided in the Design-Build Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or separate contractors, the Owner shall be deemed to be subject to the same obligations, and to have the same rights, that apply to the Design-Builder under the Contract.

§ 5.14 Mutual Responsibility

§ 5.14.1 The Design-Builder shall afford the Owner and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Design-Builder's construction and operations with theirs as required by the Design-Build Documents.

§ 5.14.2 If part of the Design-Builder's Work depends upon construction or operations by the Owner or a separate contractor, the Design-Builder shall, prior to proceeding with that portion of the Work, prepare a written report to the Owner, identifying apparent discrepancies or defects in the construction or operations by the Owner or separate

contractor that would render it unsuitable for proper execution and results of the Design-Builder's Work. Failure of the Design-Builder to report shall constitute an acknowledgment that the Owner's or separate contractor's completed or partially completed construction is fit and proper to receive the Design-Builder's Work, except as to defects not then reasonably discoverable.

§ 5.14.3 The Design-Builder shall reimburse the Owner for costs the Owner incurs that are payable to a separate contractor because of the Design-Builder's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Design-Builder for costs the Design-Builder incurs because of a separate contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 5.14.4 The Design-Builder shall promptly remedy damage the Design-Builder wrongfully causes to completed or partially completed construction or to property of the Owner or separate contractors as provided in Section 10.2.5.

§ 5.14.5 The Owner and each separate contractor shall have the same responsibilities for cutting and patching the Work as the Design-Builder has with respect to the construction of the Owner or separate contractors in Section 5.10.

§ 5.15 Owner's Right to Clean Up

If a dispute arises among the Design-Builder, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and will allocate the cost among those responsible.

ARTICLE 6 CHANGES IN THE WORK

§ 6.1 General

§ 6.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order or Change Directive, subject to the limitations stated in this Article 6 and elsewhere in the Design-Build Documents.

§ 6.1.2 A Change Order shall be based upon agreement between the Owner and Design-Builder. The Owner may issue a Change Directive without agreement by the Design-Builder.

§ 6.1.3 Changes in the Work shall be performed under applicable provisions of the Design-Build Documents, and the Design-Builder shall proceed promptly, unless otherwise provided in the Change Order or Change Directive.

§ 6.2 Change Orders

A Change Order is a written instrument signed by the Owner and Design-Builder stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 6.3 Change Directives

§ 6.3.1 A Change Directive is a written order signed by the Owner directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation, or Contract Time. The Owner may by Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation, and Contract Time being adjusted accordingly.

§ 6.3.2 A Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 6.3.3 If the Change Directive provides for an adjustment to the Contract Sum or, if prior to execution of the Design-Build Amendment, an adjustment in the Design-Builder's compensation, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Design-Build Documents or subsequently agreed upon;

- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 6.3.7.

§ 6.3.4 If unit prices are stated in the Design-Build Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed in a proposed Change Order or Change Directive so that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Design-Builder, the applicable unit prices shall be equitably adjusted.

§ 6.3.5 Upon receipt of a Change Directive, the Design-Builder shall promptly proceed with the change in the Work involved and advise the Owner of the Design-Builder's agreement or disagreement with the method, if any, provided in the Change Directive for determining the proposed adjustment in the Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation, or Contract Time.

§ 6.3.6 A Change Directive signed by the Design-Builder indicates the Design-Builder's agreement therewith, including adjustment in Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation, and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 6.3.7 If the Design-Builder does not respond promptly or disagrees with the method for adjustment in the Contract Sum or, if prior to execution of the Design-Build Amendment, the method for adjustment in the Design-Builder's compensation, the Owner shall determine the method and the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 6.3.3.3, the Design-Builder shall keep and present, in such form as the Owner may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Design-Build Documents, costs for the purposes of this Section 6.3.7 shall be limited to the following:

- .1 Additional costs of professional services;
- .2 Costs of labor, including social security, unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
- .3 Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- .4 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Design-Builder or others;
- .5 Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
- .6 Additional costs of supervision and field office personnel directly attributable to the change.

§ 6.3.8 The amount of credit to be allowed by the Design-Builder to the Owner for a deletion or change that results in a net decrease in the Contract Sum or, if prior to execution of the Design-Build Amendment, in the Design-Builder's compensation, shall be actual net cost. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 6.3.9 Pending final determination of the total cost of a Change Directive to the Owner, the Design-Builder may request payment for Work completed under the Change Directive in Applications for Payment. The Owner will make an interim determination for purposes of certification for payment for those costs deemed to be reasonably justified. The Owner's interim determination of cost shall adjust the Contract Sum or, if prior to execution of the Design-Build Amendment, the Design-Builder's compensation, on the same basis as a Change Order, subject to the right of Design-Builder to disagree and assert a Claim in accordance with Article 14.

§ 6.3.10 When the Owner and Design-Builder agree with a determination concerning the adjustments in the Contract Sum or, if prior to execution of the Design-Build Amendment, the adjustment in the Design-Builder's compensation and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Owner and Design-Builder shall execute a Change Order. Change Orders may be issued for all or any part of a Change Directive.

ARTICLE 7 OWNER'S RESPONSIBILITIES

§ 7.1 General

§ 7.1.1 The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all Project matters requiring the Owner's approval or authorization.

§ 7.1.2 The Owner shall render decisions in a timely manner and in accordance with the Design-Builder's schedule agreed to by the Owner. The Owner shall furnish to the Design-Builder, within 15 days after receipt of a written request, information necessary and relevant for the Design-Builder to evaluate, give notice of or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 7.2 Information and Services Required of the Owner

§ 7.2.1 The Owner shall furnish information or services required of the Owner by the Design-Build Documents with reasonable promptness.

§ 7.2.2 The Owner shall provide, to the extent under the Owner's control and if not required by the Design-Build Documents to be provided by the Design-Builder, the results and reports of prior tests, inspections or investigations conducted for the Project involving structural or mechanical systems; chemical, air and water pollution; hazardous materials; or environmental and subsurface conditions and information regarding the presence of pollutants at the Project site. Upon receipt of a written request from the Design-Builder, the Owner shall also provide surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site under the Owner's control.

§ 7.2.3 The Owner shall promptly obtain easements, zoning variances, and legal authorizations or entitlements regarding site utilization where essential to the execution of the Project.

§ 7.2.4 The Owner shall cooperate with the Design-Builder in securing building and other permits, licenses and inspections.

§ 7.2.5 The services, information, surveys and reports required to be provided by the Owner under this Agreement, shall be furnished at the Owner's expense, and except as otherwise specifically provided in this Agreement or elsewhere in the Design-Build Documents or to the extent the Owner advises the Design-Builder to the contrary in writing, the Design-Builder shall be entitled to rely upon the accuracy and completeness thereof. In no event shall the Design-Builder be relieved of its responsibility to exercise proper precautions relating to the safe performance of the Work.

§ 7.2.6 If the Owner observes or otherwise becomes aware of a fault or defect in the Work or non-conformity with the Design-Build Documents, the Owner shall give prompt written notice thereof to the Design-Builder.

§ 7.2.7 Prior to the execution of the Design-Build Amendment, the Design-Builder may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Design-Build Documents and the Design-Builder's Proposal. Thereafter, the Design-Builder may only request such evidence if (1) the Owner fails to make payments to the Design-Builder as the Design-Build Documents require; (2) a change in the Work materially changes the Contract Sum; or (3) the Design-Builder identifies in writing a reasonable concern regarding the Owner's ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or the portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Design-Builder.

§ 7.2.8 Except as otherwise provided in the Design-Build Documents or when direct communications have been specially authorized, the Owner shall communicate through the Design-Builder with persons or entities employed or retained by the Design-Builder.

§ 7.2.9 Unless required by the Design-Build Documents to be provided by the Design-Builder, the Owner shall, upon request from the Design-Builder, furnish the services of geotechnical engineers or other consultants for investigation of subsurface, air and water conditions when such services are reasonably necessary to properly carry out the design services furnished by the Design-Builder. In such event, the Design-Builder shall specify the services required. Such

services may include, but are not limited to, test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, and necessary operations for anticipating subsoil conditions. The services of geotechnical engineer(s) or other consultants shall include preparation and submission of all appropriate reports and professional recommendations.

§ 7.2.10 The Owner shall purchase and maintain insurance as set forth in Exhibit B.

§ 7.3 Submittals

§ 7.3.1 The Owner shall review and approve or take other appropriate action on Submittals. Review of Submittals is not conducted for the purpose of determining the accuracy and completeness of other details, such as dimensions and quantities; or for substantiating instructions for installation or performance of equipment or systems; or for determining that the Submittals are in conformance with the Design-Build Documents, all of which remain the responsibility of the Design-Builder as required by the Design-Build Documents. The Owner's action will be taken in accordance with the submittal schedule approved by the Owner or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Owner's judgment to permit adequate review. The Owner's review of Submittals shall not relieve the Design-Builder of the obligations under Sections 3.1.11, 3.1.12, and 5.2.3. The Owner's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Owner, of any construction means, methods, techniques, sequences or procedures. The Owner's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 7.3.2 Upon review of the Submittals required by the Design-Build Documents, the Owner shall notify the Design-Builder of any non-conformance with the Design-Build Documents the Owner discovers.

§ 7.4 Visits to the site by the Owner shall not be construed to create an obligation on the part of the Owner to make on-site inspections to check the quality or quantity of the Work. The Owner shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, because these are solely the Design-Builder's rights and responsibilities under the Design-Build Documents.

§ 7.5 The Owner shall not be responsible for the Design-Builder's failure to perform the Work in accordance with the requirements of the Design-Build Documents. The Owner shall not have control over or charge of, and will not be responsible for acts or omissions of the Design-Builder, Architect, Consultants, Contractors, or their agents or employees, or any other persons or entities performing portions of the Work for the Design-Builder.

§ 7.6 The Owner has the authority to reject Work that does not conform to the Design-Build Documents. The Owner shall have authority to require inspection or testing of the Work in accordance with Section 15.5.2, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Owner nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Owner to the Design-Builder, the Architect, Consultants, Contractors, material and equipment suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 7.7 The Owner shall determine the date or dates of Substantial Completion in accordance with Section 9.8 and the date of final completion in accordance with Section 9.10.

§ 7.8 Owner's Right to Stop Work

If the Design-Builder fails to correct Work which is not in accordance with the requirements of the Design-Build Documents as required by Section 11.2 or persistently fails to carry out Work in accordance with the Design-Build Documents, the Owner may issue a written order to the Design-Builder to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Design-Builder or any other person or entity, except to the extent required by Section 5.13.1.3.

§ 7.9 Owner's Right to Carry Out the Work

If the Design-Builder defaults or neglects to carry out the Work in accordance with the Design-Build Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case, an appropriate Change Order shall be issued deducting from

payments then or thereafter due the Design-Builder the reasonable cost of correcting such deficiencies. If payments then or thereafter due the Design-Builder are not sufficient to cover such amounts, the Design-Builder shall pay the difference to the Owner.

ARTICLE 8 TIME

§ 8.1 Progress and Completion

§ 8.1.1 Time limits stated in the Design-Build Documents are of the essence of the Contract. By executing the Design-Build Amendment the Design-Builder confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.1.2 The Design-Builder shall not, except by agreement of the Owner in writing, commence the Work prior to the effective date of insurance, other than property insurance, required by this Contract. The Contract Time shall not be adjusted as a result of the Design-Builder's failure to obtain insurance required under this Contract.

§ 8.1.3 The Design-Builder shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.2 Delays and Extensions of Time

§ 8.2.1 If the Design-Builder is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or of a consultant or separate contractor employed by the Owner; or by changes ordered in the Work by the Owner; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Design-Builder's control; or by delay authorized by the Owner pending mediation and binding dispute resolution or by other causes that the Owner determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner may determine.

§ 8.2.2 Claims relating to time shall be made in accordance with applicable provisions of Article 14.

§ 8.2.3 This Section 8.2 does not preclude recovery of damages for delay by either party under other provisions of the Design-Build Documents.

ARTICLE 9 PAYMENT APPLICATIONS AND PROJECT COMPLETION

§ 9.1 Contract Sum

The Contract Sum is stated in the Design-Build Amendment.

§ 9.2 Schedule of Values

Where the Contract Sum is based on a stipulated sum or Guaranteed Maximum Price, the Design-Builder, prior to the first Application for Payment after execution of the Design-Build Amendment shall submit to the Owner a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule, unless objected to by the Owner, shall be used as a basis for reviewing the Design-Builder's Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, the Design-Builder shall submit to the Owner an itemized Application for Payment for completed portions of the Work. The application shall be notarized, if required, and supported by data substantiating the Design-Builder's right to payment as the Owner may require, such as copies of requisitions from the Architect, Consultants, Contractors, and material suppliers, and shall reflect retainage if provided for in the Design-Build Documents.

§ 9.3.1.1 As provided in Section 6.3.9, Applications for Payment may include requests for payment on account of changes in the Work that have been properly authorized by Change Directives, or by interim determinations of the Owner, but not yet included in Change Orders.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Design-Builder does not intend to pay the Architect, Consultant, Contractor, material supplier, or other persons or entities providing services or work for the Design-Builder, unless such Work has been performed by others whom the Design-Builder intends to pay.

§ 9.3.2 Unless otherwise provided in the Design-Build Documents, payments shall be made for services provided as well as materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Design-Builder with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site.

§ 9.3.3 The Design-Builder warrants that title to all Work, other than Instruments of Service, covered by an Application for Payment will pass to the Owner no later than the time of payment. The Design-Builder further warrants that, upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Design-Builder's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Design-Builder, Architect, Consultants, Contractors, material suppliers, or other persons or entities entitled to make a claim by reason of having provided labor, materials and equipment relating to the Work.

§ 9.4 Certificates for Payment

The Owner shall, within seven days after receipt of the Design-Builder's Application for Payment, issue to the Design-Builder a Certificate for Payment indicating the amount the Owner determines is properly due, and notify the Design-Builder in writing of the Owner's reasons for withholding certification in whole or in part as provided in Section 9.5.1.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Owner may withhold a Certificate for Payment in whole or in part to the extent reasonably necessary to protect the Owner due to the Owner's determination that the Work has not progressed to the point indicated in the Design-Builder's Application for Payment, or the quality of the Work is not in accordance with the Design-Build Documents. If the Owner is unable to certify payment in the amount of the Application, the Owner will notify the Design-Builder as provided in Section 9.4. If the Design-Builder and Owner cannot agree on a revised amount, the Owner will promptly issue a Certificate for Payment for the amount that the Owner deems to be due and owing. The Owner may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued to such extent as may be necessary to protect the Owner from loss for which the Design-Builder is responsible because of

- .1 defective Work, including design and construction, not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Design-Builder;
- .3 failure of the Design-Builder to make payments properly to the Architect, Consultants, Contractors or others, for services, labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a separate contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Design-Build Documents.

§ 9.5.2 When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.3 If the Owner withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Design-Builder and to the Architect or any Consultants, Contractor, material or equipment suppliers, or other persons or entities providing services or work for the Design-Builder to whom the Design-Builder failed to make payment for Work properly performed or material or equipment suitably delivered.

§ 9.6 Progress Payments

§ 9.6.1 After the Owner has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Design-Build Documents.

§ 9.6.2 The Design-Builder shall pay each Architect, Consultant, Contractor, and other person or entity providing services or work for the Design-Builder no later than the time period required by applicable law, but in no event more

than seven days after receipt of payment from the Owner the amount to which the Architect, Consultant, Contractor, and other person or entity providing services or work for the Design-Builder is entitled, reflecting percentages actually retained from payments to the Design-Builder on account of the portion of the Work performed by the Architect, Consultant, Contractor, or other person or entity. The Design-Builder shall, by appropriate agreement with each Architect, Consultant, Contractor, and other person or entity providing services or work for the Design-Builder, require each Architect, Consultant, Contractor, and other person or entity providing services or work for the Design-Builder to make payments to subconsultants and subcontractors in a similar manner.

§ 9.6.3 The Owner will, on request and if practicable, furnish to the Architect, a Consultant, Contractor, or other person or entity providing services or work for the Design-Builder, information regarding percentages of completion or amounts applied for by the Design-Builder and action taken thereon by the Owner on account of portions of the Work done by such Architect, Consultant, Contractor or other person or entity providing services or work for the Design-Builder.

§ 9.6.4 The Owner has the right to request written evidence from the Design-Builder that the Design-Builder has properly paid the Architect, Consultants, Contractors, or other person or entity providing services or work for the Design-Builder, amounts paid by the Owner to the Design-Builder for the Work. If the Design-Builder fails to furnish such evidence within seven days, the Owner shall have the right to contact the Architect, Consultants, and Contractors to ascertain whether they have been properly paid. The Owner shall have no obligation to pay or to see to the payment of money to a Consultant or Contractor, except as may otherwise be required by law.

§ 9.6.5 Design-Builder payments to material and equipment suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Design-Build Documents.

§ 9.6.7 Unless the Design-Builder provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Design-Builder for Work properly performed by the Architect, Consultants, Contractors and other person or entity providing services or work for the Design-Builder, shall be held by the Design-Builder for the Architect and those Consultants, Contractors, or other person or entity providing services or work for the Design-Builder, for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Design-Builder, shall create any fiduciary liability or tort liability on the part of the Design-Builder for breach of trust or shall entitle any person or entity to an award of punitive damages against the Design-Builder for breach of the requirements of this provision.

§ 9.7 Failure of Payment

If the Owner does not issue a Certificate for Payment, through no fault of the Design-Builder, within the time required by the Design-Build Documents, then the Design-Builder may, upon seven additional days' written notice to the Owner, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Design-Builder's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Design-Build Documents.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Design-Build Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion is the date certified by the Owner in accordance with this Section 9.8.

§ 9.8.2 When the Design-Builder considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Design-Builder shall prepare and submit to the Owner a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Design-Builder to complete all Work in accordance with the Design-Build Documents.

§ 9.8.3 Upon receipt of the Design-Builder's list, the Owner shall make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Owner's inspection discloses any item, whether or not included on the Design-Builder's list, which is not sufficiently complete in accordance with the Design-Build

Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Design-Builder shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Owner. In such case, the Design-Builder shall then submit a request for another inspection by the Owner to determine Substantial Completion.

§ 9.8.4 Prior to issuance of the Certificate of Substantial Completion under Section 9.8.5, the Owner and Design-Builder shall discuss and then determine the parties' obligations to obtain and maintain property insurance following issuance of the Certificate of Substantial Completion.

§ 9.8.5 When the Work or designated portion thereof is substantially complete, the Design-Builder will prepare for the Owner's signature a Certificate of Substantial Completion that shall, upon the Owner's signature, establish the date of Substantial Completion; establish responsibilities of the Owner and Design-Builder for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Design-Builder shall finish all items on the list accompanying the Certificate. Warranties required by the Design-Build Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.6 The Certificate of Substantial Completion shall be submitted by the Design-Builder to the Owner for written acceptance of responsibilities assigned to it in the Certificate. Upon the Owner's acceptance, and consent of surety, if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Design-Build Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Design-Builder, provided such occupancy or use is consented to, by endorsement or otherwise, by the insurer providing property insurance and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Design-Builder have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Design-Build Documents. When the Design-Builder considers a portion substantially complete, the Design-Builder shall prepare and submit a list to the Owner as provided under Section 9.8.2. Consent of the Design-Builder to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Design-Builder.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner and Design-Builder shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Design-Build Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Design-Builder's written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Owner will promptly make such inspection. When the Owner finds the Work acceptable under the Design-Build Documents and the Contract fully performed, the Owner will, subject to Section 9.10.2, promptly issue a final Certificate for Payment.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Design-Builder submits to the Owner (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work, for which the Owner or the Owner's property might be responsible or encumbered, (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Design-Build Documents to remain in force after final payment is currently in effect, (3) a written statement that the Design-Builder knows of no substantial reason that the insurance will not be renewable to cover the period required by the Design-Build Documents, (4) consent of surety, if any, to final payment, (5) as-constructed record copy of the Construction Documents marked to indicate field changes and selections made during construction, (6) manufacturer's warranties, product data, and maintenance and operations manuals, and (7) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, or releases and waivers of liens, claims,

security interests, or encumbrances, arising out of the Contract, to the extent and in such form as may be designated by the Owner. If an Architect, a Consultant, or a Contractor, or other person or entity providing services or work for the Design-Builder, refuses to furnish a release or waiver required by the Owner, the Design-Builder may furnish a bond satisfactory to the Owner to indemnify the Owner against such liens, claims, security interests, or encumbrances. If such liens, claims, security interests, or encumbrances remains unsatisfied after payments are made, the Design-Builder shall refund to the Owner all money that the Owner may be compelled to pay in discharging such liens, claims, security interests, or encumbrances, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Design-Builder or by issuance of Change Orders affecting final completion, the Owner shall, upon application by the Design-Builder, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Design-Build Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Design-Builder to the Owner prior to issuance of payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Design-Build Documents; or
- .3 terms of special warranties required by the Design-Build Documents.

§ 9.10.5 Acceptance of final payment by the Design-Builder shall constitute a waiver of claims by the Design-Builder except those previously made in writing and identified by the Design-Builder as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Design-Builder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Design-Builder shall be responsible for precautions for the safety of, and reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Design-Builder or the Architect, Consultants, or Contractors, or other person or entity providing services or work for the Design-Builder; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, or structures and utilities not designated for removal, relocation or replacement in the course of construction.

§ 10.2.2 The Design-Builder shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property, or their protection from damage, injury or loss.

§ 10.2.3 The Design-Builder shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notify owners and users of adjacent sites and utilities of the safeguards and protections.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods, are necessary for execution of the Work, the Design-Builder shall exercise utmost care, and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Design-Builder shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Design-Build Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3,

caused in whole or in part by the Design-Builder, the Architect, a Consultant, a Contractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Design-Builder is responsible under Sections 10.2.1.2 and 10.2.1.3; except damage or loss attributable to acts or omissions of the Owner, or anyone directly or indirectly employed by the Owner, or by anyone for whose acts the Owner may be liable, and not attributable to the fault or negligence of the Design-Builder. The foregoing obligations of the Design-Builder are in addition to the Design-Builder's obligations under Section 3.1.14.

§ 10.2.6 The Design-Builder shall designate a responsible member of the Design-Builder's organization, at the site, whose duty shall be the prevention of accidents. This person shall be the Design-Builder's superintendent unless otherwise designated by the Design-Builder in writing to the Owner.

§ 10.2.7 The Design-Builder shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property. If the Owner or Design-Builder suffers injury or damage to person or property because of an act or omission of the other, or of others for whose acts such party is legally responsible, written notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials

§ 10.3.1 The Design-Builder is responsible for compliance with any requirements included in the Design-Build Documents regarding hazardous materials. If the Design-Builder encounters a hazardous material or substance not addressed in the Design-Build Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Design-Builder, the Design-Builder shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Owner in writing.

§ 10.3.2 Upon receipt of the Design-Builder's written notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Design-Builder and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Design-Build Documents, the Owner shall furnish in writing to the Design-Builder the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. The Design-Builder will promptly reply to the Owner in writing stating whether or not the Design-Builder has reasonable objection to the persons or entities proposed by the Owner. If the Design-Builder has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Design-Builder has no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Design-Builder. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Design-Builder's reasonable additional costs of shut-down, delay and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Design-Builder, the Architect, Consultants, and Contractors, and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to, or destruction of, tangible property (other than the Work itself), except to the extent that such damage, loss or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for materials or substances the Design-Builder brings to the site unless such materials or substances are required by the Owner's Criteria. The Owner shall be responsible for materials or substances required by the Owner's Criteria, except to the extent of the Design-Builder's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Design-Builder shall indemnify the Owner for the cost and expense the Owner incurs (1) for remediation of a material or substance the Design-Builder brings to the site and negligently handles, or (2) where the Design-Builder fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Design-Builder, the Design-Builder is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Design-Build Documents, the Owner shall indemnify the Design-Builder for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Design-Builder shall act, at the Design-Builder's discretion, to prevent threatened damage, injury or loss.

ARTICLE 11 UNCOVERING AND CORRECTION OF WORK

§ 11.1 Uncovering of Work

The Owner may request to examine a portion of the Work that the Design-Builder has covered to determine if the Work has been performed in accordance with the Design-Build Documents. If such Work is in accordance with the Design-Build Documents, the Owner and Design-Builder shall execute a Change Order to adjust the Contract Time and Contract Sum, as appropriate. If such Work is not in accordance with the Design-Build Documents, the costs of uncovering and correcting the Work shall be at the Design-Builder's expense and the Design-Builder shall not be entitled to a change in the Contract Time unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs and the Contract Time will be adjusted as appropriate.

§ 11.2 Correction of Work

§ 11.2.1 Before or After Substantial Completion. The Design-Builder shall promptly correct Work rejected by the Owner or failing to conform to the requirements of the Design-Build Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for any design consultant employed by the Owner whose expenses and compensation were made necessary thereby, shall be at the Design-Builder's expense.

§ 11.2.2 After Substantial Completion

§ 11.2.2.1 In addition to the Design-Builder's obligations under Section 3.1.12, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Design-Build Documents, any of the Work is found not to be in accordance with the requirements of the Design-Build Documents, the Design-Builder shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Design-Builder a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of the Work, if the Owner fails to notify the Design-Builder and give the Design-Builder an opportunity to make the correction, the Owner waives the rights to require correction by the Design-Builder and to make a claim for breach of warranty. If the Design-Builder fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner, the Owner may correct it in accordance with Section 7.9.

§ 11.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 11.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Design-Builder pursuant to this Section 11.2.

§ 11.2.3 The Design-Builder shall remove from the site portions of the Work that are not in accordance with the requirements of the Design-Build Documents and are neither corrected by the Design-Builder nor accepted by the Owner.

§ 11.2.4 The Design-Builder shall bear the cost of correcting destroyed or damaged construction of the Owner or separate contractors, whether completed or partially completed, caused by the Design-Builder's correction or removal of Work that is not in accordance with the requirements of the Design-Build Documents.

§ 11.2.5 Nothing contained in this Section 11.2 shall be construed to establish a period of limitation with respect to other obligations the Design-Builder has under the Design-Build Documents. Establishment of the one-year period for correction of Work as described in Section 11.2.2 relates only to the specific obligation of the Design-Builder to correct the Work, and has no relationship to the time within which the obligation to comply with the Design-Build Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Design-Builder's liability with respect to the Design-Builder's obligations other than specifically to correct the Work.

§ 11.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Design-Build Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 12 COPYRIGHTS AND LICENSES

§ 12.1 Drawings, specifications, and other documents furnished by the Design-Builder, including those in electronic form, are Instruments of Service. The Design-Builder, and the Architect, Consultants, Contractors, and any other person or entity providing services or work for any of them, shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements, or for similar purposes in connection with the Project, is not to be construed as publication in derogation of the reserved rights of the Design-Builder and the Architect, Consultants, and Contractors, and any other person or entity providing services or work for any of them.

§ 12.2 The Design-Builder and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 12.3 Upon execution of the Agreement, the Design-Builder grants to the Owner a limited, irrevocable and non-exclusive license to use the Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under the Design-Build Documents. The license granted under this section permits the Owner to authorize its consultants and separate contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Design-Builder rightfully terminates this Agreement for cause as provided in Section 13.1.4 or 13.2.1 the license granted in this Section 12.3 shall terminate.

§ 12.3.1 The Design-Builder shall obtain non-exclusive licenses from the Architect, Consultants, and Contractors, that will allow the Design-Builder to satisfy its obligations to the Owner under this Article 12. The Design-Builder's licenses from the Architect and its Consultants and Contractors shall also allow the Owner, in the event this Agreement is terminated for any reason other than the default of the Owner or in the event the Design-Builder's Architect, Consultants, or Contractors terminate their agreements with the Design-Builder for cause, to obtain a limited, irrevocable and non-exclusive license solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner (1) agrees to pay to the Architect, Consultant or Contractor all amounts due, and (2) provide the Architect, Consultant or Contractor with the Owner's written agreement to indemnify and hold harmless the Architect, Consultant or Contractor from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's alteration or use of the Instruments of Service.

§ 12.3.2 In the event the Owner alters the Instruments of Service without the author's written authorization or uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Design-Builder, Architect, Consultants, Contractors and any other person or entity providing services or work for any of them, from all claims and causes of action arising from or related to such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Design-Builder, Architect, Consultants, Contractors and any

other person or entity providing services or work for any of them, from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's alteration or use of the Instruments of Service under this Section 12.3.2. The terms of this Section 12.3.2 shall not apply if the Owner rightfully terminates this Agreement for cause under Sections 13.1.4 or 13.2.2.

ARTICLE 13 TERMINATION OR SUSPENSION

§ 13.1 Termination or Suspension Prior to Execution of the Design-Build Amendment

§ 13.1.1 If the Owner fails to make payments to the Design-Builder for Work prior to execution of the Design-Build Amendment in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Design-Builder's option, cause for suspension of performance of services under this Agreement. If the Design-Builder elects to suspend the Work, the Design-Builder shall give seven days' written notice to the Owner before suspending the Work. In the event of a suspension of the Work, the Design-Builder shall have no liability to the Owner for delay or damage caused by the suspension of the Work. Before resuming the Work, the Design-Builder shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Design-Builder's Work. The Design-Builder's compensation for, and time to complete, the remaining Work shall be equitably adjusted.

§ 13.1.2 If the Owner suspends the Project, the Design-Builder shall be compensated for the Work performed prior to notice of such suspension. When the Project is resumed, the Design-Builder shall be compensated for expenses incurred in the interruption and resumption of the Design-Builder's Work. The Design-Builder's compensation for, and time to complete, the remaining Work shall be equitably adjusted.

§ 13.1.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Design-Builder, the Design-Builder may terminate this Agreement by giving not less than seven days' written notice.

§ 13.1.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 13.1.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Design-Builder for the Owner's convenience and without cause.

§ 13.1.6 In the event of termination not the fault of the Design-Builder, the Design-Builder shall be compensated for Work performed prior to termination, together with Reimbursable Expenses then due and any other expenses directly attributable to termination for which the Design-Builder is not otherwise compensated. In no event shall the Design-Builder's compensation under this Section 13.1.6 be greater than the compensation set forth in Section 2.1.

§ 13.2 Termination or Suspension Following Execution of the Design-Build Amendment

§ 13.2.1 Termination by the Design-Builder

§ 13.2.1.1 The Design-Builder may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Design-Builder, the Architect, a Consultant, or a Contractor, or their agents or employees, or any other persons or entities performing portions of the Work under direct or indirect contract with the Design-Builder, for any of the following reasons:

- 1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- 2 An act of government, such as a declaration of national emergency that requires all Work to be stopped;
- 3 Because the Owner has not issued a Certificate for Payment and has not notified the Design-Builder of the reason for withholding certification as provided in Section 9.5.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Design-Build Documents; or
- 4 The Owner has failed to furnish to the Design-Builder promptly, upon the Design-Builder's request, reasonable evidence as required by Section 7.2.7.

§ 13.2.1.2 The Design-Builder may terminate the Contract if, through no act or fault of the Design-Builder, the Architect, a Consultant, a Contractor, or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Design-Builder, repeated suspensions, delays or interruptions of

the entire Work by the Owner as described in Section 13.2.3 constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 13.2.1.3 If one of the reasons described in Section 13.2.1.1 or 13.2.1.2 exists, the Design-Builder may, upon seven days' written notice to the Owner, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

§ 13.2.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Design-Builder or any other persons or entities performing portions of the Work under contract with the Design-Builder because the Owner has repeatedly failed to fulfill the Owner's obligations under the Design-Build Documents with respect to matters important to the progress of the Work, the Design-Builder may, upon seven additional days' written notice to the Owner, terminate the Contract and recover from the Owner as provided in Section 13.2.1.3.

§ 13.2.2 Termination by the Owner For Cause

§ 13.2.2.1 The Owner may terminate the Contract if the Design-Builder

- .1 fails to submit the Proposal by the date required by this Agreement, or if no date is indicated, within a reasonable time consistent with the date of Substantial Completion;
- .2 repeatedly refuses or fails to supply an Architect, or enough properly skilled Consultants, Contractors, or workers or proper materials;
- .3 fails to make payment to the Architect, Consultants, or Contractors for services, materials or labor in accordance with their respective agreements with the Design-Builder;
- .4 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .5 is otherwise guilty of substantial breach of a provision of the Design-Build Documents.

§ 13.2.2.2 When any of the above reasons exist, the Owner may without prejudice to any other rights or remedies of the Owner and after giving the Design-Builder and the Design-Builder's surety, if any, seven days' written notice, terminate employment of the Design-Builder and may, subject to any prior rights of the surety:

- .1 Exclude the Design-Builder from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Design-Builder;
- .2 Accept assignment of the Architect, Consultant and Contractor agreements pursuant to Section 3.1.15; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Design-Builder, the Owner shall furnish to the Design-Builder a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 13.2.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 13.2.2.1, the Design-Builder shall not be entitled to receive further payment until the Work is finished.

§ 13.2.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Design-Builder. If such costs and damages exceed the unpaid balance, the Design-Builder shall pay the difference to the Owner. The obligation for such payments shall survive termination of the Contract.

§ 13.2.3 Suspension by the Owner for Convenience

§ 13.2.3.1 The Owner may, without cause, order the Design-Builder in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.

§ 13.2.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay or interruption as described in Section 13.2.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Design-Builder is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 13.2.4 Termination by the Owner for Convenience

§ 13.2.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 13.2.4.2 Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Design-Builder shall

- .1 cease operations as directed by the Owner in the notice;
- .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and,
- .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing Project agreements, including agreements with the Architect, Consultants, Contractors, and purchase orders, and enter into no further Project agreements and purchase orders.

§ 13.2.4.3 In case of such termination for the Owner's convenience, the Design-Builder shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 14 CLAIMS AND DISPUTE RESOLUTION

§ 14.1 Claims

§ 14.1.1 Definition. A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Design-Builder arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

§ 14.1.2 Time Limits on Claims. The Owner and Design-Builder shall commence all claims and causes of action, whether in contract, tort, breach of warranty or otherwise, against the other, arising out of or related to the Contract in accordance with the requirements of the binding dispute resolution method selected in Section 1.3, within the time period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Design-Builder waive all claims and causes of action not commenced in accordance with this Section 14.1.2.

§ 14.1.3 Notice of Claims

§ 14.1.3.1 Prior To Final Payment. Prior to Final Payment, Claims by either the Owner or Design-Builder must be initiated by written notice to the other party within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 14.1.3.2 Claims Arising After Final Payment. After Final Payment, Claims by either the Owner or Design-Builder that have not otherwise been waived pursuant to Sections 9.10.4 or 9.10.5, must be initiated by prompt written notice to the other party. The notice requirement in Section 14.1.3.1 and the Initial Decision requirement as a condition precedent to mediation in Section 14.2.1 shall not apply.

§ 14.1.4 Continuing Contract Performance. Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 13, the Design-Builder shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Design-Build Documents.

§ 14.1.5 Claims for Additional Cost. If the Design-Builder intends to make a Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the portion of the Work that relates to the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 14.1.6 Claims for Additional Time

§ 14.1.6.1 If the Design-Builder intends to make a Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Design-Builder's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 14.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 14.1.7 Claims for Consequential Damages

The Design-Builder and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Design-Builder for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 13. Nothing contained in this Section 14.1.7 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Design-Build Documents.

§ 14.2 Initial Decision

§ 14.2.1 An initial decision shall be required as a condition precedent to mediation of all Claims between the Owner and Design-Builder initiated prior to the date final payment is due, excluding those arising under Sections 10.3 and 10.4 of the Agreement and Sections B.3.2.9 and B.3.2.10 of Exhibit B to this Agreement, unless 30 days have passed after the Claim has been initiated with no decision having been rendered. Unless otherwise mutually agreed in writing, the Owner shall render the initial decision on Claims.

§ 14.2.2 Procedure

§ 14.2.2.1 Claims Initiated by the Owner. If the Owner initiates a Claim, the Design-Builder shall provide a written response to Owner within ten days after receipt of the notice required under Section 14.1.3.1. Thereafter, the Owner shall render an initial decision within ten days of receiving the Design-Builder's response: (1) withdrawing the Claim in whole or in part, (2) approving the Claim in whole or in part, or (3) suggesting a compromise.

§ 14.2.2.2 Claims Initiated by the Design-Builder. If the Design-Builder initiates a Claim, the Owner will take one or more of the following actions within ten days after receipt of the notice required under Section 14.1.3.1: (1) request additional supporting data, (2) render an initial decision rejecting the Claim in whole or in part, (3) render an initial decision approving the Claim, (4) suggest a compromise or (5) indicate that it is unable to render an initial decision because the Owner lacks sufficient information to evaluate the merits of the Claim.

§ 14.2.3 In evaluating Claims, the Owner may, but shall not be obligated to, consult with or seek information from persons with special knowledge or expertise who may assist the Owner in rendering a decision. The retention of such persons shall be at the Owner's expense.

§ 14.2.4 If the Owner requests the Design-Builder to provide a response to a Claim or to furnish additional supporting data, the Design-Builder shall respond, within ten days after receipt of such request, and shall either (1) provide a response on the requested supporting data, (2) advise the Owner when the response or supporting data will be furnished or (3) advise the Owner that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Owner will either reject or approve the Claim in whole or in part.

§ 14.2.5 The Owner's initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) identify any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 14.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 14.2.6.1.

§ 14.2.6.1 Either party may, within 30 days from the date of an initial decision, demand in writing that the other party file for mediation within 60 days of the initial decision. If such a demand is made and the party receiving the demand fails to file for mediation within the time required, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 14.2.7 In the event of a Claim against the Design-Builder, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Design-Builder's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 14.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 14.3 Mediation

§ 14.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 14.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 14.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section 14.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 14.3.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction.

§ 14.4 Arbitration

§ 14.4.1 If the parties have selected arbitration as the method for binding dispute resolution in Section 1.3, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 14.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations or statute of repose. For statute of limitations or statute of repose purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 14.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

§ 14.4.3 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 14.4.4 Consolidation or Joinder

§ 14.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 14.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 14.4.4.3 The Owner and Design-Builder grant to any person or entity made a party to an arbitration conducted under this Section 14.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Design-Builder under this Agreement.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located except that, if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 14.4.

§ 15.2 Successors and Assigns

§ 15.2.1 The Owner and Design-Builder, respectively, bind themselves, their partners, successors, assigns and legal representatives to the covenants, agreements and obligations contained in the Design-Build Documents. Except as provided in Section 15.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 15.2.2 The Owner may, without consent of the Design-Builder, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Design-Build Documents. The Design-Builder shall execute all consents reasonably required to facilitate such assignment.

§ 15.2.3 If the Owner requests the Design-Builder, Architect, Consultants, or Contractors to execute certificates, other than those required by Section 3.1.10, the Owner shall submit the proposed language of such certificates for review at least 14 days prior to the requested dates of execution. If the Owner requests the Design-Builder, Architect, Consultants, or Contractors to execute consents reasonably required to facilitate assignment to a lender, the Design-Builder, Architect, Consultants, or Contractors shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to them for review at least 14 days prior to execution. The Design-Builder, Architect, Consultants, and Contractors shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of their services.

§ 15.3 Written Notice

Written notice shall be deemed to have been duly served if delivered in person to the individual, to a member of the firm or entity, or to an officer of the corporation for which it was intended; or if delivered at, or sent by registered or certified mail or by courier service providing proof of delivery to, the last business address known to the party giving notice.

§ 15.4 Rights and Remedies

§ 15.4.1 Duties and obligations imposed by the Design-Build Documents, and rights and remedies available thereunder, shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

§ 15.4.2 No action or failure to act by the Owner or Design-Builder shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

§ 15.5 Tests and Inspections

§ 15.5.1 Tests, inspections and approvals of portions of the Work shall be made as required by the Design-Build Documents and by applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of public authorities. Unless otherwise provided, the Design-Builder shall make arrangements for such tests, inspections and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections and approvals. The Design-Builder shall give the Owner timely notice of when and where tests and inspections are to be made so that the Owner may be present for such procedures. The Owner shall bear costs of (1) tests, inspections or approvals that do not become requirements until after bids are received or negotiations concluded, and (2) tests, inspections or approvals where building codes or applicable laws or regulations prohibit the Owner from delegating their cost to the Design-Builder.

§ 15.5.2 If the Owner determines that portions of the Work require additional testing, inspection or approval not included under Section 15.5.1, the Owner will instruct the Design-Builder to make arrangements for such additional

testing, inspection or approval by an entity acceptable to the Owner, and the Design-Builder shall give timely notice to the Owner of when and where tests and inspections are to be made so that the Owner may be present for such procedures. Such costs, except as provided in Section 15.5.3, shall be at the Owner's expense.

§ 15.5.3 If such procedures for testing, inspection or approval under Sections 15.5.1 and 15.5.2 reveal failure of the portions of the Work to comply with requirements established by the Design-Build Documents, all costs made necessary by such failure shall be at the Design-Builder's expense.

§ 15.5.4 Required certificates of testing, inspection or approval shall, unless otherwise required by the Design-Build Documents, be secured by the Design-Builder and promptly delivered to the Owner.

§ 15.5.5 If the Owner is to observe tests, inspections or approvals required by the Design-Build Documents, the Owner will do so promptly and, where practicable, at the normal place of testing.

§ 15.5.6 Tests or inspections conducted pursuant to the Design-Build Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 15.6 Confidential Information

If the Owner or Design-Builder transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 15.6.1.

§ 15.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Contract.

§ 15.7 Capitalization

Terms capitalized in the Contract include those that are (1) specifically defined, (2) the titles of numbered articles or (3) the titles of other documents published by the American Institute of Architects.

§ 15.8 Interpretation

§ 15.8.1 In the interest of brevity the Design-Build Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 15.8.2 Unless otherwise stated in the Design-Build Documents, words which have well-known technical or construction industry meanings are used in the Design-Build Documents in accordance with such recognized meanings.

ARTICLE 16 SCOPE OF THE AGREEMENT

§ 16.1 This Agreement is comprised of the following documents listed below:

- .1 AIA Document A141™-2014, Standard Form of Agreement Between Owner and Design-Builder
- .2 AIA Document A141™-2014, Exhibit A, Design-Build Amendment, if executed
- .3 AIA Document A141™-2014, Exhibit B, Insurance and Bonds
- .4 AIA Document A141™-2014, Exhibit C, Sustainable Projects, if completed
- .5 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or the following:

.6 Other:

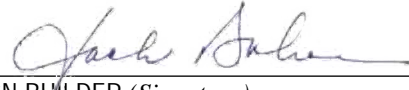
Exhibit 'A' - Architect's Proposal Letter dated May 23, 2024

Exhibit 'B' - Sperry & Associates – Stipulated Sum Proposal Form

This Agreement entered into as of the day and year first written above.

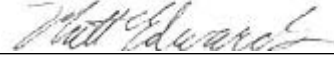
OWNER (*Signature*)

Don Herr, Facilities Director
Tallahassee Community College
(*Printed name and title*)



DESIGN-BUILDER (*Signature*)

Jack Baker, AIA, Principal
DAG Architects, Inc.
(*Printed name and title*)



DESIGN-BUILDER (*Signature*)

Matt Edwards, Director of Operations
Sperry & Associates
(*Printed name and title*)

May 23, 2024



Mr. Don Herr, Facilities Director
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304

Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

RE: FPSI Classroom Building A, Uni-sex Restroom Remodel

Dear Don:

TSC issued PO-019544 on 02.01.24 to DAG Architects for architectural, mechanical and electrical services to prepare construction documents to build an additional restroom in the lobby of Classroom Building A at the FPSI Campus. The scope includes providing construction documents, specifications and construction administration. The amount of this PO was \$10,000.

The projects lowest responsive bidder was Sperry & Associates, Inc. with a bid of \$94,810.

TSC has elected to administer this project by using AIA Document A141-2014, Standard Form of Agreement between Owner and Design-Builder for a fee.

We recommend awarding the project to Sperry & Associates for their tendered construction price of Ninety-Four Thousand Eight Hundred Ten Dollars (\$94,810.00).

We also recommend that the college create an Owner's contingency amount of \$10,000 for the project.

Since the form of contract will create additional work for DAG, we request our purchase order be increased by \$5,000.

Best regards,

A handwritten signature in black ink, appearing to read "Jack Baker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jack Baker, AIA, FCP

Principal

Meeting Minutes



Atlanta
Destin
Melbourne
Panama City
Pensacola
Tallahassee

1223 Airport Road
Suite 104
Destin, Florida 32541
850.8537.8152
AR0009694

Prebid Meeting Date: April 4, 2024

Project Name: Uni-Sex Toilet Remodel

Project Number: 24013

Attendees:

Trey Kimbrel	TCC
Michael Trim	FPSI
Jason Knapp	SSC
Alex Gacic	DAG
Janet Hartman	FPSI
John Gibbens	Sperry
Russell Vanlandingham	Sperry

Welcome and introductions of meeting attendees. See attached sign in sheet

Key Personnel – Janet Hartman, FPSI Director, Michael Trim, FPSI Maintenance Manager, Trey Kimbrel, TCC Maintenance & Building Official,

Project Overview

Project Bid Date – April 24th, 2024, Time - 2 PM EDT, Location – FPSI Administration Building, 1st floor conference room

Project Scope

Remodel existing janitorial closet into a smaller janitorial closet and uni-sex restroom. Demolition and new work as described in the issued bid set. MEP work includes, extending exhaust duct, adding exhaust grilles to the existing fan. Add supply air to the new restroom and janitors closet along with fire dampers. Water supply, connect to existing water over the mezzanine to support the fixtures. Cold water only to the lavatory, extend existing hot water to the new location of the mop sink. Connect vents to existing vents in the remodel area. Connecting waste line to existing drain to the west of the restroom. Electrical, the intent is to use all existing circuits and not pull a new circuit. The lighting circuit will not need any new circuit and will reuse the existing. However, an additional receptacle is being added to the receptacle circuit. So, a new circuit would be needed if there is not enough available capacity on the existing receptacle circuit to serve that added receptacle. But the receptacle could also be serve it from a different nearby receptacle circuit. Electrical contractor should be able to trace the circuit and determine the load on the receptacle circuit to determine if a new/different one is needed.

Meeting Minutes

Temporary conditions and work rules

Provide dust control and barriers as required. Coordinate work and noise schedule with owner. Provide debris and trash removal, coordinate dumpster location and pickup service with owner.

Project schedule and damages

Board approval is not anticipated to be required. Project time is expected to be 60 calendar days, liquidated damages is set to \$500 per day, subject to verification of contractor schedule, lead time issues and school calendar.

Outstanding Items

Trey Kimbrel is performing a code review and verification of an automatic door opener requirement for the uni-sex restroom.

Meeting Minutes prepared and issued by Alex Gacic, DAG Architects.

PRE-BID MEETING SIGN IN

UNI-SEX TOILET REMODEL

FPSI CLASSROOM BLDG 'A'

April 4, 2024

DAG Project No. 24013

NAME	COMPANY	PHONE/EMAIL
Trey Kimbrel	TCC	(850) 556-7654 trey.kimbrel@tcc.fl.edu
Michael Trim	TCC FPSI	(850) 201-7011 michael.trim@tcc.fl.edu
JASON KNAPP	SSC	229-221-1527 jknapp@SouthernStandard.com
Alex Guck	DA	850-217-4472 aguck@DAGarchitect.com
Janet Hartman	TCC FPSI	(550) 519-1235 janet.hartman@tcc.fl.edu
John Gibbens	Sperry	850-519-2558 JGibbens@sperryconstruction.com
Russell VanLandingham	Sperry	850-933-2264 rvanlandingham@sperryconstruction.com

FORM 04224

STIPULATED SUM PROPOSAL FORM

(TO BE COPIED BY THE BIDDER ON THEIR OWN LETTERHEAD AND SUBMITTED IN DUPLICATE)

TO: Tallahassee Community College
444 Appleyard Drive
Tallahassee, Florida 32304-2815

FROM: Sperry & Associates, Inc.
4495 Capital Circle NW
Tallahassee, FL 32303

Vendor ID SU-003454

PROJECT: FPSI Classroom Bldg 'A'
Uni-Sex Toilet Remodel

Gentlemen:

I have received the Construction Documents, consisting of the Drawings and the Project Manual entitled "FPSI Classroom Bldg 'A'
75 College Drive, Havana, FL 32333 Project No. 24013" dated February 2024 as prepared by DAG Architects. I have also received the following Addenda numbers _____, _____, _____, _____, _____, and have included their provisions in my proposal.

I have examined all the Construction Documents and the site and submit the following GMP. \$ 94,810.00
Alternate #1 \$ _____
Alternate #2 \$ _____
Alternate #3 \$ _____

By submitting this proposal I agree:

- 1 To enter into and execute a contract within ten (10) calendar days after notice of award, and to furnish performance bonds and labor and material payment bonds in accordance with the general conditions.
- 2 To accomplish the work in accordance with the Contract Documents and to commence such work on the date to be specified by the Architect in the written "Notice to Proceed" and to substantially complete the project on or before the date specified in the Contract Documents and to final completion within 30 days from substantial completion.
- 3 To pay as liquidated damages, the sum of ~~\$1000.00~~ \$500.00 for each consecutive day after the date for substantial completion, as specified in the Contract.
- 4 To pay the sum of ¼ of the rate previously indicated for each consecutive day beginning 30 days after the date of substantial completion until final completion.
- 5 To allow being withheld 3 times the installed market value of any item on the punch list, as determined by the Architect, that has not been completed at the time of final completion.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, TALLAHASSEE COMMUNITY COLLEGE and their agents, against any cost, damage or expense which it may incur or be caused by an error in my (our) preparation of same.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this _____ day of _____, A.D., 20_____.

(SEAL)



Authorizing Signature

23APR2024

Date



June 17, 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: Tallahassee Community College - Five Year Educational Plant Survey 3.1

Item Description

This item requests District Board of Trustee approval of the new TCC Five Year Educational Plant Survey Report 3.1.

Overview and Background

The Educational Plant Survey is a systematic study of present educational and ancillary plants and the determination of future needs. This survey aids in formulating plans for housing the educational activities of students and staff for the next five years. The purpose of the survey is to ensure the thoughtful, orderly development of a program for providing educational facilities to house the educational and academic support activities of the college for the next five years.

A formal and complete Educational Plant Survey must be conducted every five years, but may be performed as often as needed. It is recommended that the plant survey be updated to include any facilities that will be affected by changes in the Capital Outlay full time equivalent enrollment or instructional programs. Authorization for the survey is specified in Article IX and Article XI I of the Florida Constitution; Chapters 1001, 1011 and 1013, Florida Statutes; and State Requirements for Educational Facilities (SREF). Each survey must be reviewed and approved by the District Board of Trustees. An electronic copy must be sent to the Department of Education for review and validation for compliance with statutes and rules.

Funding/ Financial Implications

The recommendations in this Educational Plant Survey furnish the foundation for a five year plan and serve as the basis for the proposed building program. Cost estimates for these recommendations provide a general idea of anticipated costs for particular projects.

Past Actions by the Board

The last Educational Plant Survey 2.1 was Board Approved on August 15, 2016. Two (1) year extensions were approved by DOE on May 10, 2022 and May 18, 2023 for a new due date of June 30, 2024.

Recommended Action

Authorize approval of the new Educational Plant Five Year Survey 3.1 for the period 2023-thru 2028.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College: TALLAHASSEE COMMUNITY COLLEGE
Survey: Number 3 - Version 1
Survey Status: Active Pending



EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 1: Survey Details

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

College: TALLAHASSEE COMMUNITY COLLEGE
Survey: Number 3 - Version 1
Description: TALLAHASSEE COMMUNITY/STATE COLLEGE EDUCATIONAL PLANT SURVEY - FY 22/23-27/28
Survey Open Date: 4/13/2023 11:26:33 AM
Board Approval Date: 6/17/2024 4:00:00 PM
Survey Expiration Date: 6/30/2029
DVE768 Approval Date: 5/31/2024 4:00:00 AM
Contact Name: JENNY SHULER
Contact Phone Number: 8502018015
Contact Email: Jenny.Shuler@tcc.fl.edu

Survey Status	Status Time	User
Active Pending	4/13/2023 11:26:33 AM	Jenny Shuler

Master Plan update on file: Yes

The following local governments have received a copy of the college's educational plant survey pursuant to Chapter 1013 Florida Statutes:

- Leon County
- Wakulla County
- Gadsden County
- City of Tallahassee

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Survey Notes : None Entered

Site Notes for: MAIN

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 2: Survey Cost Summary

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

RECOMMENDATIONS FOR EDUCATIONAL PLANTS

TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 Version : 1

Date : 6/3/2024 2:09:43 PM

The educational plant survey is a systematic study of present educational and ancillary plants and the determination of future needs. The survey is not directly concerned with the instructional program but the relationship of educational plants to the instructional program is such that judgments regarding the instructional program are necessarily a part of an educational plant survey.

The construction, remodeling, and renovation of educational facilities is a major undertaking. The educational plant survey aids in formulating plans for housing the educational activities of students and staff of the community college for the next several years and the survey considers the local comprehensive plan in its forecast strategies. This plan represents a careful study of all available data regarding the status of educational and ancillary facilities in relation to capital outlay full-time equivalency (COFTE) student membership and the projected changes in COFTE student membership. The intent of this educational plant survey is to ensure the thoughtful, orderly development of a program for providing educational and ancillary plants to house the educational and academic support activities of the college.

The recommendations in this educational plant survey furnish the foundation for a five-year plan for educational plants adopted by the Board of Trustees in accordance with §1013.31, Florida Statutes. Similarly, the recommendations serve as the basis for the proposed building program with projects listed in the order of priority submitted pursuant to State Requirements for Educational Facilities §2.1(5).

Educational plant survey cost estimates are determined based on cost factors that are 31 months (January, the midway point of the five-year survey period) from the official beginning of the survey period, which is July 1 of the first full year of the survey. The cost per square foot for new construction, remodeling, and renovation is based on actual statewide average construction cost data with a cost index increase applied to use the mid-point of the survey costs for planning purposes. The cost estimate process applies uniformly to all surveys in all colleges so that consistent planning can be made on a statewide basis.

Cost estimates for educational plant survey recommendations provide a general idea of anticipated costs and should not be interpreted as accurate estimates for particular projects. When educational plant survey recommendations become specific projects, professionals who can estimate the actual project costs based on current construction information must prepare the estimates.

The following table is a summary of square foot rates and cost estimates for the community college educational plant survey recommendations:

Recommendation Category	Cost per Square Foot	Estimated Cost
New Construction	0.00	0.00
Remodeling	232.00	1,276,000.00
Renovation	154.67	275,732,282.00
Site Recommendations		50,912,000.00
Estimated Total Survey Recommendation Cost		327,920,282.00

In addition, the educational plant survey provides six standard recommendations for college-wide application, as needed. The standard survey recommendations address general categories of physical plant needs that are likely to occur over time. No cost estimates are included for the standard survey recommendations.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 3: Expenditures By Project Type

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

FUND EXPENDITURES BY PROJECT TYPE

Site : WAKULLA ENVIRONMENTA

Site Number : 6

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	500	500	500	500	500	2,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	12,250	12,250	12,250	12,250	12,250	61,250
Remodeling, Renovation, Maintenance And Repair	10,000	10,000	10,000	10,000	10,000	50,000
Other Structures & Improvements	3,500	3,500	3,500	3,500	3,500	17,500
Library Books And Films	0	0	0	0	0	0
Grand Total :	26,250	26,250	26,250	26,250	26,250	131,250

Site : GADSDEN SERVICE CENT

Site Number : 2

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	500	500	500	500	500	2,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	1,000	1,000	1,000	1,000	1,000	5,000
Remodeling, Renovation, Maintenance And Repair	2,500	2,500	2,500	2,500	2,500	12,500
Other Structures & Improvements	1,000	1,000	1,000	1,000	1,000	5,000
Library Books And Films	0	0	0	0	0	0
Grand Total :	5,000	5,000	5,000	5,000	5,000	25,000

Site : CENTER FOR INNOVATIO

Site Number : 4

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	500	500	500	500	500	2,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Site : CENTER FOR INNOVATIO

Site Number : 4

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Furniture And Equipment	2,500	2,500	2,500	2,500	2,500	12,500
Remodeling, Renovation, Maintenance And Repair	6,000	6,000	6,000	6,000	6,000	30,000
Other Structures & Improvements	4,800	4,800	4,800	4,800	4,800	24,000
Library Books And Films	0	0	0	0	0	0
Grand Total :	13,800	13,800	13,800	13,800	13,800	69,000

Site : GHAZVINI CENTER FOR

Site Number : 5

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	500	500	500	500	500	2,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	4,500	4,500	4,500	4,500	4,500	22,500
Remodeling, Renovation, Maintenance And Repair	10,000	10,000	10,000	10,000	10,000	50,000
Other Structures & Improvements	2,500	2,500	2,500	2,500	2,500	12,500
Library Books And Films	1,000	1,000	1,000	1,000	1,000	5,000
Grand Total :	18,500	18,500	18,500	18,500	18,500	92,500

Site : FLORIDA PUBLIC SAFET

Site Number : 3

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	2,500	2,500	2,500	2,500	2,500	12,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	5,000	5,000	5,000	5,000	5,000	25,000
Remodeling, Renovation, Maintenance And Repair	45,000	45,000	45,000	45,000	45,000	225,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Site : FLORIDA PUBLIC SAFET

Site Number : 3

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Other Structures & Improvements	4,500	4,500	4,500	4,500	4,500	22,500
Library Books And Films	0	0	0	0	0	0
Grand Total :	57,000	57,000	57,000	57,000	57,000	285,000

Site : MAIN

Site Number : 1

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Planning	2,500	2,500	2,500	2,500	2,500	12,500
Land Acquisition	0	0	0	0	0	0
Building Construction	0	0	0	0	0	0
Furniture And Equipment	300,000	300,000	300,000	300,000	300,000	1,500,000
Remodeling, Renovation, Maintenance And Repair	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Other Structures & Improvements	75,000	75,000	75,000	75,000	75,000	375,000
Library Books And Films	5,000	5,000	5,000	5,000	5,000	25,000
Grand Total :	1,382,500	1,382,500	1,382,500	1,382,500	1,382,500	6,912,500

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EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 4: Expenditures By Fund Source

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

FUND EXPENDITURES BY FUND SOURCE

Site : WAKULLA ENVIRONMENTA

Site Number : 6

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	10,000	10,000	10,000	10,000	10,000	50,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0
Library, Books and Films	0	0	0	0	0	0
Correction Of Fire Safety Deficiencies	0	0	0	0	0	0
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	3,500	3,500	3,500	3,500	3,500	17,500
Local Funds	12,750	12,750	12,750	12,750	12,750	63,750
Student Capital Fee	0	0	0	0	0	0
Grand Total :	26,250	26,250	26,250	26,250	26,250	131,250

Site : GADSDEN SERVICE CENT

Site Number : 2

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	2,500	2,500	2,500	2,500	2,500	12,500
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Library, Books and Films	0	0	0	0	0	0
Correction Of Fire Safety Deficiencies	0	0	0	0	0	0
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	1,000	1,000	1,000	1,000	1,000	5,000
Local Funds	1,000	1,000	1,000	1,000	1,000	5,000
Student Capital Fee	500	500	500	500	500	2,500
Grand Total :	5,000	5,000	5,000	5,000	5,000	25,000

Site : CENTER FOR INNOVATIO

Site Number : 4

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovati on, Maint./Repair, and Site Improvement	6,000	6,000	6,000	6,000	6,000	30,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0
Library, Books and Films	0	0	0	0	0	0
Correction Of Fire Safety Deficiencies	0	0	0	0	0	0
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	4,800	4,800	4,800	4,800	4,800	24,000
Local Funds	3,000	3,000	3,000	3,000	3,000	15,000
Student Capital Fee	0	0	0	0	0	0
Grand Total :	13,800	13,800	13,800	13,800	13,800	69,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Site : GHAZVINI CENTER FOR

Site Number : 5

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	10,000	10,000	10,000	10,000	10,000	50,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0
Library, Books and Films	1,000	1,000	1,000	1,000	1,000	5,000
Correction Of Fire Safety Deficiencies	0	0	0	0	0	0
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	2,500	2,500	2,500	2,500	2,500	12,500
Local Funds	2,500	2,500	2,500	2,500	2,500	12,500
Student Capital Fee	2,500	2,500	2,500	2,500	2,500	12,500
Grand Total :	18,500	18,500	18,500	18,500	18,500	92,500

Site : FLORIDA PUBLIC SAFET

Site Number : 3

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	45,000	45,000	45,000	45,000	45,000	225,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Library, Books and Films	0	0	0	0	0	0
Correction Of Fire Safety Deficiencies	2,500	2,500	2,500	2,500	2,500	12,500
Modification For Physically Handicapped	0	0	0	0	0	0
Correction of Safety-To-Life Deficiencies	4,500	4,500	4,500	4,500	4,500	22,500
Local Funds	5,000	5,000	5,000	5,000	5,000	25,000
Student Capital Fee	0	0	0	0	0	0
Grand Total :	57,000	57,000	57,000	57,000	57,000	285,000

Site : MAIN

Site Number : 1

Fund Name	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	5 Year Total
Revenue Flowthrough And Interest	0	0	0	0	0	0
Bond Proceeds, SBE Capital Outlay Bonds	0	0	0	0	0	0
State General Revenue	0	0	0	0	0	0
Remodeling/Renovation, Maint./Repair, and Site Improvement	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Removal Of Asbestos	0	0	0	0	0	0
New Construction	0	0	0	0	0	0
Library, Books and Films	5,000	5,000	5,000	5,000	5,000	25,000
Correction Of Fire Safety Deficiencies	15,000	15,000	15,000	15,000	15,000	75,000
Modification For Physically Handicapped	10,000	10,000	10,000	10,000	10,000	50,000
Correction of Safety-To-Life Deficiencies	50,000	50,000	50,000	50,000	50,000	250,000
Local Funds	290,000	290,000	290,000	290,000	290,000	1,450,000
Student Capital Fee	12,500	12,500	12,500	12,500	12,500	62,500
Grand Total :	1,382,500	1,382,500	1,382,500	1,382,500	1,382,500	6,912,500

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EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 5: Capital Outlay Bonds

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Schedule of State Board of Education Bond Issues and Debt Requirements

Year	Name Of Issue	Series Of Issue	Amount Of Issue	Unretired Principle 7/1/2023	Debt Service Obligation 7/1/2023 Thru 6/30/2028	Unretired Principle 7/1/2028
2020	SBE Capital Outlay Bond	A	332,000	248,000	214,050	80,000
2019	SBE Capital Outlay Bond	A	1,750,000	1,242,000	1,202,150	263,000
Totals:			2,082,000	1,490,000	1,416,200	343,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 6: COFTE Projections

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE**CAMPUS :** MAIN**SURVEY :** 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	7,131	7,045	6,955	6,861	6,764	6,661
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	7,131	7,045	6,955	6,861	6,764	6,661
VOCATIONAL FTE						
Annual FTE:	1,015	1,003	991	977	964	948
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	1,015	1,003	991	977	964	948
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	8,146	8,048	7,946	7,838	7,728	7,609

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE

CAMPUS : GADSDEN SERVICE CENT

SURVEY : 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	6	6	6	6	6	6
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	6	6	6	6	6	6
VOCATIONAL FTE						
Annual FTE:	11	11	11	11	10	10
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	11	11	11	11	10	10
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	17	17	17	17	16	16

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE

CAMPUS : FLORIDA PUBLIC SAFET

SURVEY : 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	0	0	0	0	0	0
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	0	0	0	0	0	0
VOCATIONAL FTE						
Annual FTE:	203	201	198	195	192	190
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	203	201	198	195	192	190
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	203	201	198	195	192	190

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE**CAMPUS :** CENTER FOR INNOVATIO**SURVEY :** 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	0	0	0	0	0	0
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	0	0	0	0	0	0
VOCATIONAL FTE						
Annual FTE:	0	0	0	0	0	0
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE

CAMPUS : GHAZVINI CENTER FOR

SURVEY : 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	6	6	6	5	5	5
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	6	6	6	5	5	5
VOCATIONAL FTE						
Annual FTE:	334	330	326	321	317	312
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	334	330	326	321	317	312
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	340	336	332	326	322	317

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE**CAMPUS :** WAKULLA ENVIRONMENTA**SURVEY :** 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	0	0	0	0	0	0
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	0	0	0	0	0	0
VOCATIONAL FTE						
Annual FTE:	0	0	0	0	0	0
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COFTE REPORT

COLLEGE : TALLAHASSEE COMMUNITY COLLEGE**CAMPUS :** College Wide**SURVEY :** 3 **Version :** 1

ITEM	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028
NON-VOCATIONAL FTE						
Annual FTE :	7,143	7,057	6,967	6,872	6,775	6,672
+/- FTE :	0	0	0	0	0	0
Adjusted Annual FTE:	7,143	7,057	6,967	6,872	6,775	6,672
VOCATIONAL FTE						
Annual FTE:	1,563	1,545	1,526	1,504	1,483	1,460
+/- FTE:	0	0	0	0	0	0
Adjusted Annual FTE:	1,563	1,545	1,526	1,504	1,483	1,460
TOTAL CAPITAL OUTLAY FTE PROJECTIONS:	8,706	8,602	8,493	8,376	8,258	8,132

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 7: Summary of Satisfactory Student Stations

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 1
 Site Name : MAIN

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	7,609	6,661	948
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	3,805	1,665	474
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	1,110	4,038	469
Program Facilities List (Under)/Over	-2,695	2,373	-5

INVENTORY :

Student Stations :

Existing	5,133	423	296
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	5,133	423	296
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	10,266	1,692	592
2027 - 2028 Out Year CO-FTE	7,609	6,661	948
COFTE Survey Plan (Under)/Over	2,657	-4,969	-356

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 2
 Site Name : GADSDEN SERVICE CENT

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	16	6	10
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	8	2	5
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	50	0	39
Program Facilities List (Under)/Over	42	-2	34

INVENTORY :

Student Stations :

Existing	59	0	18
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	59	0	18
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	118	0	36
2027 - 2028 Out Year CO-FTE	16	6	10
COFTE Survey Plan (Under)/Over	102	-6	26

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 3
 Site Name : FLORIDA PUBLIC SAFET

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	190	0	190
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	95	0	95
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	0	978	229
Program Facilities List (Under)/Over	-95	978	134

INVENTORY :

Student Stations :

Existing	1,043	0	164
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	1,043	0	164
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	2,086	0	328
2027 - 2028 Out Year CO-FTE	190	0	190
COFTE Survey Plan (Under)/Over	1,896	0	138

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 4
 Site Name : CENTER FOR INNOVATIO

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	0	0	0
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	0	0	0
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	0	0	0
Program Facilities List (Under)/Over	0	0	0

INVENTORY :

Student Stations :

Existing	196	0	0
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	196	0	0
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	392	0	0
2027 - 2028 Out Year CO-FTE	0	0	0
COFTE Survey Plan (Under)/Over	392	0	0

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 5
 Site Name : GHAZVINI CENTER FOR

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	317	5	312
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	159	1	156
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	75	592	116
Program Facilities List (Under)/Over	-84	591	-40

INVENTORY :

Student Stations :

Existing	486	123	86
Remodeling	0	65	-3
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	486	188	83
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	972	752	166
2027 - 2028 Out Year CO-FTE	317	5	312
COFTE Survey Plan (Under)/Over	655	747	-146

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF SATISFACTORY STUDENT STATIONS

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE Date : 6/3/2024 2:09:44 PM
 Site Number : 6
 Site Name : WAKULLA ENVIRONMENTA

SPACE CATEGORY	GENERAL CLASSROOMS	NON-VOCATIONAL LABS	VOCATIONAL LABS
2027 - 2028 Out Year CO-FTE	0	0	0
Utilization Index Reciprocal	0.50	0.25	0.50
Student Stations Generated	0	0	0
Recommended Student Stations 2027 - 2028 Out Year CO-FTE	175	21	0
Program Facilities List (Under)/Over	175	21	0

INVENTORY :

Student Stations :

Existing	73	21	0
Remodeling	0	0	0
Renovation	0	0	0
Construction	0	0	0

SURVEY PLAN :

Total Student Stations Planned	73	21	0
Utilization Index	2	4	2
COFTE Provided For In Survey Plan	146	84	0
2027 - 2028 Out Year CO-FTE	0	0	0
COFTE Survey Plan (Under)/Over	146	84	0

Total UnSatisfactory Student Stations :

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 8: Existing Satisfactory Student Stations By Space and Facility

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : MAIN

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
1	ENGLISH BUILDING	Building	Permanent	Satisfactory	537	0	0	537	38,359	42,243
2	SCIENCE/MATH ANNEX	Building	Permanent	Satisfactory	62	12	0	74	23,547	25,508
3	ACADEMIC SUPPORT	Building	Permanent	Remodeling B	38	0	12	50	15,189	16,923
4	MOORE LECTURE HALL	Building	Permanent	Satisfactory	161	0	0	161	10,283	10,840
5	COMMUNICATIONS AND H	Building	Permanent	Satisfactory	478	198	0	676	62,021	71,524
6	DENTAL HYGIENE BUILD	Building	Permanent	Satisfactory	524	0	35	559	35,335	38,111
8	ACADEMIC COMPUTING C	Building	Permanent	Remodeling C	0	0	0	0	40,904	44,530
9	CENTRE BUILDING	Building	Permanent	Satisfactory	0	0	0	0	16,254	17,829
10	PAT THOMAS BRIDGE	Other	Permanent	Satisfactory	0	0	0	0	0	0
11	TECHNOLOGY AND PROFE	Building	Permanent	Satisfactory	788	63	0	851	74,266	81,075
12	FINE AND PERFORMING	Building	Permanent	Remodeling A	268	0	0	268	58,788	72,374
15	LIFETIME SPORTS CENT	Building	Permanent	Satisfactory	147	0	0	147	56,590	60,249
17	SUPPORT SERVICES	Building	Permanent	Satisfactory	0	0	0	0	17,368	18,612
18	SCIENCE/MATH	Building	Permanent	Satisfactory	535	128	0	663	61,554	68,322
19	UNIVERSITY CENTER	Building	Permanent	Satisfactory	0	0	0	0	8,543	8,941
20	BASEBALL FIELD HOUSE	Building	Permanent	Satisfactory	0	0	0	0	14,006	14,459
21	RICHARDSON BUILDING	Building	Permanent	Satisfactory	0	0	67	67	16,767	17,427
22	SERVICE BUILDING	Building	Permanent	Satisfactory	0	0	0	0	7,596	8,308
23	BASEBALL CONCESSION	Building	Permanent	Satisfactory	0	0	0	0	2,365	2,484
24	VEHICLE EXTRICATION	Covered Walkway	Permanent	Satisfactory	0	0	0	0	0	611
25	COVERED AREA	Covered Walkway	Permanent	Satisfactory	0	0	0	0	0	966
26	BASEBALL COMPLEX	Building	Permanent	Satisfactory	0	0	0	0	1,045	1,151
27	HINSON ADMINISTRATIO	Building	Permanent	Remodeling A	0	0	0	0	40,878	44,013
28	CENTRAL UTILITY PLAN	Building	Permanent	Satisfactory	0	0	0	0	7,186	7,569
30	LIBRARY/LEARNING COM	Building	Permanent	Satisfactory	111	22	0	133	97,143	106,014

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : MAIN

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
31	TRANSPORTATION TERMI	Building	Permanent	Satisfactory	62	0	10	72	8,582	9,014
32	BASEBALL FIELD	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	50,000
33	SOFTBALL FIELD	Athletic Area	Permanent	Satisfactory	0	0	0	0	0	40,000
34	WOMENS FIELDHOUSE	Building	Permanent	Satisfactory	0	0	0	0	7,016	7,067
35	STUDENT UNION	Building	Permanent	Satisfactory	0	0	0	0	87,538	97,177
36	HANKIN BUILDING	Building	Permanent	Satisfactory	0	0	0	0	4,427	4,572
37	PARKING GARAGE	Parking Garage	Permanent	Satisfactory	0	0	0	0	381,263	406,570
38	WORKFORCE DEVELOPMEN	Building	Permanent	Satisfactory	240	0	0	240	39,910	40,484
39	HISTORY AND SOCIAL S	Building	Permanent	Satisfactory	616	0	0	616	38,582	42,977
41	COMPUTER TECHNOLOGY	Building	Permanent	Satisfactory	566	0	0	566	36,811	40,526
42	HUGHES EAST	Building	Permanent	Satisfactory	0	0	0	0	18,528	18,972
43	ADVANCED MANUFACTURI	Building	Permanent	Satisfactory	0	0	172	172	23,578	25,301
46	GORMAN BUILDING	Building	Permanent	Satisfactory	0	0	0	0	23,230	23,974
50	OFFICE BUILDING	Building	Permanent	Satisfactory	0	0	0	0	2,304	2,550
52	UNIVERSITY CENTER PA	Building	Permanent	Satisfactory	0	0	0	0	4,218	4,380
53	ARTCRAFT PRINTERS	Building	Permanent	Satisfactory	0	0	0	0	4,664	5,080
54	FACILITIES	Building	Permanent	Satisfactory	0	0	0	0	15,102	18,378
55	PAINT SPRAYING	Building	Permanent	Satisfactory	0	0	0	0	1,849	2,080
56	PLANT OPERATIONS WAR	Building	Permanent	Satisfactory	0	0	0	0	13,353	13,890
57	MAILROOM, SHIPPING A	Building	Permanent	Satisfactory	0	0	0	0	15,682	16,230
58	STORAGE/LANDSCAPIN G	Building	Permanent	Satisfactory	0	0	0	0	1,433	1,600
61	SOFTBALL COMPLEX	Building	Permanent	Satisfactory	0	0	0	0	2,017	2,319
64	PARKING LOT AT 01-EN	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
65	PARKING LOT AT 41-CT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : MAIN

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
66	PARKING LOT AT 30-LC	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
67	EAST PARKING LOT ON	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
68	STAFF PARKING LOT AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
69	PARKING LOT AT 15-LS	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
70	STAFF PARKING LOT AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
71	NORTH PARKING LOT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
72	STAFF PARKING LOT AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
73	PARKING LOT AT 37-PG	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
74	PARKING LOT SOUTH OF	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
75	PARKING LOT NORTH OF	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
76	PARKING LOT AT 36-HA	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
77	PARKING LOT AT 20-BB	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
78	PARKING LOT AT 34-SO	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
81	PARKING LOT AT 49-HO	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
82	PARKING LOT AT 43-AM	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
83	PARKING LOT AT 42-HU	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
84	PARKING LOT AT 21-RI	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
85	PARKING LOT AT 46-GO	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
86	PARKING LOT AT 53-AP	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
87	PARKING LOT AT 22-AN	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
88	PARKING LOT AT 50-OB	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
89	PARKING LOT NORTH OF	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3

Version : 1

Site : MAIN

Site No : 1

FACILITY					STUDENT STATIONS				SQUARE FEET		
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross	
90	PARKING LOT AT 52-UC	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
92	PARKING LOT AT 31-TT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
93	PARKING LOT AT BLDGS	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
94	PARKING LOT AT 12-FP	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
95	WEST PARKING LOT ON	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
96	PARKING LOT AT 35-SU	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
97	PARKING LOT AT 27-AD	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
98	PARKING LOT AT 19-UC	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
99	HANDICAP PARKING LOT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
100	TRUCK SCHOOL TEST LO	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
101	PARKING LOT AT 17-SS	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
102	PARKING LOT AT 09-CB	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
103	OVERFLOW PARKING WES	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0	
MAIN					Totals :	5,133	423	296	5,852	1,436,074	1,653,224
Total UnSatisfactory NSF :											
Total UnSatisfactory Student Stations :											

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : GADSDEN SERVICE CENT

Site No : 2

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
3	GADSDEN SERVICE CENT	Building	Permanent	Satisfactory	59	0	18	77	6,663	6,663
4	GADSDEN SERVICE CENT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
GADSDEN SERVICE CENT Totals :					59	0	18	77	6,663	6,663
Total UnSatisfactory NSF :										
Total UnSatisfactory Student Stations :										

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : FLORIDA PUBLIC SAFET

Site No : 3

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
1	DEFENSIVE TACTICS	Building	Permanent	Satisfactory	28	0	145	173	22,265	23,625
2	RANGE BUILDING	Building	Permanent	Satisfactory	121	0	19	140	11,371	11,991
3	CLASSROOM BUILDING A	Building	Permanent	Satisfactory	593	0	0	593	32,297	35,197
4	ADMINISTRATION BUILD	Building	Permanent	Satisfactory	0	0	0	0	27,753	29,386
5	DRIVING TRACK CLASSR	Building	Permanent	Satisfactory	31	0	0	31	801	815
6	RANGE RESTROOM	Building	Permanent	Satisfactory	0	0	0	0	306	369
7	TACTICAL ENTRY HOUSE	Building	Permanent	Satisfactory	0	0	0	0	5,100	5,162
8	DINING FACILITY	Building	Permanent	Satisfactory	20	0	0	20	12,130	12,787
9	DORMITORY ANNEX	Building	Permanent	Satisfactory	62	0	0	62	5,859	6,105
10	DORMITORY WING (SOUT	Building	Permanent	Satisfactory	0	0	0	0	5,256	5,820
11	DORMITORY WING (NORT	Building	Permanent	Satisfactory	0	0	0	0	5,985	6,105
12	AMMUNITION AND MECHA	Building	Permanent	Satisfactory	0	0	0	0	19,100	20,064
15	HOUSING	Building	Permanent	Satisfactory	0	0	0	0	65,228	75,672
16	CONFERENCE CENTER BU	Building	Permanent	Satisfactory	188	0	0	188	11,021	12,285
17	RANGE FIVE STORAGE	Building	Permanent	Satisfactory	0	0	0	0	300	329
18	RANGE STORAGE	Building	Permanent	Satisfactory	0	0	0	0	496	546
19	LAKE HOUSE AND BOAT	Building	Permanent	Satisfactory	0	0	0	0	2,078	2,557
20	RANGE EIGHT STORAGE	Building	Permanent	Satisfactory	0	0	0	0	496	546
21	FIREARMS RANGE ONE	Other	Permanent	Satisfactory	0	0	0	0	0	2,998
22	FIREARMS RANGE TWO	Other	Permanent	Satisfactory	0	0	0	0	0	2,239
23	FIREARMS RANGE THREE	Other	Permanent	Satisfactory	0	0	0	0	0	2,239
24	FIREARMS RANGE FOUR	Other	Permanent	Satisfactory	0	0	0	0	0	1,600
25	FIREARMS RANGE FIVE	Other	Permanent	Satisfactory	0	0	0	0	0	780
26	FIREARMS RANGE SEVEN	Other	Permanent	Satisfactory	0	0	0	0	0	1,129

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : FLORIDA PUBLIC SAFET

Site No : 3

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
27	DORMITORY STORAGE	Building	Permanent	Satisfactory	0	0	0	0	1,339	1,413
28	FIREARMS RANGE EIGHT	Other	Permanent	Satisfactory	0	0	0	0	0	1,129
29	FIREARMS RANGE NINE	Other	Permanent	Satisfactory	0	0	0	0	0	1,129
30	FIREARMS RANGE TEN	Other	Permanent	Satisfactory	0	0	0	0	0	1,129
31	SOUTH SMALL DRIVING	Other	Permanent	Satisfactory	0	0	0	0	0	44,540
32	DRIVING TRACK MODULA	Building	Permanent	Satisfactory	0	0	0	0	1,237	1,303
33	DRIVING TRACK TOWER	Building	Permanent	Satisfactory	0	0	0	0	512	550
34	RAPPEL TOWER	Building	Permanent	Satisfactory	0	0	0	0	2,560	2,660
35	PARKING LOT AT DORM	Parking Area	Permanent	Satisfactory	0	0	0	0	0	17,770
36	PARKING LOT AT ADMIN	Parking Area	Permanent	Satisfactory	0	0	0	0	0	22,080
37	PARKING LOT SOUTH AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	21,520
38	PARKING LOT AT CONFE	Parking Area	Permanent	Satisfactory	0	0	0	0	0	42,597
39	PARKING LOT AT DORM	Parking Area	Permanent	Satisfactory	0	0	0	0	0	36,377
40	PARKING LOT WEST AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	28,914
41	NORTH LARGE DRIVING	Other	Permanent	Satisfactory	0	0	0	0	0	120,958
42	FRONT GATE ACCESS BU	Building	Permanent	Satisfactory	0	0	0	0	1,769	1,800
43	PARKING LOT SOUTH AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
44	PARKING LOT AT FIREA	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
45	PARKING LOT AT FIREA	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
46	PARKING LOT FRONT AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
47	PARKING LOT WEST OF	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
48	PARKING LOT EAST AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
49	PARKING LOT AT FIREA	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : FLORIDA PUBLIC SAFET

Site No : 3

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
50	PARKING LOT END AT W	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
51	PARKING LOT REAR AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	11,780
52	PARKING LOT FRONT AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
53	PARKING LOT END AT E	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
54	PARKING LOT REAR AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
55	PARKING LOT AT CLASS	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
56	PARKING LOT AT DININ	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
FLORIDA PUBLIC SAFET Totals :					1,043	0	164	1,207	235,259	617,995
Total UnSatisfactory NSF :										
Total UnSatisfactory Student Stations :										

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : CENTER FOR INNOVATIO

Site No : 4

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
1	TCC CENTER FOR INNOV	Building	Permanent	Satisfactory	196	0	0	196	38,608	46,500
CENTER FOR INNOVATIO Totals :					196	0	0	196	38,608	46,500
Total UnSatisfactory NSF :										
Total UnSatisfactory Student Stations :										

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : GHAZVINI CENTER FOR

Site No : 5

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
1	GHAZVINI CENTER FOR	Building (with parking)	Permanent	Satisfactory	486	123	86	695	123,199	123,237
2	PARKING LOT SOUTH AT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
GHAZVINI CENTER FOR Totals :					486	123	86	695	123,199	123,237
Total UnSatisfactory NSF :										
Total UnSatisfactory Student Stations :										

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

EXISTING SATISFACTORY STUDENT STATIONS AND SPACE BY FACILITY

College : TALLAHASSEE COMMUNITY COLLEGE

Survey : 3 **Version :** 1

Site : WAKULLA ENVIRONMENTA

Site No : 6

FACILITY					STUDENT STATIONS				SQUARE FEET	
Number	Name	Type	Status	Condition	Class room	Non-Voc Ed	Voc Ed	TOTAL	Net	Gross
2	WAKULLA ENVIRONMENTA	Building	Permanent	Satisfactory	73	21	0	94	10,401	10,401
3	PARKING LOT AT WEI	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
4	OVERFLOW PARKING LOT	Parking Area	Permanent	Satisfactory	0	0	0	0	0	0
WAKULLA ENVIRONMENTA Totals :					73	21	0	94	10,401	10,401
Total UnSatisfactory NSF :										
Total UnSatisfactory Student Stations :										
College-wide Facility Totals :					6,990	567	564	8,121	1,850,204	2,458,020

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 9: Summary of Existing And Recommended Square Footage

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 1

Admin Site : NO

Site Name : MAIN

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	30,525	134,442	103,917	0	0	134,442
Non-Vocational Spaces	156,164	33,361	-122,803	0	0	33,361
Vocational Spaces	70,319	39,039	-31,280	0	0	39,039
Physical Education	48,045	53,588	5,543	0	0	53,588
Subtotal	305,053	260,430	-44,623	0	0	260,430
Academic Support:						
Library	84,799	67,468	-17,331	0	0	67,468
Audiovisual	12,850	5,978	-6,872	0	0	5,978
Auditorium/Exhibition	26,827	14,009	-12,818	0	0	14,009
Student Services	57,068	38,493	-18,575	0	0	38,493
Subtotal	181,544	125,948	-55,596	0	0	125,948
Institutional Support:						
Office	95,113	201,807	106,695	0	0	201,807
Support Services	29,085	393,031	363,946	0	0	393,031
Custodial Services	8,370	3,480	-4,890	0	0	3,480
Sanitation:						
*Student Restrooms	11,414	21,190	9,777	0	0	21,190
*Staff/Public Restrooms	1,902	3,450	1,547	0	0	3,450
Subtotal	145,884	622,958	477,074	0	0	622,958
*HVAC /Mech/Sanitation	37,949	113,735	75,786	0	0	113,735
Circulation	227,946	320,861	-92,915	0	0	320,861
Total Net Square Feet	898,375	1,443,932	606,540	0	0	1,443,932

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 2

Admin Site : NO

Site Name : GADSDEN SERVICE CENT

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	1,400	1,469	69	0	0	1,469
Non-Vocational Spaces	0	0	0	0	0	0
Vocational Spaces	7,141	2,482	-4,659	0	0	2,482
Physical Education	80	0	-80	0	0	0
Subtotal	8,621	3,951	-4,670	0	0	3,951
Academic Support:						
Library	160	0	-160	0	0	0
Audiovisual	427	0	-427	0	0	0
Auditorium/Exhibition	48	0	-48	0	0	0
Student Services	120	0	-120	0	0	0
Subtotal	755	0	-755	0	0	0
Institutional Support:						
Office	200	565	365	0	0	565
Support Services	479	128	-351	0	0	128
Custodial Services	18	56	38	0	0	56
Sanitation:						
*Student Restrooms	24	265	241	0	0	265
*Staff/Public Restrooms	4	43	39	0	0	43
Subtotal	724	1,057	333	0	0	1,057
*HVAC /Mech/Sanitation	606	410	-196	0	0	410
Circulation	3,640	871	2,769	0	0	871
Total Net Square Feet	14,347	6,289	-7,087	0	0	6,289

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 3

Admin Site : NO

Site Name : FLORIDA PUBLIC SAFET

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	0	26,027	26,027	0	0	26,027
Non-Vocational Spaces	24,450	1,008	-23,442	0	0	1,008
Vocational Spaces	27,209	20,896	-6,313	0	0	20,896
Physical Education	950	0	-950	0	0	0
Subtotal	52,609	47,931	-4,678	0	0	47,931
Academic Support:						
Library	1,900	225	-1,675	0	0	225
Audiovisual	2,583	304	-2,279	0	0	304
Auditorium/Exhibition	570	0	-570	0	0	0
Student Services	1,425	0	-1,425	0	0	0
Subtotal	6,478	529	-5,949	0	0	529
Institutional Support:						
Office	2,375	23,830	21,455	0	0	23,830
Support Services	3,073	47,780	44,707	0	0	47,780
Custodial Services	209	941	732	0	0	941
Sanitation:						
*Student Restrooms	285	4,109	3,824	0	0	4,109
*Staff/Public Restrooms	48	669	621	0	0	669
Subtotal	5,990	77,329	71,339	0	0	77,329
*HVAC /Mech/Sanitation	3,905	14,611	10,706	0	0	14,611
Circulation	23,454	41,253	-17,799	0	0	41,253
Total Net Square Feet	92,435	181,653	95,701	0	0	181,653

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 4

Admin Site : NO

Site Name : CENTER FOR INNOVATIO

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	0	4,915	4,915	0	0	4,915
Non-Vocational Spaces	0	0	0	0	0	0
Vocational Spaces	0	0	0	0	0	0
Physical Education	0	0	0	0	0	0
Subtotal	0	4,915	4,915	0	0	4,915
Academic Support:						
Library	0	0	0	0	0	0
Audiovisual	0	1,044	1,044	0	0	1,044
Auditorium/Exhibition	0	2,090	2,090	0	0	2,090
Student Services	0	0	0	0	0	0
Subtotal	0	3,134	3,134	0	0	3,134
Institutional Support:						
Office	0	4,542	4,542	0	0	4,542
Support Services	0	6,426	6,426	0	0	6,426
Custodial Services	0	34	34	0	0	34
Sanitation:						
*Student Restrooms	0	1,373	1,373	0	0	1,373
*Staff/Public Restrooms	0	223	223	0	0	223
Subtotal	0	12,598	12,598	0	0	12,598
*HVAC /Mech/Sanitation	0	2,562	2,562	0	0	2,562
Circulation	0	12,233	-12,233	0	0	12,233
Total Net Square Feet	0	35,442	31,100	0	0	35,442

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 5

Admin Site : NO

Site Name : GHAZVINI CENTER FOR

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	2,100	12,131	10,031	0	0	12,131
Non-Vocational Spaces	47,660	11,866	-35,794	0	5,500	17,366
Vocational Spaces	20,218	13,940	-6,278	0	-433	13,507
Physical Education	1,585	0	-1,585	0	0	0
Subtotal	71,563	37,937	-33,626	0	5,067	43,004
Academic Support:						
Library	3,170	2,720	-450	0	-2,427	293
Audiovisual	3,499	0	-3,499	0	0	0
Auditorium/Exhibition	951	0	-951	0	0	0
Student Services	2,378	4,678	2,301	0	-674	4,004
Subtotal	9,997	7,398	-2,599	0	-3,101	4,297
Institutional Support:						
Office	3,963	9,787	5,825	0	-317	9,470
Support Services	4,276	26,723	22,447	0	-784	25,939
Custodial Services	349	285	-64	0	0	285
Sanitation:						
*Student Restrooms	476	1,621	1,146	0	0	1,621
*Staff/Public Restrooms	79	264	185	0	0	264
Subtotal	9,142	38,680	29,538	0	-1,101	37,579
*HVAC /Mech/Sanitation	5,442	6,232	790	0	-151	6,081
Circulation	32,689	34,370	-1,681	0	-395	33,975
Total Net Square Feet	128,834	124,617	-7,903	0	319	124,936

Leased / Rented NSF not in Survey : 0

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SUMMARY OF EXISTING AND RECOMMENDED SQUARE FOOTAGE

Survey : 3 Version : 1

College Name : TALLAHASSEE COMMUNITY COLLEGE

Date : 6/3/2024 2:09:44 PM

Site Number : 6

Admin Site : NO

Site Name : WAKULLA ENVIRONMENTA

SPACE CATEGORY	2027 - 2028 SPACE ALLOCATION	EXISTING INVENTORY SPACE	SPACE DEFICIT OR SURPLUS	CONSTRUCTION NSF	REMODEL NSF	SURVEY RECOMMENDED SPACE
Instructional Spaces :						
Classrooms	4,900	1,820	-3,080	0	0	1,820
Non-Vocational Spaces	1,405	1,517	112	0	0	1,517
Vocational Spaces	0	0	0	0	0	0
Physical Education	0	0	0	0	0	0
Subtotal	6,305	3,337	-2,968	0	0	3,337
Academic Support:						
Library	0	0	0	0	0	0
Audiovisual	315	0	-315	0	0	0
Auditorium/Exhibition	0	0	0	0	0	0
Student Services	0	0	0	0	0	0
Subtotal	315	0	-315	0	0	0
Institutional Support:						
Office	0	1,332	1,332	0	0	1,332
Support Services	331	233	-98	0	0	233
Custodial Services	0	63	63	0	0	63
Sanitation:						
*Student Restrooms	0	251	251	0	0	251
*Staff/Public Restrooms	0	41	41	0	0	41
Subtotal	331	1,920	1,589	0	0	1,920
*HVAC /Mech/Sanitation	417	356	-61	0	0	356
Circulation	2,505	5,080	-2,575	0	0	5,080
Total Net Square Feet	9,874	10,693	-2,352	0	0	10,693

Leased / Rented NSF not in Survey : 9,778

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Total NSF for all Sites : 1,250,052

Leased / Rented NSF not in Survey : 9,778

* : In College Surveys, New Construction for Restroom space is included in HVAC/Mech/Sanitation.

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 10: Facility Lists

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.XX.XXXXX	Classroom	30	25	750	37	27,750	1,110
	Storage, Material			75	37	2,775	0
				825	74	30,525	1,110
1.11.01XXX	Agricultural & Natural Resources	134	55	7,370	1	7,370	134
	Storage, Material			100	1	100	0
	Storage, Project			150	1	150	0
		7,620	3	7,620	134		
1.11.04XXX	Biological Sciences	63	55	3,465	1	3,465	63
	Storage, Material			150	1	150	0
	Storage, Project			275	1	275	0
		3,890	3	3,890	63		
1.11.19XXX	Physical Sciences	24	55	1,320	1	1,320	24
	Storage, Material			150	1	150	0
	Storage, Project			200	1	200	0
		1,670	3	1,670	24		
1.12.10041	Music(Choral or Band)	35	35	1,225	1	1,225	35
	Ensemble			300	1	300	0
	Practice, Music 3@60sf			180	1	180	0
	Reference			150	1	150	0
	Storage, Instrument			400	1	400	0
	Storage, Robe			60	1	60	0
	Storage, Uniform			60	1	60	0
				2,375	7	2,375	35
1.13.11XXX	Foreign Languages	170	40	6,800	1	6,800	170
	Storage, Material			100	1	100	0
		6,900	2	6,900	170		
1.13.15XXX	Letters	206	25	5,150	1	5,150	206

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
	Storage, Material			75	1	75	0
				5,225	2	5,225	206
1.14.08XXX	Education	246	45	11,070	1	11,070	246
	Storage, Material			100	1	100	0
				11,170	2	11,170	246
1.15.05XXX	Business & Management	26	45	1,170	1	1,170	26
	Storage, Material			100	1	100	0
				1,270	2	1,270	26
1.16.17XXX	Mathematics	265	25	6,625	1	6,625	265
	Storage, Material			75	1	75	0
				6,700	2	6,700	265
1.17.20XXX	Psychology	29	55	1,595	1	1,595	29
	Storage, Material			150	1	150	0
	Storage, Project			200	1	200	0
				1,945	3	1,945	29
1.17.22XXX	Social Science	447	55	24,585	1	24,585	447
	Storage, Material			200	1	200	0
	Storage, Project			175	1	175	0
				24,960	3	24,960	447
1.31.1XXXX	Adult General & Preparatory	242	47	11,374	1	11,374	242
	Conference			300	1	300	0
	Storage, Material			300	1	300	0
	Testing			150	1	150	0
				12,124	4	12,124	242
1.23.0102X	Dental Hygiene	47	95	4,465	1	4,465	47

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
	Classroom,Related Instruct.			525	1	525	0
	Darkroom			75	1	75	0
	Lockers, Showers, & Toilets - Faculty			120	1	120	0
	Lockers, Showers, & Toilets - Student			225	1	225	0
	Operations			350	1	350	0
	Reception			200	1	200	0
	Storage, Material			150	1	150	0
	Toilet, Patient			75	1	75	0
	X-ray			135	1	135	0
				6,320	10	6,320	47
1.23.0907X	Emergency Medical Tech.	26	88	2,288	1	2,288	26
	Classroom,Related Instruct.			525	1	525	0
	Storage, Material			500	1	500	0
	Telemetry Operations			1,000	1	1,000	0
				4,313	4	4,313	26
1.23.0301X	Nursing (RN)	58	158	9,164	1	9,164	58
	Classroom,Related Instruct.			525	1	525	0
	Locker, Faculty			90	1	90	0
	Locker, Student			350	1	350	0
	Reference			350	1	350	0
	Storage, Material			400	1	400	0
				10,879	6	10,879	58
1.26.01XXX	Air-Condition, Refrig.& Heat.Tech.	99	143	14,157	1	14,157	99
	Classroom,Related Instruct.			525	1	525	0
	Storage, Material			250	1	250	0
	Storage, Project			400	1	400	0
	Storage, Tool			500	1	500	0
				15,832	5	15,832	99
1.26.03032	Commercial Vehicle Driving	10	33	330	1	330	10

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
	Storage, Material			400	1	400	0
				730	2	730	10
1.26.13XXX	Drafting & Design Technology	59	76	4,484	1	4,484	59
	Reproduction			200	1	200	0
	Storage, Material			250	1	250	0
	Storage, Project			200	1	200	0
				5,134	4	5,134	59
1.26.19002	Graphic Design Technology	35	57	1,995	1	1,995	35
	Art Production			800	1	800	0
	Classroom,Related Instruct.			525	1	525	0
	Photography Lab			500	1	500	0
	Storage, Material			250	1	250	0
	Storage, Project			200	1	200	0
				4,270	6	4,270	35
1.26.2306X	Welding Technology	13	142	1,846	1	1,846	13
	Classroom,Related Instruct.			525	1	525	0
	Storage, Material			500	1	500	0
	Storage, Tool			200	1	200	0
				3,071	4	3,071	13
1.11.0412X	Anatomy	24	55	1,320	1	1,320	24
				1,320	1	1,320	24
1.11.1902X	Physics, General	56	55	3,080	1	3,080	56
				3,080	1	3,080	56
1.12.1001X	Fine Arts, General	128	40	5,120	1	5,120	128
				5,120	1	5,120	128

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.13.1501X	English, General	897	25	22,425	1	22,425	897
				22,425	1	22,425	897
1.14.0801X	Education, General	59	45	2,655	1	2,655	59
				2,655	1	2,655	59
1.14.0807X	Adult and Continuing Education, General	26	45	1,170	1	1,170	26
				1,170	1	1,170	26
1.14.0835X	Physical Education	147	45	6,615	1	6,615	147
				6,615	1	6,615	147
1.15.0504X	Banking and Finance	26	45	1,170	1	1,170	26
				1,170	1	1,170	26
1.16.0701X	Computer and Information Science, General	309	45	13,905	1	13,905	309
				13,905	1	13,905	309
1.16.0704X	Computer Programming	32	45	1,440	1	1,440	32
				1,440	1	1,440	32
1.16.1701X	Mathematics, General	356	25	8,900	1	8,900	356
				8,900	1	8,900	356
1.16.1702X	Statistics, Mathematical and Theoretical	79	25	1,975	1	1,975	79
				1,975	1	1,975	79
1.18.0602X	Journalism	12	45	540	1	540	12
				540	1	540	12

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: MAIN

Site No: 1

Stations Allowed

Current Stations

Classroom FTE: 7,609

3,804

1,110

Non-Voc FTE: 6,661

1,665

4,038

Vocational FTE: 948

474

469

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.23.0903X	Inhalation Therapy (Respiratory Therapy)	12	80	960	1	960	12
				960	1	960	12
1.26.0302X	Mechanics	110	171	18,810	1	18,810	110
				18,810	1	18,810	110
	MAIN	Totals :		227,308	166	257,008	5,617

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: GADSDEN SERVICE CENT

Site No: 2

Stations Allowed

Current Stations

Classroom FTE: 16

8

50

Non-Voc FTE: 6

1

0

Vocational FTE: 10

5

39

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.XX.XXXXX	Classroom	25	25	625	2	1,250	50
	Storage, Material			75	2	150	0
				700	4	1,400	50
1.23.99XXX	Health Occupations Coop.Ed.	3	56	168	1	168	3
	Storage, Material			150	1	150	0
				318	2	318	3
1.26.01XXX	Air-Condition, Refrig.& Heat.Tech.	36	143	5,148	1	5,148	36
	Classroom,Related Instruct.			525	1	525	0
	Storage, Material			250	1	250	0
	Storage, Project			400	1	400	0
	Storage, Tool			500	1	500	0
				6,823	5	6,823	36
GADSDEN SERVICE CENT Totals :				7,841	11	8,541	89

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: FLORIDA PUBLIC SAFET

Site No: 3

Stations Allowed

Current Stations

Classroom FTE: 190

95

229

Non-Voc FTE: 0

0

978

Vocational FTE: 190

95

229

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.27.02XXX	Law Enforcement	229	96	21,984	1	21,984	229
	Arms Storage			200	1	200	0
	Classroom,Related Instruct.			525	1	525	0
	Darkroom			350	1	350	0
	Firiing Range			2,400	1	2,400	0
	Lockers, Showers, & Toilets - Student			700	1	700	0
	Photography Lab			500	1	500	0
	Reference			250	1	250	0
	Storage, Material			300	1	300	0
						27,209	9
1.18.2105X	Law Enforcement and Correction	978	25	24,450	1	24,450	978
				24,450	1	24,450	978
FLORIDA PUBLIC SAFET Totals :				51,659	10	51,659	1,207

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: GHAZVINI CENTER FOR

Site No: 5

Stations Allowed

Current Stations

Classroom FTE: 317

158

75

Non-Voc FTE: 5

1

592

Vocational FTE: 312

156

116

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.XX.XXXXX	Classroom	25	25	625	3	1,875	75
	Storage, Material			75	3	225	0
				700	6	2,100	75
1.11.12XXX	Health Professions	592	80	47,360	1	47,360	592
	Storage, Material			100	1	100	0
	Storage, Project			200	1	200	0
		47,660	3	47,660	592		
1.23.0907X	Emergency Medical Tech.	29	88	2,552	1	2,552	29
	Classroom,Related Instruct.			525	1	525	0
	Storage, Material			500	1	500	0
	Telemetry Operations			1,000	1	1,000	0
		4,577	4	4,577	29		
1.23.0301X	Nursing (RN)	72	158	11,376	1	11,376	72
	Classroom,Related Instruct.			525	1	525	0
	Locker, Faculty			90	1	90	0
	Locker, Student			350	1	350	0
	Reference			350	1	350	0
	Storage, Material			400	1	400	0
		13,091	6	13,091	72		
1.23.09032	Respiratory Therapy Technician	15	95	1,425	1	1,425	15
	Classroom,Related Instruct.			525	1	525	0
	Maintenance			200	1	200	0
	Storage, Material			400	1	400	0
		2,550	4	2,550	15		
GHAZVINI CENTER FOR Totals :				68,578	23	69,978	783

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

PROGRAM FACILITES LIST

College : TALLAHASSEE COMMUNITY COLLEGE

OUT Year: 5 - 6

Survey : 3

Version: 1

Site: WAKULLA ENVIRONMENTA

Site No: 6

Stations Allowed

Current Stations

Classroom FTE: 0

0

175

Non-Voc FTE: 0

0

21

Vocational FTE: 0

0

0

ICS Code	Description	Stations Per Space	SQ/FT Per Station	SQ/FT Per Space	Spaces	Total SQ Foot	Total Stations
1.XX.XXXXX	Classroom	25	25	625	7	4,375	175
	Storage, Material			75	7	525	0
				700	14	4,900	175
1.11.01XXX	Agricultural & Natural Resources	21	55	1,155	1	1,155	21
	Storage, Material			100	1	100	0
	Storage, Project			150	1	150	0
				1,405	3	1,405	21
WAKULLA ENVIRONMENTA Totals :				2,105	17	6,305	196
Report Totals :				357,491	227	393,491	7,892

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Section 11: Recommendation Details

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COLLEGE WIDE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATED COST
SR.01	Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	500,000
SR.02	Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	4,000,000
SR.03	Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	3,500,000
SR.04	Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	360,000
SR.05	Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	85,000
SR.06	Provide for custodial facilities pursuant to §423.20 Florida Building Code.	650,000
1	1	0
Total :		9,095,000

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 1
Site Name: MAIN

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
1.001	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	2,000,000
1.002	Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	8,000,000
1.003	Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	1,200,000
1.004	Repair and replace existing roof systems to correct deterioration and roof leaks.	2,400,000
1.005	Upgrade landscaping, hardscape features, covered walkways, irrigation and controls.	250,000
1.006	Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	82,000
1.007	Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	2,600,000
1.008	Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	300,000
1.009	Repair and upgrade exterior and interior signage.	200,000
1.010	Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	640,000
1.011	General repairs, including updated finishes, technology upgrades, and MEP renewal.	3,000,000
1.012	Repair and upgrade exterior walls, doors, windows and appenditures.	1,250,000
1.013	Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	500,000
1.014	Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	1,750,000
MAIN		Total : 24,172,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.015	Renovating Building Number - 35, Building Name - STUDENT UNION (0 SS), (65756 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (1144 NSF), Room 00102 (1196 NSF), Room 00103 (1896 NSF), Room 00104 (5627 NSF), Room 00105 (1034 NSF), Room 00106 (1027 NSF), Room 00107 (1027 NSF), Room 00112 (225 NSF), Room 00113 (146 NSF), Room 00114 (424 NSF), Room 00115 (7070 NSF), Room 00120 (1091 NSF), Room 00121 (120 NSF), Room 00121A (120 NSF), Room 00150 (2943 NSF), Room 00153 (724 NSF), Room 00154 (119 NSF), Room 00156 (132 NSF), Room 00157 (148 NSF), Room 00158 (151 NSF), Room 00159 (145 NSF), Room 00160 (243 NSF), Room 00162 (251 NSF), Room 00164 (761 NSF), Room 00165 (172 NSF), Room 00166 (1627 NSF), Room 00166A (921 NSF), Room 00167 (1343 NSF), Room 00167A (852 NSF), Room 00168 (362 NSF), Room 00170 (269 NSF), Room 00172 (470 NSF), Room 00174 (248 NSF), Room 00175 (117 NSF), Room 00176 (117 NSF), Room 00177 (234 NSF), Room 00178 (263 NSF), Room 00179 (241 NSF), Room 00180 (178 NSF), Room 00185 (875 NSF), Room 00186 (88 NSF), Room 00186A (86 NSF), Room 00187 (101 NSF), Room 00188 (100 NSF), Room 00189 (724 NSF), Room 00190 (517 NSF), Room 00191 (593 NSF), Room 00192 (615 NSF), Room 00193 (488 NSF), Room 00200 (1540 NSF), Room 00201 (155 NSF), Room 00202 (352 NSF), Room 00203 (348 NSF), Room 00205 (181 NSF), Room 00206 (442 NSF), Room 00207 (3025 NSF), Room 00209 (727 NSF), Room 00212 (302 NSF), Room 00213 (246 NSF), Room 00214 (165 NSF), Room 00215 (166 NSF), Room 00217 (148 NSF), Room 00218 (165 NSF), Room 00219 (160 NSF), Room 00220 (139 NSF), Room 00221 (169 NSF), Room 00222 (146 NSF), Room 00223 (138 NSF), Room 00224 (145 NSF), Room 00225 (140 NSF), Room 00226 (139 NSF), Room 00227 (139 NSF), Room 00228A (172 NSF), Room 00229 (146 NSF), Room 00230 (155 NSF), Room 00230A (29 NSF), Room 00231 (315 NSF), Room 00231A (150 NSF), Room 00233 (150 NSF), Room 00234 (150 NSF), Room 00235 (148 NSF), Room 00236 (150 NSF), Room 00238 (150 NSF), Room 00239 (148 NSF), Room 00240 (130 NSF), Room 00241 (152 NSF), Room 00242 (500 NSF), Room 00243 (500 NSF), Room 00246 (615 NSF), Room 00247 (766 NSF), Room 00247A (583 NSF), Room 00248 (285 NSF), Room 00249 (420 NSF), Room 00250A (219 NSF), Room 00251 (167 NSF), Room 00252 (183 NSF), Room 00254 (302 NSF), Room 00255 (140 NSF), Room 00256 (131 NSF), Room 00257 (131 NSF), Room 00258 (140 NSF), Room 00259 (156 NSF), Room 00260 (548 NSF), Room 00262 (492 NSF), Room 00264 (142 NSF), Room 00265 (145 NSF), Room 00266 (144 NSF), Room 00267 (140 NSF), Room 00268 (179 NSF), Room 00269 (218 NSF), Room 00270 (216 NSF), Room 00271 (195 NSF), Room 00272 (347 NSF), Room 00272A (170 NSF), Room 00273 (661 NSF), Room 00273A (141 NSF), Room 00273B (487 NSF), Room 00274 (383 NSF), Room 00275 (274 NSF), Room 00277 (175 NSF), Room 00278 (684 NSF), Room 00278A (227 NSF), Room 00280 (126 NSF), Room 00283 (113 NSF), Room 00284 (127 NSF), Room 00285 (127 NSF), Room 00286 (172 NSF), Room 00287 (140 NSF), Room 00288 (163 NSF), Room 00289 (159 NSF), Room 00290 (347 NSF), Room 00291 (780 NSF), Room 00292 (145 NSF), Room 00293 (145 NSF), Room 00294 (145 NSF), Room 00295 (250 NSF), Room 00296 (396 NSF), Room 00298 (244 NSF), Room 00299 (184 NSF) Renovation Description:	10,170,261
1.016	Renovating Building Number - 35, Building Name - STUDENT UNION (0 SS), (23611 NSF) Apply Painting, Electrical, Other to Room 00163 (151 NSF), Room 00165 (172 NSF), Room 00165A (30 NSF), Room 00167B (91 NSF), Room 00168A (32 NSF), Room 00169 (43 NSF), Room 00170A (39 NSF), Room 00173 (450 NSF), Room 00181 (71 NSF), Room 00182 (836 NSF), Room 00183 (455 NSF), Room 00184 (91 NSF), Room 00194 (243 NSF), Room 00195X (204 NSF), Room 00196X (204 NSF), Room 00197 (683 NSF), Room 00197X (683 NSF), Room 00198 (366 NSF), Room 00198X (420 NSF), Room 00200E (36 NSF), Room 00202X (243 NSF), Room 00203X (243 NSF), Room 00204 (122 NSF), Room 00204X (253 NSF), Room 00205X (243 NSF), Room 00206X (366 NSF), Room 00209A (584 NSF), Room 00210 (138 NSF), Room 00211 (67 NSF), Room 00211A (67 NSF), Room 00212A (351 NSF), Room 00216 (263 NSF), Room 00228 (851 NSF), Room 00229A (29 NSF), Room 00230A (29 NSF), Room 00232 (517 NSF), Room 00237 (212 NSF), Room 00244 (115 NSF), Room 00244A (25 NSF), Room 00244B (121 NSF), Room 00245 (2086 NSF), Room 00250 (394 NSF), Room 00261 (628 NSF), Room 00261A (129 NSF), Room 00270A (107 NSF), Room 00276 (104 NSF), Room 00279 (188 NSF), Room 00281 (644 NSF), Room 00281A (129 NSF), Room 00282 (76 NSF), Room 00283 (113 NSF), Room 00297 (39 NSF), Room 00298A (32 NSF), Room 00299A (39 NSF), Room 00300 (40 NSF), Room 00301 (4993 NSF), Room 00001 (400 NSF), Room 00100E (42 NSF), Room 00101 (75 NSF), Room 00108 (243 NSF), Room 00109 (243 NSF), Room 00110 (91 NSF), Room 00111 (31 NSF), Room 00112A (29 NSF), Room 00113A (29 NSF), Room 00114 (424 NSF), Room 00120 (1091 NSF), Room 00122 (243 NSF), Room 00151 (36 NSF), Room 00153A (72 NSF), Room 00155 (182 NSF) Renovation Description:	3,651,834

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.017	Renovating Building Number - 61, Building Name - SOFTBALL COMPLEX (0 SS), (2017 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, Other to Room 00102 (226 NSF), Room 00103 (137 NSF), Room 00104 (210 NSF), Room 00105 (299 NSF), Room 00106 (62 NSF), Room 00107 (62 NSF), Room 00108 (299 NSF), Room 00109 (62 NSF), Room 00110 (62 NSF), Room 00200 (598 NSF) Renovation Description:	311,962
1.018	Renovating Building Number - 58, Building Name - STORAGE/LANDSCAPING (0 SS), (1433 NSF) Apply Painting, Electrical to Room 00100 (662 NSF), Room 00101 (422 NSF), Room 00102 (157 NSF), Room 00103 (93 NSF), Room 00104 (99 NSF) Renovation Description:	221,637
1.019	Renovating Building Number - 57, Building Name - MAILROOM, SHIPPING A (0 SS), (3063 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00104 (124 NSF), Room 00106 (122 NSF), Room 00108 (52 NSF), Room 00110 (740 NSF), Room 00112 (231 NSF), Room 00116 (1357 NSF), Room 00146 (437 NSF) Renovation Description:	473,744
1.020	Renovating Building Number - 57, Building Name - MAILROOM, SHIPPING A (0 SS), (12619 NSF) Apply Painting, Electrical, Other to Room 00100 (300 NSF), Room 00101 (1349 NSF), Room 00102 (92 NSF), Room 00140 (977 NSF), Room 00146A (14 NSF), Room 00148 (90 NSF), Room 00150 (1464 NSF), Room 00160 (1464 NSF), Room 00170 (1464 NSF), Room 00180 (1464 NSF), Room 00200 (3941 NSF) Renovation Description:	1,951,738
1.021	Renovating Building Number - 56, Building Name - PLANT OPERATIONS WAR (0 SS), (13353 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Bell/Fire Alarm Systems to Room 00100 (1604 NSF), Room 00101 (1248 NSF), Room 00102 (100 NSF), Room 00103 (65 NSF), Room 00104 (2720 NSF), Room 00105 (178 NSF), Room 00106 (124 NSF), Room 00107 (116 NSF), Room 00108 (334 NSF), Room 00109 (148 NSF), Room 00110 (170 NSF), Room 00111 (116 NSF), Room 00112 (1966 NSF), Room 00112A (168 NSF), Room 00112B (60 NSF), Room 00112C (180 NSF), Room 00113 (116 NSF), Room 00114 (213 NSF), Room 00115 (138 NSF), Room 00116 (286 NSF), Room 00117 (298 NSF), Room 00118 (381 NSF), Room 00119 (723 NSF), Room 00120 (96 NSF), Room 00121 (59 NSF), Room 00122 (319 NSF), Room 00123 (609 NSF), Room 00124 (124 NSF), Room 00125 (404 NSF), Room 00126 (290 NSF) Renovation Description:	2,065,264
1.022	Renovating Building Number - 55, Building Name - PAINT SPRAYING (0 SS), (1849 NSF) Apply Painting, Floor Cover, Electrical, Lighting, Bell/Fire Alarm Systems, Other to Room 00102 (210 NSF), Room 00104 (224 NSF), Room 00106 (981 NSF), Room 00108 (224 NSF), Room 00110 (210 NSF) Renovation Description:	285,978
1.023	Renovating Building Number - 54, Building Name - FACILITIES (0 SS), (8532 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (77 NSF), Room 00103 (104 NSF), Room 00104 (408 NSF), Room 00104A (100 NSF), Room 00105 (25 NSF), Room 00106 (25 NSF), Room 00108 (25 NSF), Room 00109 (25 NSF), Room 00111 (238 NSF), Room 00112 (282 NSF), Room 00113 (228 NSF), Room 00114 (82 NSF), Room 00115 (125 NSF), Room 00116 (120 NSF), Room 00118 (391 NSF), Room 00119 (129 NSF), Room 00120 (211 NSF), Room 00121 (92 NSF), Room 00124 (236 NSF), Room 00125 (244 NSF), Room 00126 (575 NSF), Room 00126A (350 NSF), Room 00127 (144 NSF), Room 00128 (144 NSF), Room 00129 (877 NSF), Room 00130 (109 NSF), Room 00131 (93 NSF), Room 00132 (115 NSF), Room 00134 (843 NSF), Room 00135 (93 NSF), Room 00136 (115 NSF), Room 00201 (391 NSF), Room 00202 (144 NSF), Room 00203 (142 NSF), Room 00204 (231 NSF), Room 00205 (278 NSF), Room 00206 (25 NSF), Room 00207 (25 NSF), Room 00209 (25 NSF), Room 00210A (196 NSF), Room 00211 (450 NSF) Renovation Description:	1,319,616

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.024	Renovating Building Number - 54, Building Name - FACILITIES (0 SS), (6242 NSF) Apply Painting, Electrical, Other to Room 00100 (1998 NSF), Room 00103A (70 NSF), Room 00103B (40 NSF), Room 00104B (40 NSF), Room 00107 (58 NSF), Room 00110 (25 NSF), Room 00110B (25 NSF), Room 00113A (69 NSF), Room 00113B (15 NSF), Room 00113C (607 NSF), Room 00116B (50 NSF), Room 00117 (1316 NSF), Room 00122 (299 NSF), Room 00123 (228 NSF), Room 00126B (160 NSF), Room 00127A (142 NSF), Room 00133 (575 NSF), Room 00207A (48 NSF), Room 00208 (88 NSF), Room 00210 (88 NSF), Room 00210B (98 NSF), Room 00213 (61 NSF), Room 00213A (142 NSF) Renovation Description:	965,429
1.025	Renovating Building Number - 53, Building Name - ARTCRAFT PRINTERS (0 SS), (4664 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Other to Room 00100 (287 NSF), Room 00102 (108 NSF), Room 00104 (108 NSF), Room 00106 (25 NSF), Room 00108 (43 NSF), Room 00110 (40 NSF), Room 00112 (25 NSF), Room 00114 (115 NSF), Room 00116 (92 NSF), Room 00118 (3821 NSF) Renovation Description:	721,365
1.026	Renovating Building Number - 52, Building Name - UNIVERSITY CENTER PA (0 SS), (4218 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (362 NSF), Room 00101 (118 NSF), Room 00101A (32 NSF), Room 00101X (193 NSF), Room 00102 (142 NSF), Room 00103 (168 NSF), Room 00103A (4 NSF), Room 00103X (95 NSF), Room 00104 (21 NSF), Room 00104A (12 NSF), Room 00105 (43 NSF), Room 00106 (34 NSF), Room 00107 (2984 NSF), Room 00108 (10 NSF) Renovation Description:	652,384
1.027	Renovating Building Number - 50, Building Name - OFFICE BUILDING (0 SS), (2304 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, HVAC Systems, Other to Room 00109 (338 NSF), Room 00110 (125 NSF), Room 00111 (104 NSF), Room 00112 (61 NSF), Room 00113 (99 NSF), Room 00114 (16 NSF), Room 00115 (128 NSF), Room 00115A (128 NSF), Room 00116 (60 NSF), Room 00117 (48 NSF), Room 00100 (119 NSF), Room 00101 (532 NSF), Room 00105 (53 NSF), Room 00106 (323 NSF), Room 00107 (105 NSF), Room 00108 (4 NSF), Room 00102 (21 NSF), Room 00103 (17 NSF), Room 00104 (23 NSF) Renovation Description:	356,352
1.028	Renovating Building Number - 46, Building Name - GORMAN BUILDING (0 SS), (23230 NSF) Apply Painting, Floor Cover, Electrical, Restrooms, Other to Room 00100 (445 NSF), Room 00101 (340 NSF), Room 00102 (188 NSF), Room 00103 (101 NSF), Room 00104 (140 NSF), Room 00105 (140 NSF), Room 00106 (222 NSF), Room 00107 (333 NSF), Room 00108 (411 NSF), Room 00109 (32 NSF), Room 00110 (22 NSF), Room 00111 (41 NSF), Room 00112 (147 NSF), Room 00113 (41 NSF), Room 00113B (15 NSF), Room 00114 (33 NSF), Room 00115 (23 NSF), Room 00116 (728 NSF), Room 00117 (16192 NSF), Room 00118 (48 NSF), Room 00119 (48 NSF), Room 00120 (57 NSF), Room 00200 (3483 NSF) Renovation Description:	3,592,906
1.029	Renovating Building Number - 43, Building Name - ADVANCED MANUFACTURI (172 SS), (19150 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (772 NSF), Room 00102 (109 NSF), Room 00103 (952 NSF), Room 00114 (134 NSF), Room 00115 (134 NSF), Room 00116 (267 NSF), Room 00117 (187 NSF), Room 00118 (187 NSF), Room 00110B (45 NSF), Room 00110C (138 NSF), Room 00122A (65 NSF), Room 00122B (65 NSF), Room 00200 (1 NSF), Room 00123 (5428 NSF), Room 00107 (1890 NSF), Room 00108 (3450 NSF), Room 00106 (970 NSF), Room 00110 (997 NSF), Room 00109 (957 NSF), Room 00105 (790 NSF), Room 00104 (787 NSF), Room 00112 (825 NSF) Renovation Description:	2,961,866

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.030	Renovating Building Number - 43, Building Name - ADVANCED MANUFACTURI (67 SS), (8784 NSF) Apply Painting, Electrical, Other to Room 00101 (183 NSF), Room 00101A (928 NSF), Room 00101B (275 NSF), Room 00101C (844 NSF), Room 00101D (274 NSF), Room 00103A (13 NSF), Room 00104B (17 NSF), Room 00105B (13 NSF), Room 00106B (13 NSF), Room 00108A (48 NSF), Room 00113 (63 NSF), Room 00119 (92 NSF), Room 00120 (178 NSF), Room 00111 (142 NSF), Room 00110D (133 NSF), Room 00106A (26 NSF), Room 00110A (28 NSF), Room 00121 (620 NSF), Room 00122 (434 NSF), Room 00112A (28 NSF), Room 00104A (26 NSF), Room 00105A (24 NSF), Room 00109A (26 NSF), Room 00110 (997 NSF), Room 00109 (957 NSF), Room 00105 (790 NSF), Room 00104 (787 NSF), Room 00112 (825 NSF) Renovation Description:	1,358,592
1.031	Renovating Building Number - 42, Building Name - HUGHES EAST (0 SS), (18528 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (1573 NSF), Room 00101 (53 NSF), Room 00102 (37 NSF), Room 00103 (71 NSF), Room 00104 (24 NSF), Room 00105 (455 NSF), Room 00106 (164 NSF), Room 00107 (167 NSF), Room 00108 (480 NSF), Room 00109 (9435 NSF), Room 00110 (121 NSF), Room 00111 (3380 NSF), Room 00112 (651 NSF), Room 00113 (152 NSF), Room 00114 (165 NSF), Room 00115 (533 NSF), Room 00116 (533 NSF), Room 00117 (534 NSF) Renovation Description:	2,865,664
1.032	Renovating Building Number - 37, Building Name - PARKING GARAGE (0 SS), (381263 NSF) Apply Painting, Electrical, Plumbing, Lighting, Bell/Fire Alarm Systems, Other to Room 00100 (209 NSF), Room 00101E (48 NSF), Room 00102 (50 NSF), Room 00103 (208 NSF), Room 00104 (173 NSF), Room 00105 (906 NSF), Room 00105A (1220 NSF), Room 00105B (66 NSF), Room 00105C (38 NSF), Room 00106 (14712 NSF), Room 00107 (10432 NSF), Room 00108 (14712 NSF), Room 00109 (18546 NSF), Room 00200 (204 NSF), Room 00201E (48 NSF), Room 00203 (204 NSF), Room 00204 (14713 NSF), Room 00205 (10257 NSF), Room 00206 (14713 NSF), Room 00207 (17315 NSF), Room 00208 (10975 NSF), Room 00209 (10975 NSF), Room 00300 (204 NSF), Room 00301E (48 NSF), Room 00303 (204 NSF), Room 00304 (14713 NSF), Room 00305 (10257 NSF), Room 00306 (14713 NSF), Room 00307 (17315 NSF), Room 00308 (10975 NSF), Room 00309 (10975 NSF), Room 00400 (204 NSF), Room 00401E (48 NSF), Room 00403 (204 NSF), Room 00404 (14713 NSF), Room 00405 (10257 NSF), Room 00406 (14713 NSF), Room 00407 (17315 NSF), Room 00408 (10975 NSF), Room 00409 (10975 NSF), Room 00500 (204 NSF), Room 00501E (48 NSF), Room 00503 (204 NSF), Room 00504 (14697 NSF), Room 00505 (10411 NSF), Room 00505A (2075 NSF), Room 00506 (14697 NSF), Room 00507 (17355 NSF), Room 00508 (11020 NSF), Room 00509 (11020 NSF) Renovation Description:	58,968,677
1.033	Renovating Building Number - 36, Building Name - HANKIN BUILDING (0 SS), (4427 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (176 NSF), Room 00101 (105 NSF), Room 00102 (21 NSF), Room 00103 (39 NSF), Room 00104 (102 NSF), Room 00105 (137 NSF), Room 00106 (216 NSF), Room 00107 (70 NSF), Room 00108 (3473 NSF), Room 00109 (43 NSF), Room 00110 (45 NSF) Renovation Description:	684,709
1.034	Renovating Building Number - 34, Building Name - WOMENS FIELDHOUSE (0 SS), (7016 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (96 NSF), Room 00100A (22 NSF), Room 00101 (79 NSF), Room 00102 (192 NSF), Room 00103 (114 NSF), Room 00104 (25 NSF), Room 00105 (17 NSF), Room 00107 (35 NSF), Room 00108 (36 NSF), Room 00109 (192 NSF), Room 00110 (232 NSF), Room 00111 (85 NSF), Room 00112 (137 NSF), Room 00113 (182 NSF), Room 00114 (118 NSF), Room 00115 (189 NSF), Room 00116 (183 NSF), Room 00117 (232 NSF), Room 00118 (250 NSF), Room 00119 (378 NSF), Room 00120 (261 NSF), Room 00121 (2937 NSF), Room 00122 (50 NSF), Room 00124 (347 NSF), Room 00126 (370 NSF), Room 00200 (257 NSF) Renovation Description:	1,085,141

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.035	Renovating Building Number - 41, Building Name - COMPUTER TECHNOLOGY (566 SS), (26318 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (3171 NSF), Room 00103 (286 NSF), Room 00104 (222 NSF), Room 00205 (170 NSF), Room 00206 (3083 NSF), Room 00208 (269 NSF), Room 00209 (70 NSF), Room 00216 (140 NSF), Room 00217 (143 NSF), Room 00218 (141 NSF), Room 00219 (140 NSF), Room 00220 (140 NSF), Room 00221 (137 NSF), Room 00222 (138 NSF), Room 00223 (136 NSF), Room 00224 (212 NSF), Room 00226 (249 NSF), Room 00232 (138 NSF), Room 00233 (118 NSF), Room 00234 (103 NSF), Room 00235 (134 NSF), Room 00237 (568 NSF), Room 00238 (280 NSF), Room 00240 (216 NSF), Room 00241 (415 NSF), Room 00242 (123 NSF), Room 00243 (150 NSF), Room 00244 (234 NSF), Room 00247 (544 NSF), Room 00253 (141 NSF), Room 00254 (142 NSF), Room 00256 (727 NSF), Room 00257 (1429 NSF), Room 00117 (794 NSF), Room 00118 (1928 NSF), Room 00119 (727 NSF), Room 00120 (1477 NSF), Room 00121 (1477 NSF), Room 00107 (727 NSF), Room 00108 (1925 NSF), Room 00109 (1477 NSF), Room 00110 (1477 NSF) Renovation Description:	4,070,517
1.036	Renovating Building Number - 41, Building Name - COMPUTER TECHNOLOGY (0 SS), (13664 NSF) Apply Painting, Electrical, Other to Room 00100 (3171 NSF), Room 00101 (874 NSF), Room 00105 (59 NSF), Room 00105A (59 NSF), Room 00106 (297 NSF), Room 00113 (202 NSF), Room 00114 (897 NSF), Room 00115 (116 NSF), Room 00116 (72 NSF), Room 00124 (201 NSF), Room 00125 (50 NSF), Room 00126E (56 NSF), Room 00127 (89 NSF), Room 00128 (89 NSF), Room 00200 (661 NSF), Room 00201A (195 NSF), Room 00204A (477 NSF), Room 00212 (75 NSF), Room 00214A (202 NSF), Room 00226E (56 NSF), Room 00227 (587 NSF), Room 00227B (31 NSF), Room 00230 (204 NSF), Room 00231 (34 NSF), Room 00236 (57 NSF), Room 00239 (174 NSF), Room 00246 (164 NSF), Room 00248 (76 NSF), Room 00249 (69 NSF), Room 00250 (187 NSF), Room 00251 (379 NSF), Room 00252 (76 NSF), Room 00261 (814 NSF), Room 00261A (202 NSF), Room 00300 (2435 NSF), Room 00255A (16 NSF), Room 00256A (16 NSF), Room 00257A (16 NSF), Room 00258A (14 NSF), Room 00259 (33 NSF), Room 00260 (42 NSF), Room 00118A (22 NSF), Room 00119A (16 NSF), Room 00120A (16 NSF), Room 00121A (16 NSF), Room 00107A (16 NSF), Room 00108A (22 NSF), Room 00109A (16 NSF), Room 00110A (16 NSF) Renovation Description:	2,113,365
1.037	Renovating Building Number - 39, Building Name - HISTORY AND SOCIAL S (616 SS), (27295 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00202 (136 NSF), Room 00203 (139 NSF), Room 00204 (147 NSF), Room 00205 (144 NSF), Room 00206 (140 NSF), Room 00207 (140 NSF), Room 00208 (158 NSF), Room 00209 (166 NSF), Room 00210 (165 NSF), Room 00211 (142 NSF), Room 00212 (142 NSF), Room 00213 (141 NSF), Room 00215 (146 NSF), Room 00216 (140 NSF), Room 00217 (143 NSF), Room 00218 (141 NSF), Room 00219 (140 NSF), Room 00220 (140 NSF), Room 00221 (137 NSF), Room 00222 (138 NSF), Room 00223 (136 NSF), Room 00224 (144 NSF), Room 00225 (144 NSF), Room 00228A (112 NSF), Room 00228B (108 NSF), Room 00228C (108 NSF), Room 00228D (112 NSF), Room 00228E (110 NSF), Room 00228G (114 NSF), Room 00229 (584 NSF), Room 00232 (138 NSF), Room 00233 (118 NSF), Room 00234 (103 NSF), Room 00235 (134 NSF), Room 00237 (568 NSF), Room 00238 (280 NSF), Room 00240 (213 NSF), Room 00241 (288 NSF), Room 00242 (142 NSF), Room 00243 (142 NSF), Room 00244 (142 NSF), Room 00247 (544 NSF), Room 00253 (141 NSF), Room 00254 (142 NSF), Room 00100 (3056 NSF), Room 00103 (286 NSF), Room 00104 (222 NSF), Room 00256A (201 NSF), Room 00256B (163 NSF), Room 00256C (133 NSF), Room 00256D (144 NSF), Room 00257 (754 NSF), Room 00258 (720 NSF), Room 00259 (711 NSF), Room 00260 (711 NSF), Room 00117 (794 NSF), Room 00118 (1927 NSF), Room 00119 (727 NSF), Room 00120 (717 NSF), Room 00121 (717 NSF), Room 00122 (711 NSF), Room 00123 (712 NSF), Room 00107 (727 NSF), Room 00108 (1928 NSF), Room 00109 (717 NSF), Room 00110 (717 NSF), Room 00111 (711 NSF), Room 00112 (711 NSF), Room 00255 (726 NSF) Renovation Description:	4,221,626

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.038	Renovating Building Number - 39, Building Name - HISTORY AND SOCIAL S (0 SS), (11287 NSF) Apply Painting, Electrical, Other to Room 00124 (202 NSF), Room 00125 (50 NSF), Room 00126E (56 NSF), Room 00127 (95 NSF), Room 00128 (104 NSF), Room 00200 (661 NSF), Room 00201 (558 NSF), Room 00201A (59 NSF), Room 00214 (210 NSF), Room 00214A (202 NSF), Room 00226 (108 NSF), Room 00227 (641 NSF), Room 00227A (63 NSF), Room 00227B (31 NSF), Room 00228F (143 NSF), Room 00230 (204 NSF), Room 00231 (34 NSF), Room 00236 (57 NSF), Room 00239 (249 NSF), Room 00245 (32 NSF), Room 00246 (208 NSF), Room 00248 (234 NSF), Room 00249 (69 NSF), Room 00250 (187 NSF), Room 00251 (379 NSF), Room 00252 (76 NSF), Room 00101 (905 NSF), Room 00105 (74 NSF), Room 00105A (74 NSF), Room 00106 (265 NSF), Room 00113 (202 NSF), Room 00114 (935 NSF), Room 00115 (116 NSF), Room 00116 (72 NSF), Room 00261 (695 NSF), Room 00261A (202 NSF), Room 00300 (2451 NSF), Room 00256 (102 NSF), Room 00257A (16 NSF), Room 00258A (14 NSF), Room 00259A (16 NSF), Room 00260A (16 NSF), Room 00118A (22 NSF), Room 00119A (16 NSF), Room 00120A (16 NSF), Room 00121A (16 NSF), Room 00122A (16 NSF), Room 00123A (16 NSF), Room 00107A (16 NSF), Room 00108A (22 NSF), Room 00109A (16 NSF), Room 00110A (16 NSF), Room 00111A (16 NSF), Room 00112A (16 NSF), Room 00255A (16 NSF) Renovation Description:	1,745,722
1.039	Renovating Building Number - 38, Building Name - WORKFORCE DEVELOPMEN (142 SS), (25718 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (292 NSF), Room 00100A (2651 NSF), Room 00101 (108 NSF), Room 00102 (277 NSF), Room 00103 (256 NSF), Room 00120 (372 NSF), Room 00122 (370 NSF), Room 00123 (921 NSF), Room 00125 (382 NSF), Room 00126 (726 NSF), Room 00128 (726 NSF), Room 00129 (462 NSF), Room 00130 (707 NSF), Room 00131 (431 NSF), Room 00135 (420 NSF), Room 00137 (33 NSF), Room 00141 (463 NSF), Room 00200 (1975 NSF), Room 00201 (296 NSF), Room 00202 (254 NSF), Room 00107 (937 NSF), Room 00109 (754 NSF), Room 00111 (711 NSF), Room 00112 (435 NSF), Room 00114 (709 NSF), Room 00209 (173 NSF), Room 00211 (163 NSF), Room 00213 (160 NSF), Room 00215 (165 NSF), Room 00231 (83 NSF), Room 00232 (442 NSF), Room 00233 (552 NSF), Room 00234 (397 NSF), Room 00235 (158 NSF), Room 00236 (207 NSF), Room 00237 (203 NSF), Room 00241 (578 NSF), Room 00242 (141 NSF), Room 00243 (168 NSF), Room 00244 (160 NSF), Room 00245 (148 NSF), Room 00246 (293 NSF), Room 00247 (179 NSF), Room 00248 (380 NSF), Room 00249 (245 NSF), Room 00250 (165 NSF), Room 00253 (145 NSF), Room 00254 (148 NSF), Room 00255 (150 NSF), Room 00256 (164 NSF), Room 00265 (62 NSF), Room 00258 (315 NSF), Room 00259 (142 NSF), Room 00260 (152 NSF), Room 00263 (62 NSF), Room 00264 (608 NSF), Room 00217 (718 NSF), Room 00218 (794 NSF), Room 00219 (711 NSF), Room 00220 (719 NSF) Renovation Description:	3,977,717
1.040	Renovating Building Number - 38, Building Name - WORKFORCE DEVELOPMEN (0 SS), (11240 NSF) Apply Painting, Electrical, Other to Room 00100B (142 NSF), Room 00100C (142 NSF), Room 00104 (126 NSF), Room 00115 (936 NSF), Room 00116 (379 NSF), Room 00117 (43 NSF), Room 00119 (27 NSF), Room 00121 (74 NSF), Room 00124 (77 NSF), Room 00126A (15 NSF), Room 00127 (38 NSF), Room 00128A (15 NSF), Room 00130A (15 NSF), Room 00132 (203 NSF), Room 00139 (989 NSF), Room 00140 (117 NSF), Room 00150E (56 NSF), Room 00200A (140 NSF), Room 00200B (140 NSF), Room 00203 (49 NSF), Room 00204 (75 NSF), Room 00205 (152 NSF), Room 00206 (282 NSF), Room 00106 (260 NSF), Room 00108 (119 NSF), Room 00109A (22 NSF), Room 00110 (157 NSF), Room 00113 (203 NSF), Room 00210 (78 NSF), Room 00222 (202 NSF), Room 00223 (901 NSF), Room 00230E (56 NSF), Room 00238 (145 NSF), Room 00239 (635 NSF), Room 00240 (331 NSF), Room 00251 (249 NSF), Room 00252 (202 NSF), Room 00266 (89 NSF), Room 00300 (2808 NSF), Room 00261 (355 NSF), Room 00262 (61 NSF), Room 00217A (16 NSF), Room 00218A (16 NSF), Room 00219A (16 NSF), Room 00220A (16 NSF), Room 00114A (15 NSF), Room 00208A (22 NSF), Room 00133 (34 NSF) Renovation Description:	1,738,453

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.041	Renovating Building Number - 31, Building Name - TRANSPORTATION TERMI (72 SS), (8582 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (548 NSF), Room 00114 (2333 NSF), Room 00115 (2431 NSF), Room 00102 (54 NSF), Room 00103 (54 NSF), Room 00104 (137 NSF), Room 00105 (22 NSF), Room 00106 (77 NSF), Room 00107 (129 NSF), Room 00108 (554 NSF), Room 00109 (98 NSF), Room 00110 (121 NSF), Room 00111 (767 NSF), Room 00112 (173 NSF), Room 00113 (766 NSF), Room 00101 (318 NSF) Renovation Description:	1,327,349
1.042	Renovating Building Number - 30, Building Name - LIBRARY/LEARNING COM (133 SS), (76208 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00101 (382 NSF), Room 00103 (141 NSF), Room 00104 (240 NSF), Room 00104A (385 NSF), Room 00106 (465 NSF), Room 00107 (500 NSF), Room 00111 (156 NSF), Room 00112 (217 NSF), Room 00113 (215 NSF), Room 00115 (259 NSF), Room 00116 (225 NSF), Room 00118 (282 NSF), Room 00120 (298 NSF), Room 00121 (99 NSF), Room 00122 (106 NSF), Room 00123 (101 NSF), Room 00124 (104 NSF), Room 00125 (4444 NSF), Room 00125A (5206 NSF), Room 00125B (9826 NSF), Room 00136 (100 NSF), Room 00137 (1658 NSF), Room 00150 (1052 NSF), Room 00150A (128 NSF), Room 00152 (144 NSF), Room 00152A (325 NSF), Room 00152B (373 NSF), Room 00153 (481 NSF), Room 00156 (5944 NSF), Room 00157 (104 NSF), Room 00158 (104 NSF), Room 00163 (180 NSF), Room 00164 (400 NSF), Room 00165 (104 NSF), Room 00166 (159 NSF), Room 00170 (116 NSF), Room 00171 (257 NSF), Room 00178 (189 NSF), Room 00180 (190 NSF), Room 00201 (4426 NSF), Room 00202 (647 NSF), Room 00202A (354 NSF), Room 00205 (124 NSF), Room 00205A (571 NSF), Room 00206 (129 NSF), Room 00207 (91 NSF), Room 00208 (835 NSF), Room 00211 (298 NSF), Room 00212 (285 NSF), Room 00214 (129 NSF), Room 00215 (292 NSF), Room 00216 (510 NSF), Room 00217 (833 NSF), Room 00217A (100 NSF), Room 00217B (100 NSF), Room 00217C (55 NSF), Room 00218 (270 NSF), Room 00218B (175 NSF), Room 00219B (217 NSF), Room 00223 (1337 NSF), Room 00224 (181 NSF), Room 00227 (146 NSF), Room 00228 (569 NSF), Room 00230 (122 NSF), Room 00231 (119 NSF), Room 00232 (119 NSF), Room 00233 (119 NSF), Room 00235 (583 NSF), Room 00236 (982 NSF), Room 00240 (2878 NSF), Room 00241 (4092 NSF), Room 00242 (4860 NSF), Room 00250 (502 NSF), Room 00251 (805 NSF), Room 00252 (1032 NSF), Room 00253 (170 NSF), Room 00256 (1218 NSF), Room 00257 (120 NSF), Room 00260 (3259 NSF), Room 00260A (120 NSF), Room 00260B (111 NSF), Room 00260C (670 NSF), Room 00262 (90 NSF), Room 00262A (91 NSF), Room 00266 (153 NSF), Room 00268 (142 NSF), Room 00269 (114 NSF), Room 00270 (218 NSF), Room 00271 (114 NSF), Room 00272 (244 NSF), Room 00273 (117 NSF), Room 00274 (204 NSF), Room 00275 (114 NSF), Room 00276 (198 NSF), Room 00278 (190 NSF), Room 00280 (190 NSF), Room 00265 (2030 NSF), Room 00151 (741 NSF), Room 00151A (1044 NSF) Renovation Description:	11,786,837
1.043	Renovating Building Number - 30, Building Name - LIBRARY/LEARNING COM (0 SS), (18715 NSF) Apply Painting, Electrical, Other to Room 00100X (1453 NSF), Room 00102 (659 NSF), Room 00108 (178 NSF), Room 00109 (256 NSF), Room 00110 (122 NSF), Room 00114 (220 NSF), Room 00119 (41 NSF), Room 00126 (216 NSF), Room 00127E (52 NSF), Room 00128 (45 NSF), Room 00129 (220 NSF), Room 00130 (220 NSF), Room 00131A (643 NSF), Room 00132E (64 NSF), Room 00133 (58 NSF), Room 00134 (327 NSF), Room 00135 (210 NSF), Room 00138 (154 NSF), Room 00139 (329 NSF), Room 00139A (74 NSF), Room 00149 (1620 NSF), Room 00154 (204 NSF), Room 00155 (220 NSF), Room 00160 (159 NSF), Room 00161 (120 NSF), Room 00162 (141 NSF), Room 00167 (150 NSF), Room 00169 (277 NSF), Room 00172 (892 NSF), Room 00173 (105 NSF), Room 00174 (50 NSF), Room 00175 (51 NSF), Room 00176 (167 NSF), Room 00177 (50 NSF), Room 00179 (50 NSF), Room 00181E (48 NSF), Room 00200 (272 NSF), Room 00202 (647 NSF), Room 00203 (220 NSF), Room 00204 (67 NSF), Room 00209 (220 NSF), Room 00210 (184 NSF), Room 00213 (41 NSF), Room 00217D (104 NSF), Room 00218E (71 NSF), Room 00219 (217 NSF), Room 00220 (261 NSF), Room 00221 (213 NSF), Room 00222 (158 NSF), Room 00234 (75 NSF), Room 00237 (220 NSF), Room 00238E (52 NSF), Room 00239 (23 NSF), Room 00242A (249 NSF), Room 00243 (65 NSF), Room 00254 (99 NSF), Room 00255 (104 NSF), Room 00258 (220 NSF), Room 00259 (101 NSF), Room 00261 (141 NSF), Room 00263 (189 NSF), Room 00264 (210 NSF), Room 00267 (275 NSF), Room 00277 (50 NSF), Room 00279 (50 NSF), Room 00281 (99 NSF), Room 00282 (65 NSF), Room 00283 (48 NSF), Room 00284E (48 NSF), Room 00300 (3812 NSF) Renovation Description:	2,894,586

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.044	Renovating Building Number - 27, Building Name - HINSON ADMINISTRATIO (0 SS), (29159 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (2134 NSF), Room 00101 (171 NSF), Room 00102 (143 NSF), Room 00103 (153 NSF), Room 00104 (167 NSF), Room 00105 (144 NSF), Room 00106 (146 NSF), Room 00107 (118 NSF), Room 00108 (211 NSF), Room 00110 (246 NSF), Room 00111 (177 NSF), Room 00112 (190 NSF), Room 00113 (266 NSF), Room 00114 (125 NSF), Room 00115 (702 NSF), Room 00118 (150 NSF), Room 00119 (184 NSF), Room 00120 (308 NSF), Room 00121 (88 NSF), Room 00128 (258 NSF), Room 00141 (133 NSF), Room 00142 (136 NSF), Room 00143 (139 NSF), Room 00144 (142 NSF), Room 00145 (170 NSF), Room 00146 (274 NSF), Room 00148 (317 NSF), Room 00149 (315 NSF), Room 00150 (534 NSF), Room 00151 (277 NSF), Room 00154 (330 NSF), Room 00155 (123 NSF), Room 00157 (117 NSF), Room 00157A (152 NSF), Room 00157B (127 NSF), Room 00157C (115 NSF), Room 00157D (116 NSF), Room 00159 (355 NSF), Room 00160 (66 NSF), Room 00161 (75 NSF), Room 00162 (94 NSF), Room 00163 (215 NSF), Room 00164 (153 NSF), Room 00165 (245 NSF), Room 00166 (320 NSF), Room 00167 (300 NSF), Room 00168 (537 NSF), Room 00169 (174 NSF), Room 00170 (128 NSF), Room 00174 (127 NSF), Room 00176 (95 NSF), Room 00177 (95 NSF), Room 00178 (151 NSF), Room 00178A (95 NSF), Room 00179 (156 NSF), Room 00179A (93 NSF), Room 00179B (93 NSF), Room 00180 (222 NSF), Room 00181 (95 NSF), Room 00182 (110 NSF), Room 00193 (134 NSF), Room 00193A (531 NSF), Room 00193C (128 NSF), Room 00193D (352 NSF), Room 00193E (390 NSF), Room 00193F (132 NSF), Room 00193G (136 NSF), Room 00193H (240 NSF), Room 00193I (140 NSF), Room 00193J (212 NSF), Room 00193K (149 NSF), Room 00194 (282 NSF), Room 00195 (169 NSF), Room 00195A (152 NSF), Room 00197 (200 NSF), Room 00201 (1864 NSF), Room 00202 (1053 NSF), Room 00202A (419 NSF), Room 00202B (447 NSF), Room 00204 (438 NSF), Room 00206 (191 NSF), Room 00207 (551 NSF), Room 00208 (169 NSF), Room 00209 (176 NSF), Room 00210 (162 NSF), Room 00211 (131 NSF), Room 00212 (182 NSF), Room 00214 (302 NSF), Room 00214A (270 NSF), Room 00216 (64 NSF), Room 00218 (185 NSF), Room 00218A (118 NSF), Room 00219 (292 NSF), Room 00220 (148 NSF), Room 00221 (148 NSF), Room 00222 (208 NSF), Room 00223 (148 NSF), Room 00224 (162 NSF), Room 00226 (148 NSF), Room 00227 (335 NSF), Room 00227A (112 NSF), Room 00228 (256 NSF), Room 00233 (130 NSF), Room 00234 (145 NSF), Room 00235 (336 NSF), Room 00237 (321 NSF), Room 00239 (208 NSF), Room 00240 (527 NSF), Room 00241 (34 NSF), Room 00243 (333 NSF), Room 00246 (32 NSF), Room 00248 (276 NSF), Room 00249 (226 NSF), Room 00250 (132 NSF), Room 00251 (187 NSF), Room 00253 (134 NSF), Room 00255 (141 NSF), Room 00256 (155 NSF), Room 00260 (139 NSF), Room 00261 (85 NSF) Renovation Description:	4,509,925
1.045	Renovating Building Number - 27, Building Name - HINSON ADMINISTRATIO (0 SS), (11394 NSF) Apply Painting, Electrical, Other to Room 00001X (1420 NSF), Room 00100A (63 NSF), Room 00116 (72 NSF), Room 00117 (475 NSF), Room 00125 (180 NSF), Room 00134 (549 NSF), Room 00135 (82 NSF), Room 00136 (56 NSF), Room 00137 (70 NSF), Room 00138 (199 NSF), Room 00139 (143 NSF), Room 00139A (48 NSF), Room 00140 (225 NSF), Room 00152E (47 NSF), Room 00153 (34 NSF), Room 00156 (292 NSF), Room 00156A (154 NSF), Room 00156B (151 NSF), Room 00158 (180 NSF), Room 00171 (404 NSF), Room 00183 (133 NSF), Room 00184 (171 NSF), Room 00184A (261 NSF), Room 00184B (201 NSF), Room 00184C (74 NSF), Room 00185 (189 NSF), Room 00185A (25 NSF), Room 00186 (165 NSF), Room 00186A (29 NSF), Room 00187 (256 NSF), Room 00188 (228 NSF), Room 00190 (549 NSF), Room 00190A (223 NSF), Room 00191 (78 NSF), Room 00192 (74 NSF), Room 00193B (51 NSF), Room 00196 (333 NSF), Room 00201A (85 NSF), Room 00203 (122 NSF), Room 00205 (287 NSF), Room 00207A (196 NSF), Room 00213 (157 NSF), Room 00215 (57 NSF), Room 00217 (225 NSF), Room 00218B (79 NSF), Room 00224A (191 NSF), Room 00225 (228 NSF), Room 00227B (124 NSF), Room 00229 (16 NSF), Room 00230 (45 NSF), Room 00231E (56 NSF), Room 00232 (183 NSF), Room 00236 (252 NSF), Room 00242 (26 NSF), Room 00244 (606 NSF), Room 00244A (33 NSF), Room 00247 (36 NSF), Room 00252 (66 NSF), Room 00254 (191 NSF), Room 00257 (142 NSF), Room 00258 (40 NSF), Room 00259 (67 NSF) Renovation Description:	1,762,272
1.046	Renovating Building Number - 28, Building Name - CENTRAL UTILITY PLAN (0 SS), (7186 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00101 (24 NSF), Room 00103 (7080 NSF), Room 00104 (82 NSF) Renovation Description:	1,111,434

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.047	Renovating Building Number - 26, Building Name - BASEBALL COMPLEX (0 SS), (1045 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (235 NSF), Room 00103 (49 NSF), Room 00104 (235 NSF), Room 00105 (49 NSF), Room 00106 (145 NSF), Room 00107 (92 NSF), Room 00201 (240 NSF) Renovation Description:	161,626
1.048	Renovating Building Number - 23, Building Name - BASEBALL CONCESSION (0 SS), (2365 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (338 NSF), Room 00101 (343 NSF), Room 00102 (37 NSF), Room 00103 (38 NSF), Room 00104 (1609 NSF) Renovation Description:	365,786
1.049	Renovating Building Number - 22, Building Name - SERVICE BUILDING (0 SS), (7596 NSF) Apply Painting, Floor Cover, Electrical, Other to Room 00101 (310 NSF), Room 00102 (222 NSF), Room 00103 (41 NSF), Room 00104 (25 NSF), Room 00105 (25 NSF), Room 00106 (28 NSF), Room 00107 (178 NSF), Room 00108 (97 NSF), Room 00109 (100 NSF), Room 00110 (77 NSF), Room 00111 (64 NSF), Room 00112 (3771 NSF), Room 00112A (315 NSF), Room 00112B (198 NSF), Room 00201 (1147 NSF), Room 00202 (100 NSF), Room 00203 (531 NSF), Room 00204 (200 NSF), Room 00205 (65 NSF), Room 00206 (68 NSF), Room 00207 (34 NSF) Renovation Description:	1,174,848
1.050	Renovating Building Number - 21, Building Name - RICHARDSON BUILDING (67 SS), (16767 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (665 NSF), Room 00100X (606 NSF), Room 00101 (264 NSF), Room 00102 (177 NSF), Room 00103 (36 NSF), Room 00104 (36 NSF), Room 00200 (960 NSF), Room 00201 (988 NSF), Room 00202 (423 NSF), Room 00203 (320 NSF), Room 00204 (325 NSF), Room 00205 (443 NSF), Room 00206 (423 NSF), Room 00108 (38 NSF), Room 00109 (35 NSF), Room 00110 (185 NSF), Room 00111 (142 NSF), Room 00112 (142 NSF), Room 00105 (8249 NSF), Room 00106 (223 NSF), Room 00107 (337 NSF), Room 00113 (1356 NSF), Room 00114 (394 NSF) Renovation Description:	2,593,296
1.051	Renovating Building Number - 20, Building Name - BASEBALL FIELD HOUSE (0 SS), (14006 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (285 NSF), Room 00100X (27 NSF), Room 00101 (207 NSF), Room 00102 (206 NSF), Room 00102X (27 NSF), Room 00104 (763 NSF), Room 00105 (85 NSF), Room 00106 (58 NSF), Room 00107 (84 NSF), Room 00108 (154 NSF), Room 00109 (48 NSF), Room 00110 (79 NSF), Room 00111 (40 NSF), Room 00112 (41 NSF), Room 00113 (41 NSF), Room 00114 (144 NSF), Room 00115 (20 NSF), Room 00116 (40 NSF), Room 00117 (524 NSF), Room 00118 (95 NSF), Room 00119 (386 NSF), Room 00120 (133 NSF), Room 00121 (509 NSF), Room 00122 (140 NSF), Room 00123 (216 NSF), Room 00125 (386 NSF), Room 00126 (4718 NSF), Room 00201 (4331 NSF), Room 00202 (219 NSF) Renovation Description:	2,166,261

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.052	Renovating Building Number - 19, Building Name - UNIVERSITY CENTER (0 SS), (8543 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (282 NSF), Room 00100A (160 NSF), Room 00100B (61 NSF), Room 00100C (63 NSF), Room 00100D (160 NSF), Room 00100E (250 NSF), Room 00100F (68 NSF), Room 00100G (358 NSF), Room 00100H (62 NSF), Room 00100J (108 NSF), Room 00100K (93 NSF), Room 00101 (235 NSF), Room 00101A (8 NSF), Room 00102 (224 NSF), Room 00102A (5 NSF), Room 00103 (44 NSF), Room 00104 (44 NSF), Room 00105 (26 NSF), Room 00106 (35 NSF), Room 00107 (83 NSF), Room 00108 (83 NSF), Room 00109 (304 NSF), Room 00110 (164 NSF), Room 00111 (288 NSF), Room 00112 (147 NSF), Room 00113 (146 NSF), Room 00114 (291 NSF), Room 00115 (143 NSF), Room 00116 (135 NSF), Room 00117 (125 NSF), Room 00118 (126 NSF), Room 00119 (213 NSF), Room 00120 (99 NSF), Room 00121 (93 NSF), Room 00122 (100 NSF), Room 00123 (100 NSF), Room 00124 (327 NSF), Room 00125 (94 NSF), Room 00126 (98 NSF), Room 00127 (180 NSF), Room 00128 (106 NSF), Room 00129 (121 NSF), Room 00130 (118 NSF), Room 00131 (104 NSF), Room 00132 (108 NSF), Room 00133 (182 NSF), Room 00134 (115 NSF), Room 00135 (110 NSF), Room 00136 (173 NSF), Room 00137 (228 NSF), Room 00201 (80 NSF), Room 00202 (82 NSF), Room 00203 (84 NSF), Room 00204 (605 NSF), Room 00205 (47 NSF), Room 00206 (112 NSF), Room 00207 (265 NSF), Room 00208 (117 NSF), Room 00209 (161 NSF) Renovation Description:	1,321,317
1.053	Renovating Building Number - 18, Building Name - SCIENCE/MATH (663 SS), (38028 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00212 (150 NSF), Room 00213 (154 NSF), Room 00214 (152 NSF), Room 00215 (155 NSF), Room 00216 (151 NSF), Room 00217 (155 NSF), Room 00218 (151 NSF), Room 00219 (155 NSF), Room 00220 (151 NSF), Room 00221 (155 NSF), Room 00222 (147 NSF), Room 00223 (152 NSF), Room 00224 (150 NSF), Room 00225 (155 NSF), Room 00226 (151 NSF), Room 00227 (155 NSF), Room 00228 (151 NSF), Room 00229 (155 NSF), Room 00230 (155 NSF), Room 00231 (155 NSF), Room 00232 (153 NSF), Room 00236 (101 NSF), Room 00237 (38 NSF), Room 00237A (39 NSF), Room 00238 (110 NSF), Room 00239 (148 NSF), Room 00240 (150 NSF), Room 00241 (151 NSF), Room 00242 (155 NSF), Room 00243 (153 NSF), Room 00244 (155 NSF), Room 00245 (189 NSF), Room 00246 (155 NSF), Room 00247 (520 NSF), Room 00249 (135 NSF), Room 00250 (312 NSF), Room 00250A (312 NSF), Room 00251 (94 NSF), Room 00253 (124 NSF), Room 00255 (186 NSF), Room 00256 (181 NSF), Room 00257 (178 NSF), Room 00258 (325 NSF), Room 00260 (681 NSF), Room 00262 (601 NSF), Room 00263 (189 NSF), Room 00264 (155 NSF), Room 00265 (153 NSF), Room 00266 (155 NSF), Room 00267 (151 NSF), Room 00268 (155 NSF), Room 00269 (148 NSF), Room 00270 (150 NSF), Room 00271 (39 NSF), Room 00271A (39 NSF), Room 00272 (110 NSF), Room 00274 (101 NSF), Room 00277 (153 NSF), Room 00278 (155 NSF), Room 00279 (155 NSF), Room 00280 (151 NSF), Room 00281 (155 NSF), Room 00282 (151 NSF), Room 00283 (155 NSF), Room 00284 (151 NSF), Room 00285 (155 NSF), Room 00286 (147 NSF), Room 00287 (153 NSF), Room 00288 (151 NSF), Room 00289 (155 NSF), Room 00290 (151 NSF), Room 00291 (155 NSF), Room 00292 (151 NSF), Room 00293 (155 NSF), Room 00294 (152 NSF), Room 00295 (155 NSF), Room 00296 (154 NSF), Room 00107 (217 NSF), Room 00113 (217 NSF), Room 00121 (257 NSF), Room 00123 (257 NSF), Room 00200 (241 NSF), Room 00210 (656 NSF), Room 00211 (646 NSF), Room 00209 (646 NSF), Room 00132 (660 NSF), Room 00133 (658 NSF), Room 00134 (654 NSF), Room 00135 (659 NSF), Room 00136 (658 NSF), Room 00137 (660 NSF), Room 00128 (640 NSF), Room 00129 (670 NSF), Room 00130 (684 NSF), Room 00124 (688 NSF), Room 00125 (670 NSF), Room 00126 (640 NSF), Room 00114 (1090 NSF), Room 00115 (231 NSF), Room 00116 (1090 NSF), Room 00117 (230 NSF), Room 00118 (658 NSF), Room 00119 (661 NSF), Room 00101 (1177 NSF), Room 00102 (542 NSF), Room 00103 (1177 NSF), Room 00104 (589 NSF), Room 00105 (1178 NSF), Room 00106 (589 NSF), Room 00201 (1212 NSF), Room 00207 (358 NSF), Room 00208 (1147 NSF), Room 00205 (1212 NSF), Room 00203 (367 NSF), Room 00204 (164 NSF), Room 00202 (272 NSF) Renovation Description:	5,881,664

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.054	Renovating Building Number - 18, Building Name - SCIENCE/MATH (0 SS), (23526 NSF) Apply Painting, Electrical, Other to Room 00010X (1170 NSF), Room 00011X (1130 NSF), Room 00012X (1346 NSF), Room 00013X (1109 NSF), Room 00014X (5337 NSF), Room 00015X (1122 NSF), Room 00020X (1170 NSF), Room 000259 (129 NSF), Room 00021X (1181 NSF), Room 00022X (191 NSF), Room 00100A (164 NSF), Room 00100B (180 NSF), Room 00100C (111 NSF), Room 00100D (111 NSF), Room 00100E (169 NSF), Room 00233 (262 NSF), Room 00234 (109 NSF), Room 00235 (34 NSF), Room 00247X (80 NSF), Room 00251E (61 NSF), Room 00252 (182 NSF), Room 00254 (35 NSF), Room 00259 (129 NSF), Room 00261 (134 NSF), Room 00273 (34 NSF), Room 00275 (109 NSF), Room 00276 (262 NSF), Room 00276X (749 NSF), Room 00108 (32 NSF), Room 00110 (862 NSF), Room 00111 (209 NSF), Room 00112 (48 NSF), Room 00120 (260 NSF), Room 00120A (68 NSF), Room 00122 (65 NSF), Room 00127E (49 NSF), Room 00131 (260 NSF), Room 00131A (68 NSF), Room 00200A (163 NSF), Room 00200B (180 NSF), Room 00200C (359 NSF), Room 00200D (169 NSF), Room 00200E (872 NSF), Room 00200F (613 NSF), Room 00200G (183 NSF), Room 00200H (198 NSF), Room 00200I (491 NSF), Room 00200J (860 NSF), Room 00202X (325 NSF), Room 00209X (307 NSF), Room 00206 (214 NSF) Renovation Description:	3,638,688
1.055	Renovating Building Number - 4, Building Name - MOORE LECTURE HALL (161 SS), (10283 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00001X (5001 NSF), Room 00153 (190 NSF), Room 00154 (174 NSF), Room 00155 (174 NSF), Room 00156 (190 NSF), Room 00157 (31 NSF), Room 00158 (31 NSF), Room 00151C (85 NSF), Room 00152 (2012 NSF), Room 00151 (2014 NSF), Room 00151A (293 NSF), Room 00151B (88 NSF) Renovation Description:	1,590,437
1.056	Renovating Building Number - 17, Building Name - SUPPORT SERVICES (0 SS), (17368 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (61 NSF), Room 00100A (40 NSF), Room 00101 (101 NSF), Room 00102 (657 NSF), Room 00102B (244 NSF), Room 00103 (107 NSF), Room 00104 (171 NSF), Room 00106 (550 NSF), Room 00107 (244 NSF), Room 00108 (426 NSF), Room 00109 (837 NSF), Room 00110 (308 NSF), Room 00111 (138 NSF), Room 00112 (346 NSF), Room 00113 (772 NSF), Room 00114 (173 NSF), Room 00115 (223 NSF), Room 00115A (173 NSF), Room 00116 (581 NSF), Room 00117 (143 NSF), Room 00118 (87 NSF), Room 00119 (34 NSF), Room 00120 (105 NSF), Room 00121 (36 NSF), Room 00122 (105 NSF), Room 00123 (271 NSF), Room 00124 (122 NSF), Room 00125 (144 NSF), Room 00126 (539 NSF), Room 00127 (942 NSF), Room 00127A (755 NSF), Room 00128 (406 NSF), Room 00129 (75 NSF), Room 00130 (73 NSF), Room 00131 (196 NSF), Room 00132 (460 NSF), Room 00132A (14 NSF), Room 00133 (385 NSF), Room 00133A (383 NSF), Room 00134 (127 NSF), Room 00135 (53 NSF), Room 00136 (154 NSF), Room 00137 (100 NSF), Room 00138 (643 NSF), Room 00139 (157 NSF), Room 00140 (103 NSF), Room 00141 (24 NSF), Room 00142 (873 NSF), Room 00143 (568 NSF), Room 00144 (3139 NSF) Renovation Description:	2,686,250
1.057	Renovating Building Number - 15, Building Name - LIFETIME SPORTS CENT (147 SS), (45489 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00101 (1196 NSF), Room 00102 (1601 NSF), Room 00103 (165 NSF), Room 00104 (58 NSF), Room 00105 (145 NSF), Room 00106 (144 NSF), Room 00107 (250 NSF), Room 00108 (262 NSF), Room 00109 (440 NSF), Room 00110 (201 NSF), Room 00112 (504 NSF), Room 00113 (406 NSF), Room 00114 (123 NSF), Room 00115 (186 NSF), Room 00116 (293 NSF), Room 00118 (405 NSF), Room 00119 (123 NSF), Room 00120 (186 NSF), Room 00121 (266 NSF), Room 00126 (1157 NSF), Room 00128 (1584 NSF), Room 00129 (11695 NSF), Room 00132 (11625 NSF), Room 00134 (117 NSF), Room 00110 (101 NSF), Room 00135 (610 NSF), Room 00136 (232 NSF), Room 00137 (133 NSF), Room 00139 (142 NSF), Room 00140 (156 NSF), Room 00141 (481 NSF), Room 00143 (117 NSF), Room 00144 (627 NSF), Room 00145 (232 NSF), Room 00146 (134 NSF), Room 00164 (305 NSF), Room 00166 (181 NSF), Room 00167 (50 NSF), Room 00168 (40 NSF), Room 00169 (181 NSF), Room 00170 (181 NSF), Room 00171 (50 NSF), Room 00172 (40 NSF), Room 00173 (181 NSF), Room 00176 (408 NSF), Room 00177 (174 NSF), Room 00178 (43 NSF), Room 00179 (55 NSF), Room 00180 (181 NSF), Room 00182 (3754 NSF), Room 00161 (847 NSF), Room 00183 (1973 NSF), Room 00159 (849 NSF) Renovation Description:	7,035,632

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.058	Renovating Building Number - 15, Building Name - LIFETIME SPORTS CENT (0 SS), (11101 NSF) Apply Painting, Electrical, Other to Room 00001X (1544 NSF), Room 00107A (83 NSF), Room 00108A (102 NSF), Room 00111 (625 NSF), Room 00113A (21 NSF), Room 00113B (21 NSF), Room 00117 (38 NSF), Room 00118A (18 NSF), Room 00118B (21 NSF), Room 00122 (38 NSF), Room 00123 (131 NSF), Room 00124 (591 NSF), Room 00125 (77 NSF), Room 00127 (433 NSF), Room 00127A (154 NSF), Room 00127B (137 NSF), Room 00130 (275 NSF), Room 00131 (275 NSF), Room 00133 (49 NSF), Room 00135A (54 NSF), Room 00137A (46 NSF), Room 00138 (42 NSF), Room 00142 (49 NSF), Room 00144A (37 NSF), Room 00146A (44 NSF), Room 00147 (413 NSF), Room 00148 (263 NSF), Room 00150 (38 NSF), Room 00151 (390 NSF), Room 00154 (23 NSF), Room 00155 (23 NSF), Room 00156 (68 NSF), Room 00157 (96 NSF), Room 00158 (75 NSF), Room 00162 (171 NSF), Room 00163 (75 NSF), Room 00165 (34 NSF), Room 00174 (292 NSF), Room 00181 (782 NSF), Room 00182A (110 NSF), Room 00200 (2360 NSF), Room 00160 (983 NSF) Renovation Description:	1,716,954
1.059	Renovating Building Number - 12, Building Name - FINE AND PERFORMING (268 SS), (36329 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00103 (1956 NSF), Room 00104 (1312 NSF), Room 00105 (331 NSF), Room 00106 (93 NSF), Room 00108 (344 NSF), Room 00109 (790 NSF), Room 00110 (130 NSF), Room 00111 (407 NSF), Room 00112 (668 NSF), Room 00114 (368 NSF), Room 00115 (797 NSF), Room 00210 (333 NSF), Room 00211 (712 NSF), Room 00211A (170 NSF), Room 00212 (233 NSF), Room 00213 (210 NSF), Room 00215 (634 NSF), Room 00216 (712 NSF), Room 00217 (752 NSF), Room 00217A (359 NSF), Room 00217B (178 NSF), Room 00219 (218 NSF), Room 00223 (760 NSF), Room 00224 (241 NSF), Room 00225 (206 NSF), Room 00226 (109 NSF), Room 00228 (107 NSF), Room 00229 (107 NSF), Room 00230 (162 NSF), Room 00231 (229 NSF), Room 00232 (104 NSF), Room 00233 (104 NSF), Room 00234 (426 NSF), Room 00237 (87 NSF), Room 00244 (922 NSF), Room 00301 (1983 NSF), Room 00141 (383 NSF), Room 00144 (977 NSF), Room 00145A (286 NSF), Room 00146 (1343 NSF), Room 00147 (1309 NSF), Room 00151 (302 NSF), Room 00152 (344 NSF), Room 00153 (65 NSF), Room 00154 (55 NSF), Room 00155 (285 NSF), Room 00156 (169 NSF), Room 00204 (243 NSF), Room 00206 (324 NSF), Room 00207 (1445 NSF), Room 00132 (1194 NSF), Room 00134 (568 NSF), Room 00135 (224 NSF), Room 00136A (82 NSF), Room 00128 (127 NSF), Room 00140 (5167 NSF), Room 00125 (780 NSF), Room 00126 (123 NSF), Room 00120 (81 NSF), Room 00120A (122 NSF), Room 00121 (751 NSF), Room 00130 (121 NSF), Room 00208 (1440 NSF), Room 00209 (765 NSF) Renovation Description:	5,618,885
1.060	Renovating Building Number - 12, Building Name - FINE AND PERFORMING (0 SS), (23090 NSF) Apply Painting, Electrical, Other to Room 00100 (656 NSF), Room 00100A (1942 NSF), Room 00101 (169 NSF), Room 00102 (950 NSF), Room 00107 (17 NSF), Room 00111 (407 NSF), Room 00113 (888 NSF), Room 00116 (298 NSF), Room 00117E (61 NSF), Room 00118 (103 NSF), Room 00209A (97 NSF), Room 00218A (711 NSF), Room 00218B (356 NSF), Room 00220 (51 NSF), Room 00222 (172 NSF), Room 00227 (24 NSF), Room 00235 (57 NSF), Room 00236 (91 NSF), Room 00237A (55 NSF), Room 00238 (229 NSF), Room 00239 (65 NSF), Room 00241 (529 NSF), Room 00242 (519 NSF), Room 00243 (1031 NSF), Room 00245 (113 NSF), Room 00246 (147 NSF), Room 00300 (2286 NSF), Room 00142 (24 NSF), Room 00143 (367 NSF), Room 00145 (248 NSF), Room 00148 (82 NSF), Room 00149 (57 NSF), Room 00149A (272 NSF), Room 00150 (82 NSF), Room 00157 (290 NSF), Room 00158 (24 NSF), Room 00159 (551 NSF), Room 00160 (127 NSF), Room 00161 (800 NSF), Room 00200E (61 NSF), Room 00201 (109 NSF), Room 00202 (1688 NSF), Room 00203 (342 NSF), Room 00206A (52 NSF), Room 00122 (327 NSF), Room 00123 (207 NSF), Room 00123A (124 NSF), Room 00124 (240 NSF), Room 00130X (57 NSF), Room 00131 (1202 NSF), Room 00133X (326 NSF), Room 00135 (224 NSF), Room 00135B (87 NSF), Room 00136 (69 NSF), Room 00137 (54 NSF), Room 00138 (551 NSF), Room 00139 (290 NSF), Room 00119 (179 NSF), Room 00119A (132 NSF), Room 00104A (175 NSF), Room 00127 (822 NSF), Room 00129 (824 NSF) Renovation Description:	3,571,253

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.061	Renovating Building Number - 11, Building Name - TECHNOLOGY AND PROFE (851 SS), (45820 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (232 NSF), Room 00103 (236 NSF), Room 00131 (293 NSF), Room 00133 (224 NSF), Room 00134A (122 NSF), Room 00134B (120 NSF), Room 00135 (223 NSF), Room 00136 (109 NSF), Room 00137 (109 NSF), Room 00138 (109 NSF), Room 00139 (114 NSF), Room 00140 (349 NSF), Room 00141 (507 NSF), Room 00143 (111 NSF), Room 00144 (115 NSF), Room 00145 (106 NSF), Room 00168 (114 NSF), Room 00147 (121 NSF), Room 00148 (108 NSF), Room 00152 (111 NSF), Room 00153 (111 NSF), Room 00154 (111 NSF), Room 00155 (116 NSF), Room 00156 (140 NSF), Room 00157 (140 NSF), Room 00158 (301 NSF), Room 00160 (441 NSF), Room 00161 (149 NSF), Room 00164 (162 NSF), Room 00165 (223 NSF), Room 00166 (198 NSF), Room 00168 (110 NSF), Room 00169 (315 NSF), Room 00172 (126 NSF), Room 00173 (91 NSF), Room 00174 (66 NSF), Room 00175 (92 NSF), Room 00182 (918 NSF), Room 00184 (851 NSF), Room 00226 (415 NSF), Room 00228 (139 NSF), Room 00229 (116 NSF), Room 00230 (119 NSF), Room 00231 (114 NSF), Room 00232 (246 NSF), Room 00233 (569 NSF), Room 00235 (136 NSF), Room 00236 (152 NSF), Room 00237 (140 NSF), Room 00238 (477 NSF), Room 00240 (109 NSF), Room 00241 (111 NSF), Room 00242 (109 NSF), Room 00243 (105 NSF), Room 00244 (110 NSF), Room 00245 (98 NSF), Room 00246 (115 NSF), Room 00248 (116 NSF), Room 00249 (129 NSF), Room 00250 (108 NSF), Room 00251 (130 NSF), Room 00255 (106 NSF), Room 00256 (111 NSF), Room 00257 (111 NSF), Room 00258 (111 NSF), Room 00259 (288 NSF), Room 00260 (140 NSF), Room 00261 (140 NSF), Room 00263 (47 NSF), Room 00265 (250 NSF), Room 00266 (234 NSF), Room 00270 (163 NSF), Room 00272 (164 NSF), Room 00282 (350 NSF), Room 00284 (108 NSF), Room 00285 (112 NSF), Room 00286 (133 NSF), Room 00287 (120 NSF), Room 00288 (127 NSF), Room 00289 (104 NSF), Room 00290 (105 NSF), Room 00291 (135 NSF), Room 00292 (102 NSF), Room 00293 (96 NSF), Room 00294 (114 NSF), Room 00295 (114 NSF), Room 00296 (114 NSF), Room 00297 (197 NSF), Room 00298 (179 NSF), Room 00299A (144 NSF), Room 00299B (108 NSF), Room 00299C (106 NSF), Room 00299D (106 NSF), Room 00299E (106 NSF), Room 00299F (105 NSF), Room 00299G (238 NSF), Room 00299H (153 NSF), Room 00299I (155 NSF), Room 00299J (207 NSF), Room 00299K (196 NSF), Room 00299L (151 NSF), Room 00299M (160 NSF), Room 00299N (148 NSF), Room 00299O (113 NSF), Room 00299P (146 NSF), Room 00299Q (159 NSF), Room 00299R (159 NSF), Room 00316 (225 NSF), Room 00318 (715 NSF), Room 00323 (716 NSF), Room 00194 (171 NSF), Room 00196 (171 NSF), Room 00202 (234 NSF), Room 00203 (238 NSF), Room 00279 (127 NSF), Room 00280 (132 NSF), Room 00188 (919 NSF), Room 00281 (753 NSF), Room 00221 (1166 NSF), Room 00210 (1067 NSF), Room 00211 (1507 NSF), Room 00218 (1363 NSF), Room 00204 (829 NSF), Room 00205 (854 NSF), Room 00206 (1018 NSF), Room 00207 (1253 NSF), Room 00278 (837 NSF), Room 00176 (310 NSF), Room 00178 (891 NSF), Room 00130 (814 NSF), Room 00124 (733 NSF), Room 00121 (1015 NSF), Room 00119 (1015 NSF), Room 00112 (1015 NSF), Room 00170 (1457 NSF), Room 00104 (1155 NSF), Room 00126 (68 NSF), Room 00186 (473 NSF), Room 00186A (316 NSF), Room 00111 (1155 NSF), Room 00114 (1008 NSF), Room 00116 (1308 NSF) Renovation Description:	7,086,826

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.062	Renovating Building Number - 11, Building Name - TECHNOLOGY AND PROFE (0 SS), (29204 NSF) Apply Painting, Electrical, Other to Room 00001X (1154 NSF), Room 00002X (1091 NSF), Room 00003X (2060 NSF), Room 00004X (171 NSF), Room 00005X (171 NSF), Room 00100 (288 NSF), Room 00100A (85 NSF), Room 00101 (214 NSF), Room 00132 (257 NSF), Room 00142 (318 NSF), Room 00149 (92 NSF), Room 00150 (156 NSF), Room 00151 (265 NSF), Room 00151A (61 NSF), Room 00152 (111 NSF), Room 00159 (185 NSF), Room 00159A (130 NSF), Room 00160A (54 NSF), Room 00162 (18 NSF), Room 00163 (18 NSF), Room 00105 (611 NSF), Room 00108 (207 NSF), Room 00122 (1017 NSF), Room 00123 (65 NSF), Room 00126A (52 NSF), Room 00127 (465 NSF), Room 00128 (299 NSF), Room 00129 (55 NSF), Room 00129E (50 NSF), Room 00171 (64 NSF), Room 00179 (247 NSF), Room 00180 (62 NSF), Room 00181 (91 NSF), Room 00183 (26 NSF), Room 00223 (1125 NSF), Room 00224 (66 NSF), Room 00225 (215 NSF), Room 00226E (50 NSF), Room 00227 (12 NSF), Room 00234 (228 NSF), Room 00239 (253 NSF), Room 00247 (109 NSF), Room 00252 (16 NSF), Room 00253 (198 NSF), Room 00254 (114 NSF), Room 00260A (61 NSF), Room 00262 (225 NSF), Room 00263 (47 NSF), Room 00264 (67 NSF), Room 00265 (250 NSF), Room 00267 (23 NSF), Room 00268 (1460 NSF), Room 00269 (93 NSF), Room 00269A (173 NSF), Room 00270A (201 NSF), Room 00271 (27 NSF), Room 00273 (98 NSF), Room 00273B (76 NSF), Room 00273E (45 NSF), Room 00274 (108 NSF), Room 00275 (323 NSF), Room 00276 (228 NSF), Room 00277 (17 NSF), Room 00282 (350 NSF), Room 00282A (222 NSF), Room 00283 (22 NSF), Room 00299 (226 NSF), Room 00300 (695 NSF), Room 00200A (85 NSF), Room 00201 (214 NSF), Room 00318A (94 NSF), Room 00324 (181 NSF), Room 00325 (2741 NSF), Room 00400 (2957 NSF), Room 00191 (18 NSF), Room 00192 (326 NSF), Room 00193 (298 NSF), Room 00193E (55 NSF), Room 00195 (27 NSF), Room 00197 (227 NSF), Room 00198 (231 NSF), Room 00199 (2626 NSF), Room 00200 (695 NSF), Room 00200A (85 NSF), Room 00201 (214 NSF), Room 00125 (63 NSF), Room 00189 (95 NSF), Room 00209 (90 NSF), Room 00220 (64 NSF), Room 00208 (123 NSF), Room 00177 (172 NSF), Room 00190 (175 NSF), Room 00219 (82 NSF), Room 00222 (128 NSF), Room 00118 (115 NSF), Room 00120 (115 NSF) Renovation Description:	4,516,885
1.063	Renovating Building Number - 9, Building Name - CENTRE BUILDING (0 SS), (9245 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (301 NSF), Room 00103 (172 NSF), Room 00104 (145 NSF), Room 00105 (98 NSF), Room 00108 (597 NSF), Room 00109 (53 NSF), Room 00110 (53 NSF), Room 00115 (811 NSF), Room 00116 (120 NSF), Room 00117 (120 NSF), Room 00118 (120 NSF), Room 00119 (265 NSF), Room 00120 (86 NSF), Room 00121 (86 NSF), Room 00122 (86 NSF), Room 00123 (86 NSF), Room 00124 (86 NSF), Room 00125 (86 NSF), Room 00126 (86 NSF), Room 00127 (86 NSF), Room 00128 (86 NSF), Room 00130 (796 NSF), Room 00131 (60 NSF), Room 00132 (60 NSF), Room 00133 (60 NSF), Room 00134 (60 NSF), Room 00135 (60 NSF), Room 00136 (60 NSF), Room 00137 (60 NSF), Room 00202 (470 NSF), Room 00203 (971 NSF), Room 00205 (119 NSF), Room 00208 (115 NSF), Room 00209 (245 NSF), Room 00213 (47 NSF), Room 00214 (47 NSF), Room 00215 (433 NSF), Room 00219 (263 NSF), Room 00221 (179 NSF), Room 00223 (156 NSF), Room 00224 (145 NSF), Room 00225 (86 NSF), Room 00226 (128 NSF), Room 00227 (108 NSF), Room 00228 (278 NSF), Room 00232 (53 NSF), Room 00233 (53 NSF), Room 00236 (128 NSF), Room 00237 (122 NSF), Room 00240 (254 NSF) Renovation Description:	1,429,893
1.064	Renovating Building Number - 9, Building Name - CENTRE BUILDING (0 SS), (7009 NSF) Apply Painting, Electrical, Other to Room 00001X (673 NSF), Room 00002X (469 NSF), Room 00003X (980 NSF), Room 00004X (34 NSF), Room 00100 (34 NSF), Room 00100A (119 NSF), Room 00100B (187 NSF), Room 00100E (54 NSF), Room 00101 (128 NSF), Room 00102A (32 NSF), Room 00111 (72 NSF), Room 00112 (224 NSF), Room 00114 (220 NSF), Room 00129 (166 NSF), Room 00200 (137 NSF), Room 00200A (111 NSF), Room 00200E (54 NSF), Room 00204 (52 NSF), Room 00206 (309 NSF), Room 00207 (74 NSF), Room 00210 (265 NSF), Room 00211 (168 NSF), Room 00212 (262 NSF), Room 00216 (190 NSF), Room 00217 (119 NSF), Room 00218 (62 NSF), Room 00220 (63 NSF), Room 00220A (203 NSF), Room 00220B (110 NSF), Room 00222 (145 NSF), Room 00229 (198 NSF), Room 00230 (158 NSF), Room 00231 (100 NSF), Room 00234 (67 NSF), Room 00235 (33 NSF), Room 00238 (292 NSF), Room 00239 (123 NSF), Room 00241 (81 NSF), Room 00242 (241 NSF) Renovation Description:	1,084,058

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.065	Renovating Building Number - 8, Building Name - ACADEMIC COMPUTING C (0 SS), (27911 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (38 NSF), Room 00103 (37 NSF), Room 00106 (149 NSF), Room 00108 (94 NSF), Room 00109 (1118 NSF), Room 00112 (1106 NSF), Room 00118 (600 NSF), Room 00119 (1225 NSF), Room 00122 (178 NSF), Room 00123 (387 NSF), Room 00124 (228 NSF), Room 00125 (191 NSF), Room 00126 (96 NSF), Room 00128 (96 NSF), Room 00131 (38 NSF), Room 00132 (38 NSF), Room 00133 (1563 NSF), Room 00135 (100 NSF), Room 00136 (100 NSF), Room 00137 (296 NSF), Room 00202 (41 NSF), Room 00203 (41 NSF), Room 00207 (138 NSF), Room 00208 (91 NSF), Room 00209 (267 NSF), Room 00210 (3520 NSF), Room 00211 (1185 NSF), Room 00212 (1304 NSF), Room 00216 (41 NSF), Room 00217 (41 NSF), Room 00219 (1265 NSF), Room 00220 (1332 NSF), Room 00221 (1147 NSF), Room 00333 (202 NSF), Room 00335 (658 NSF), Room 00302 (39 NSF), Room 00303 (40 NSF), Room 00307 (147 NSF), Room 00308 (94 NSF), Room 00309 (98 NSF), Room 00309A (89 NSF), Room 00310 (250 NSF), Room 00310A (115 NSF), Room 00311 (99 NSF), Room 00313 (93 NSF), Room 00314 (192 NSF), Room 00315 (96 NSF), Room 00316 (255 NSF), Room 00317 (280 NSF), Room 00318 (99 NSF), Room 00322 (656 NSF), Room 00323 (1170 NSF), Room 00324 (1108 NSF), Room 00326 (267 NSF), Room 00327 (41 NSF), Room 00328 (41 NSF), Room 00330 (1197 NSF), Room 00331 (1220 NSF), Room 00332 (1149 NSF), Room 00214 (125 NSF) Renovation Description:	4,316,901
1.066	Renovating Building Number - 8, Building Name - ACADEMIC COMPUTING C (0 SS), (12311 NSF) Apply Painting, Electrical, Other to Room 00001X (1042 NSF), Room 00002X (545 NSF), Room 00003X (102 NSF), Room 00004X (299 NSF), Room 00005X (367 NSF), Room 00100 (132 NSF), Room 00100A (153 NSF), Room 00100B (156 NSF), Room 00100C (157 NSF), Room 00100D (266 NSF), Room 00101 (30 NSF), Room 00104 (210 NSF), Room 00105 (417 NSF), Room 00107 (15 NSF), Room 00108E (48 NSF), Room 00110 (126 NSF), Room 00111 (111 NSF), Room 00127 (651 NSF), Room 00129 (92 NSF), Room 00130 (243 NSF), Room 00130A (66 NSF), Room 00138 (184 NSF), Room 00139 (51 NSF), Room 00140 (47 NSF), Room 00141 (348 NSF), Room 00200 (119 NSF), Room 00200A (160 NSF), Room 00200B (160 NSF), Room 00200C (157 NSF), Room 00200D (246 NSF), Room 00201 (32 NSF), Room 00204 (188 NSF), Room 00205 (203 NSF), Room 00206 (17 NSF), Room 00207E (48 NSF), Room 00213 (305 NSF), Room 00115 (386 NSF), Room 00214A (107 NSF), Room 00218 (273 NSF), Room 00334 (349 NSF), Room 00223 (356 NSF), Room 00300 (109 NSF), Room 00300A (159 NSF), Room 00300B (157 NSF), Room 00300C (157 NSF), Room 00300D (282 NSF), Room 00301 (27 NSF), Room 00303E (48 NSF), Room 00304 (190 NSF), Room 00305 (178 NSF), Room 00306 (17 NSF), Room 00319 (160 NSF), Room 00321 (365 NSF), Room 00325 (681 NSF), Room 00326A (93 NSF), Room 00329 (284 NSF), Room 00332A (33 NSF), Room 00222 (44 NSF), Room 00215 (115 NSF), Room 00117 (98 NSF), Room 00113 (65 NSF), Room 00114 (85 NSF) Renovation Description:	1,904,101
1.067	Renovating Building Number - 6, Building Name - DENTAL HYGIENE BUILD (559 SS), (22265 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (319 NSF), Room 00100A (148 NSF), Room 00103 (120 NSF), Room 00123 (224 NSF), Room 00124 (214 NSF), Room 00125 (89 NSF), Room 00126 (184 NSF), Room 00127 (90 NSF), Room 00128 (141 NSF), Room 00129 (59 NSF), Room 00130 (93 NSF), Room 00132 (157 NSF), Room 00105 (106 NSF), Room 00107 (83 NSF), Room 00111 (29 NSF), Room 00202 (257 NSF), Room 00203 (249 NSF), Room 002101 (95 NSF), Room 002102 (105 NSF), Room 002103 (100 NSF), Room 002104 (111 NSF), Room 002105 (115 NSF), Room 002106 (100 NSF), Room 002107 (104 NSF), Room 00210B (194 NSF), Room 00109 (183 NSF), Room 00139 (97 NSF), Room 00209 (948 NSF), Room 00141 (1060 NSF), Room 00218 (887 NSF), Room 00219 (880 NSF), Room 00220 (1193 NSF), Room 00221 (1899 NSF), Room 00225 (952 NSF), Room 00204 (1124 NSF), Room 00205 (891 NSF), Room 00206 (1093 NSF), Room 00207 (915 NSF), Room 00135 (1248 NSF), Room 00138 (160 NSF), Room 00110 (190 NSF), Room 00100B (233 NSF), Room 00101 (2327 NSF), Room 00102 (218 NSF), Room 00104 (181 NSF), Room 00136 (1062 NSF), Room 00114 (252 NSF), Room 00115 (211 NSF), Room 00116 (174 NSF), Room 00117 (160 NSF), Room 00108 (87 NSF), Room 00106 (154 NSF) Renovation Description:	3,443,653

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.068	Renovating Building Number - 6, Building Name - DENTAL HYGIENE BUILD (0 SS), (13011 NSF) Apply Painting, Electrical, Other to Room 00001 (370 NSF), Room 00001X (3539 NSF), Room 00002X (313 NSF), Room 00003X (54 NSF), Room 00004X (56 NSF), Room 00005X (183 NSF), Room 00118 (135 NSF), Room 00119 (53 NSF), Room 00119A (120 NSF), Room 00119E (44 NSF), Room 00120 (210 NSF), Room 00121 (120 NSF), Room 00122 (248 NSF), Room 00133 (81 NSF), Room 00133A (106 NSF), Room 00133B (38 NSF), Room 00134 (216 NSF), Room 00112 (57 NSF), Room 00113 (76 NSF), Room 00201 (1218 NSF), Room 00209E (36 NSF), Room 00210A (45 NSF), Room 00210C (83 NSF), Room 00210D (37 NSF), Room 00210E (128 NSF), Room 00213 (192 NSF), Room 00214 (90 NSF), Room 00226 (285 NSF), Room 00227 (561 NSF), Room 00228 (1130 NSF), Room 00229 (88 NSF), Room 00300 (1880 NSF), Room 00137 (317 NSF), Room 00208 (147 NSF), Room 00208A (141 NSF), Room 00140 (160 NSF), Room 00217 (161 NSF), Room 00205A (293 NSF) Renovation Description:	2,012,368
1.069	Renovating Building Number - 5, Building Name - COMMUNICATIONS AND H (676 SS), (30118 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00105 (131 NSF), Room 00106 (130 NSF), Room 00109 (131 NSF), Room 00110 (129 NSF), Room 00113 (130 NSF), Room 00114 (181 NSF), Room 00117 (133 NSF), Room 00118 (134 NSF), Room 00121 (133 NSF), Room 00123 (126 NSF), Room 00126 (25 NSF), Room 00127 (25 NSF), Room 00149 (240 NSF), Room 00150 (215 NSF), Room 00171 (54 NSF), Room 00172 (59 NSF), Room 00173 (56 NSF), Room 00174 (59 NSF), Room 00175 (56 NSF), Room 00176 (27 NSF), Room 00177 (26 NSF), Room 00181 (120 NSF), Room 00182 (122 NSF), Room 00183 (122 NSF), Room 00184 (120 NSF), Room 00202 (127 NSF), Room 00204 (131 NSF), Room 00206 (133 NSF), Room 00207 (175 NSF), Room 00208 (163 NSF), Room 00209 (139 NSF), Room 00210 (327 NSF), Room 00214 (25 NSF), Room 00215 (25 NSF), Room 00221 (450 NSF), Room 00224 (131 NSF), Room 00225 (132 NSF), Room 00131 (114 NSF), Room 00132 (144 NSF), Room 00133 (78 NSF), Room 00134 (78 NSF), Room 00144 (353 NSF), Room 00241 (240 NSF), Room 00242 (215 NSF), Room 00247 (137 NSF), Room 00248 (81 NSF), Room 00269 (319 NSF), Room 00270 (210 NSF), Room 00276 (92 NSF), Room 00277 (89 NSF), Room 00278 (112 NSF), Room 00279 (112 NSF), Room 00280 (91 NSF), Room 00281 (91 NSF), Room 00282 (111 NSF), Room 00284 (69 NSF), Room 00285 (69 NSF), Room 00286 (209 NSF), Room 00290 (27 NSF), Room 00291 (26 NSF), Room 00228 (529 NSF), Room 00255 (61 NSF), Room 00256 (61 NSF), Room 00263 (692 NSF), Room 00264 (707 NSF), Room 00230 (692 NSF), Room 00233 (690 NSF), Room 00234 (694 NSF), Room 00235 (683 NSF), Room 00236 (696 NSF), Room 00227 (860 NSF), Room 00156 (922 NSF), Room 00157 (922 NSF), Room 00158 (1179 NSF), Room 00160 (1242 NSF), Room 00161 (1174 NSF), Room 00130 (764 NSF), Room 00165 (1536 NSF), Room 00250 (373 NSF), Room 00245 (946 NSF), Room 00246 (207 NSF), Room 00254 (1189 NSF), Room 00259 (1272 NSF), Room 00260 (1227 NSF), Room 00141 (850 NSF), Room 00145 (856 NSF), Room 00137 (415 NSF), Room 00139 (970 NSF) Renovation Description:	4,658,250

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.070	Renovating Building Number - 5, Building Name - COMMUNICATIONS AND H (0 SS), (33082 NSF) Apply Painting, Electrical, Other to Room 00010X (158 NSF), Room 00011X (42 NSF), Room 00012X (390 NSF), Room 00100 (156 NSF), Room 00102 (919 NSF), Room 00103 (44 NSF), Room 00112 (44 NSF), Room 00115 (41 NSF), Room 00122 (40 NSF), Room 00124 (318 NSF), Room 00125 (110 NSF), Room 00128 (24 NSF), Room 00129 (28 NSF), Room 00146 (866 NSF), Room 00147 (414 NSF), Room 00152 (326 NSF), Room 00153 (140 NSF), Room 00154 (1187 NSF), Room 00155 (134 NSF), Room 00169 (342 NSF), Room 00170 (1271 NSF), Room 00178 (32 NSF), Room 00179 (44 NSF), Room 00180 (215 NSF), Room 00186 (41 NSF), Room 00187 (280 NSF), Room 00188E (39 NSF), Room 00190 (51 NSF), Room 00200 (1139 NSF), Room 00201 (51 NSF), Room 00211 (318 NSF), Room 00212 (110 NSF), Room 00213 (21 NSF), Room 00216 (51 NSF), Room 00216A (138 NSF), Room 00222 (51 NSF), Room 00136 (61 NSF), Room 00140 (307 NSF), Room 00140A (88 NSF), Room 00142E (48 NSF), Room 00143 (45 NSF), Room 00166 (123 NSF), Room 00238 (138 NSF), Room 00239 (325 NSF), Room 00240E (53 NSF), Room 00243 (1594 NSF), Room 00244 (1031 NSF), Room 00244B (85 NSF), Room 00231 (157 NSF), Room 00249 (44 NSF), Room 00265 (1148 NSF), Room 00266 (137 NSF), Room 00267 (334 NSF), Room 00268 (158 NSF), Room 00286 (209 NSF), Room 00288 (233 NSF), Room 00289 (35 NSF), Room 00292 (38 NSF), Room 00294 (336 NSF), Room 00295 (137 NSF), Room 00296E (42 NSF), Room 00300 (12890 NSF), Room 00251 (91 NSF), Room 00257 (149 NSF), Room 00258 (169 NSF), Room 00261 (141 NSF), Room 00262 (125 NSF), Room 00259B (445 NSF), Room 00167 (326 NSF), Room 00168 (315 NSF), Room 00165A (42 NSF), Room 00165B (42 NSF), Room 00159 (455 NSF), Room 00162 (121 NSF), Room 00163 (117 NSF), Room 00164 (203 NSF), Room 00139 (970 NSF) Renovation Description:	5,116,682
1.071	Renovating Building Number - 3, Building Name - ACADEMIC SUPPORT (50 SS), (7052 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00255 (57 NSF), Room 00256 (56 NSF), Room 00259 (129 NSF), Room 00260 (127 NSF), Room 00261 (161 NSF), Room 00265 (106 NSF), Room 00266 (107 NSF), Room 00267 (106 NSF), Room 00268 (104 NSF), Room 00269 (105 NSF), Room 00271 (106 NSF), Room 00272 (106 NSF), Room 00273 (108 NSF), Room 00275 (146 NSF), Room 00276 (250 NSF), Room 00277 (426 NSF), Room 00278 (125 NSF), Room 00278A (132 NSF), Room 00281 (185 NSF), Room 00283 (187 NSF), Room 00284 (131 NSF), Room 00286 (75 NSF), Room 00287 (76 NSF), Room 00290 (144 NSF), Room 00291 (150 NSF), Room 00292 (150 NSF), Room 00294A (83 NSF), Room 00294B (88 NSF), Room 00295 (180 NSF), Room 00142 (232 NSF), Room 00143 (241 NSF), Room 00150 (134 NSF), Room 00151 (137 NSF), Room 00158 (163 NSF), Room 00159 (163 NSF), Room 00149 (957 NSF), Room 00160 (1119 NSF) Renovation Description:	1,090,709
1.072	Renovating Building Number - 3, Building Name - ACADEMIC SUPPORT (0 SS), (7811 NSF) Apply Painting, Electrical, Other to Room 00250 (200 NSF), Room 00251 (293 NSF), Room 00252 (209 NSF), Room 00253 (264 NSF), Room 00257 (47 NSF), Room 00262 (13 NSF), Room 00263 (471 NSF), Room 00270 (105 NSF), Room 00274 (75 NSF), Room 00279 (196 NSF), Room 00279A (78 NSF), Room 00280 (62 NSF), Room 00282 (209 NSF), Room 00285 (101 NSF), Room 00288 (90 NSF), Room 00289 (424 NSF), Room 00293 (158 NSF), Room 00296 (110 NSF), Room 00001A (192 NSF), Room 00001B (177 NSF), Room 00001X (1368 NSF), Room 00002X (605 NSF), Room 00003X (1381 NSF), Room 00144 (340 NSF), Room 00145 (101 NSF), Room 00146 (39 NSF), Room 00147 (117 NSF), Room 00148 (171 NSF), Room 00150A (11 NSF), Room 00150B (41 NSF), Room 00158 (163 NSF) Renovation Description:	1,208,101

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.073	Renovating Building Number - 2, Building Name - SCIENCE/MATH ANNEX (0 SS), (15648 NSF) Apply Painting, Electrical, Other to Room 00001A (124 NSF), Room 00001B (244 NSF), Room 00001C (108 NSF), Room 00001E (43 NSF), Room 00001X (695 NSF), Room 00002A (178 NSF), Room 00002B (213 NSF), Room 00002C (84 NSF), Room 00002E (43 NSF), Room 00002X (865 NSF), Room 00004X (27 NSF), Room 00005X (27 NSF), Room 00006X (1032 NSF), Room 00007X (169 NSF), Room 000C2 (101 NSF), Room 00101 (204 NSF), Room 00101C (205 NSF), Room 00102A (64 NSF), Room 00106 (139 NSF), Room 00106A (37 NSF), Room 00107 (283 NSF), Room 00108 (125 NSF), Room 00108A (48 NSF), Room 00207 (185 NSF), Room 00208 (383 NSF), Room 00209 (83 NSF), Room 00210 (178 NSF), Room 00227 (9 NSF), Room 00231 (242 NSF), Room 00232 (30 NSF), Room 00234 (179 NSF), Room 00300 (8907 NSF), Room 00241 (183 NSF), Room 00140A (211 NSF) Renovation Description:	2,420,224
1.074	Renovating Building Number - 2, Building Name - SCIENCE/MATH ANNEX (74 SS), (7899 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (513 NSF), Room 00101A (77 NSF), Room 00101B (80 NSF), Room 00102 (389 NSF), Room 00103 (288 NSF), Room 00104 (103 NSF), Room 00105 (161 NSF), Room 00210A (102 NSF), Room 00210B (102 NSF), Room 00210C (102 NSF), Room 00210D (102 NSF), Room 00211 (143 NSF), Room 00212 (142 NSF), Room 00213 (142 NSF), Room 00214 (143 NSF), Room 00215 (143 NSF), Room 00216 (142 NSF), Room 00217 (146 NSF), Room 00218 (153 NSF), Room 00220 (153 NSF), Room 00221 (154 NSF), Room 00222 (186 NSF), Room 00223 (136 NSF), Room 00224 (136 NSF), Room 00225 (136 NSF), Room 00226 (133 NSF), Room 00230 (274 NSF), Room 00233 (84 NSF), Room 00235 (86 NSF), Room 00236 (305 NSF), Room 00238 (253 NSF), Room 00140 (1539 NSF), Room 00242 (180 NSF), Room 00239 (525 NSF), Room 00240 (151 NSF), Room 00237 (295 NSF) Renovation Description:	1,221,712
1.075	Renovating Building Number - 1, Building Name - ENGLISH BUILDING (537 SS), (21714 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00103 (148 NSF), Room 00104 (140 NSF), Room 00111 (180 NSF), Room 00121A (80 NSF), Room 00121B (124 NSF), Room 00122 (232 NSF), Room 00123 (177 NSF), Room 00117 (280 NSF), Room 00134 (253 NSF), Room 00206 (231 NSF), Room 00207 (247 NSF), Room 00210 (112 NSF), Room 00211 (202 NSF), Room 00212 (110 NSF), Room 00213 (201 NSF), Room 00214 (120 NSF), Room 00215 (120 NSF), Room 00216 (119 NSF), Room 00217 (119 NSF), Room 00218 (120 NSF), Room 00219 (121 NSF), Room 00220 (118 NSF), Room 00221 (117 NSF), Room 00222 (130 NSF), Room 00223A (51 NSF), Room 00223B (51 NSF), Room 00223C (54 NSF), Room 00223D (54 NSF), Room 00225 (446 NSF), Room 00241 (430 NSF), Room 00243 (352 NSF), Room 00244 (330 NSF), Room 00245 (210 NSF), Room 00248 (245 NSF), Room 00254 (141 NSF), Room 00255 (137 NSF), Room 00256 (81 NSF), Room 00258 (232 NSF), Room 00259 (135 NSF), Room 00260 (150 NSF), Room 00261 (136 NSF), Room 00262 (135 NSF), Room 00263 (134 NSF), Room 00264 (96 NSF), Room 00265 (429 NSF), Room 00266 (39 NSF), Room 00267 (236 NSF), Room 00270 (168 NSF), Room 00247 (1099 NSF), Room 00233 (853 NSF), Room 00234 (850 NSF), Room 00235 (837 NSF), Room 00237 (847 NSF), Room 00239 (1030 NSF), Room 00135 (961 NSF), Room 00120 (684 NSF), Room 00121 (676 NSF), Room 00126 (674 NSF), Room 00127 (643 NSF), Room 00112 (815 NSF), Room 00113 (700 NSF), Room 00114 (928 NSF), Room 00115 (1026 NSF), Room 00116 (818 NSF) Renovation Description:	3,358,432

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
1.076	Renovating Building Number - 1, Building Name - ENGLISH BUILDING (0 SS), (16455 NSF) Apply Painting, Electrical, Other to Room 00001A (209 NSF), Room 00001B (106 NSF), Room 00001C (108 NSF), Room 00001E (36 NSF), Room 00001X (598 NSF), Room 00002B (199 NSF), Room 00002E (36 NSF), Room 00002X (4342 NSF), Room 00003X (185 NSF), Room 00100 (176 NSF), Room 00101 (492 NSF), Room 00102 (597 NSF), Room 00105 (245 NSF), Room 00106 (47 NSF), Room 00107 (93 NSF), Room 00108 (42 NSF), Room 00109 (77 NSF), Room 00110 (38 NSF), Room 00124 (71 NSF), Room 00125 (427 NSF), Room 00118 (155 NSF), Room 00119 (121 NSF), Room 00128 (591 NSF), Room 00129 (413 NSF), Room 00130 (245 NSF), Room 00131 (181 NSF), Room 00132 (324 NSF), Room 00136 (61 NSF), Room 00200 (129 NSF), Room 00208 (487 NSF), Room 00223 (69 NSF), Room 00224 (80 NSF), Room 00226 (446 NSF), Room 00227 (876 NSF), Room 00228 (606 NSF), Room 00229 (165 NSF), Room 00230 (66 NSF), Room 00232 (428 NSF), Room 00240 (479 NSF), Room 00242 (16 NSF), Room 00246 (12 NSF), Room 00248A (98 NSF), Room 00249 (692 NSF), Room 00253 (62 NSF), Room 00257 (15 NSF), Room 00258A (16 NSF), Room 00267A (20 NSF), Room 00268 (159 NSF), Room 00269 (56 NSF), Room 00271 (192 NSF), Room 00272 (205 NSF), Room 00273 (208 NSF), Room 00274 (308 NSF), Room 00275 (56 NSF), Room 00276 (75 NSF), Room 00236 (77 NSF), Room 00238 (81 NSF), Room 00231 (61 NSF) Renovation Description:	2,545,040
MAIN		Total :
		222,861,654

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 2

Site Name: GADSDEN SERVICE CENT

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
2.001	General repairs, including updated finishes, technology upgrades, and MEP renewal.	15,000
2.002	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	25,000
2.003	Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	2,500
2.004	Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	125,000
2.005	Repair and replace existing roof systems to correct deterioration and roof leaks.	1,500
2.006	Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	15,000
2.007	Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	5,000
2.008	Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	5,000
2.009	Repair and upgrade exterior walls, doors, windows and appenditures.	20,000
2.010	Repair and upgrade exterior and interior signage.	2,500
2.011	Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	5,000
2.012	Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	100,000
GADSDEN SERVICE CENT Total :		321,500

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
2.013	Renovating Building Number - 3, Building Name - GADSDEN SERVICE CENT (77 SS), (3736 NSF) Apply Retrofit for Technology to Room 00103 (112 NSF), Room 00107 (112 NSF), Room 00109 (161 NSF), Room 00117 (669 NSF), Room 00110 (508 NSF), Room 00102 (292 NSF), Room 00118 (656 NSF), Room 00120 (1226 NSF) Renovation Description:	577,834
2.014	Renovating Building Number - 3, Building Name - GADSDEN SERVICE CENT (77 SS), (6663 NSF) Apply Painting, Floor Cover to Room 00109 (161 NSF), Room 00103 (112 NSF), Room 00107 (112 NSF), Room 00105 (180 NSF), Room 00104 (128 NSF), Room 00113 (56 NSF), Room 000116 (244 NSF), Room 00101 (158 NSF), Room 0C100 (469 NSF), Room 00108 (42 NSF), Room 00114 (154 NSF), Room 00115 (60 NSF), Room 00112 (154 NSF), Room 00100X (682 NSF), Room 00117 (669 NSF), Room 00110 (508 NSF), Room 00102 (292 NSF), Room 00118 (656 NSF), Room 00120 (1226 NSF), Room 00121 (340 NSF), Room 00126 (260 NSF) Renovation Description:	1,030,544
GADSDEN SERVICE CENT Total :		1,608,378

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 3

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

Site Name: FLORIDA PUBLIC SAFET

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
3.001	General repairs, including updated finishes, technology upgrades, and MEP renewal.	1,250,000
3.002	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	275,000
3.003	Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	4,000,000
3.004	Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	450,000
3.005	Repair and replace existing roof systems to correct deterioration and roof leaks.	485,000
3.006	Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	1,000,000
3.007	Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	45,000
3.008	Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	284,000
3.009	Repair and upgrade exterior walls, doors, windows and appenditures.	400,000
3.010	Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	165,000
3.011	Repair and upgrade exterior and interior signage.	85,000
3.012	Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	290,000
3.013	Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	500,000
FLORIDA PUBLIC SAFET Total :		9,229,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
3.014	Renovating Building Number - 33, Building Name - DRIVING TRACK TOWER (0 SS), (512 NSF) Apply Painting, Other to Room 00100 (512 NSF) Renovation Description:	79,189
3.015	Renovating Building Number - 34, Building Name - RAPPEL TOWER (0 SS), (2560 NSF) Apply Painting, Other to Room 00100 (2560 NSF) Renovation Description:	395,946
3.016	Renovating Building Number - 20, Building Name - RANGE EIGHT STORAGE (0 SS), (496 NSF) Apply Painting, Electrical to Room 00100 (496 NSF) Renovation Description:	76,714
3.017	Renovating Building Number - 18, Building Name - RANGE STORAGE (0 SS), (496 NSF) Apply Painting, Electrical to Room 00100 (496 NSF) Renovation Description:	76,714
3.018	Renovating Building Number - 17, Building Name - RANGE FIVE STORAGE (0 SS), (300 NSF) Apply Painting, Electrical to Room 00102 (36 NSF), Room 00100 (264 NSF) Renovation Description:	46,400

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
3.019	Renovating Building Number - 16, Building Name - CONFERENCE CENTER BU (188 SS), (11021 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (378 NSF), Room 00101 (1584 NSF), Room 00102 (84 NSF), Room 00103 (246 NSF), Room 00104 (256 NSF), Room 00105 (103 NSF), Room 00106 (38 NSF), Room 00107 (122 NSF), Room 00108 (58 NSF), Room 00109 (253 NSF), Room 00110 (221 NSF), Room 00111 (128 NSF), Room 00112 (367 NSF), Room 00113 (407 NSF), Room 00114 (588 NSF), Room 00115 (53 NSF), Room 00117 (53 NSF), Room 00118 (260 NSF), Room 00120 (53 NSF), Room 00200 (42 NSF), Room 00201 (836 NSF), Room 00202 (102 NSF), Room 00203 (102 NSF), Room 00100A (1515 NSF), Room 00100B (1655 NSF), Room 00100C (1517 NSF) Renovation Description:	1,704,581
3.020	Renovating Building Number - 12, Building Name - AMMUNITION AND MECHA (0 SS), (19100 NSF) Apply Painting, Electrical, Lighting, HVAC Systems, Bell/Fire Alarm Systems, Other to Room 00100 (386 NSF), Room 00100A (284 NSF), Room 00101 (253 NSF), Room 00102 (216 NSF), Room 00103 (216 NSF), Room 00104 (216 NSF), Room 00105 (216 NSF), Room 00106 (216 NSF), Room 00107 (216 NSF), Room 00108 (216 NSF), Room 00109 (216 NSF), Room 00110 (253 NSF), Room 00111 (216 NSF), Room 00112 (216 NSF), Room 00113 (216 NSF), Room 00114 (216 NSF), Room 00115 (216 NSF), Room 00116 (216 NSF), Room 00117 (216 NSF), Room 00118 (216 NSF), Room 00119 (216 NSF), Room 00120 (216 NSF), Room 00120A (862 NSF), Room 00121 (253 NSF), Room 00122 (216 NSF), Room 00123 (216 NSF), Room 00124 (216 NSF), Room 00124A (598 NSF), Room 00125 (216 NSF), Room 00126 (216 NSF), Room 00126A (393 NSF), Room 00127 (216 NSF), Room 00128 (216 NSF), Room 00129 (216 NSF), Room 00130 (253 NSF), Room 00131 (347 NSF), Room 00132 (520 NSF), Room 00133 (482 NSF), Room 00134 (482 NSF), Room 00134A (141 NSF), Room 00135 (1484 NSF), Room 00136 (1446 NSF), Room 00136A (141 NSF), Room 00136B (429 NSF), Room 00137 (1484 NSF), Room 00137A (598 NSF), Room 00138 (482 NSF), Room 00138A (141 NSF), Room 00139 (482 NSF), Room 00140 (520 NSF), Room 00141X (308 NSF), Room 00142X (308 NSF), Room 00143X (32 NSF), Room 00144X (25 NSF), Room 00145X (32 NSF), Room 00146X (65 NSF) Renovation Description:	2,954,133
3.021	Renovating Building Number - 11, Building Name - DORMITORY WING (NORT (0 SS), (5985 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Other to Room 00001C (254 NSF), Room 00002C (254 NSF), Room 00003C (254 NSF), Room 00004C (254 NSF), Room 00005C (254 NSF), Room 00006C (254 NSF), Room 00007C (254 NSF), Room 00008C (254 NSF), Room 00009C (254 NSF), Room 00010C (254 NSF), Room 00011C (254 NSF), Room 00012C (254 NSF), Room 00013C (254 NSF), Room 00014C (254 NSF), Room 00015C (254 NSF), Room 00016C (254 NSF), Room 00017 (81 NSF), Room 00018 (122 NSF), Room 00019 (81 NSF), Room 00020 (81 NSF), Room 00021 (81 NSF), Room 00022 (81 NSF), Room 00023 (80 NSF), Room 00024 (80 NSF), Room 00025 (80 NSF), Room 00026 (210 NSF), Room 00027 (308 NSF), Room 00800 (636 NSF) Renovation Description:	925,680
3.022	Renovating Building Number - 10, Building Name - DORMITORY WING (SOUT (0 SS), (5256 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Other to Room 00001B (254 NSF), Room 00002B (254 NSF), Room 00003B (254 NSF), Room 00004B (254 NSF), Room 00005B (254 NSF), Room 00006B (254 NSF), Room 00007B (254 NSF), Room 00008B (254 NSF), Room 00009B (254 NSF), Room 00010B (254 NSF), Room 00011B (254 NSF), Room 00012B (254 NSF), Room 00013B (254 NSF), Room 00014B (254 NSF), Room 00015B (254 NSF), Room 00016B (254 NSF), Room 00017 (80 NSF), Room 00018 (80 NSF), Room 00019 (80 NSF), Room 00020 (80 NSF), Room 00021 (80 NSF), Room 00022 (80 NSF), Room 00023 (80 NSF), Room 00024 (80 NSF), Room 00800 (552 NSF) Renovation Description:	812,928

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
3.023	Renovating Building Number - 9, Building Name - DORMITORY ANNEX (62 SS), (5859 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00001 (744 NSF), Room 00002 (366 NSF), Room 00004 (44 NSF), Room 00005 (127 NSF), Room 00006 (127 NSF), Room 00007 (66 NSF), Room 00800 (682 NSF), Room 00801 (2162 NSF), Room 00008 (941 NSF), Room 00009 (600 NSF) Renovation Description:	906,192
3.024	Renovating Building Number - 7, Building Name - TACTICAL ENTRY HOUSE (0 SS), (5100 NSF) Apply Painting, Windows to Room 00100 (5100 NSF) Renovation Description:	788,800
3.025	Renovating Building Number - 6, Building Name - RANGE RESTROOM (0 SS), (306 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms to Room 00101 (108 NSF), Room 00102 (108 NSF), Room 00103 (15 NSF), Room 00104 (75 NSF) Renovation Description:	47,328
3.026	Renovating Building Number - 5, Building Name - DRIVING TRACK CLASSR (31 SS), (801 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00101 (31 NSF), Room 00100 (770 NSF) Renovation Description:	123,888
3.027	Renovating Building Number - 4, Building Name - ADMINISTRATION BUILD (0 SS), (27753 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100X (411 NSF), Room 00101 (740 NSF), Room 00101X (406 NSF), Room 00102 (352 NSF), Room 00103 (466 NSF), Room 00104 (351 NSF), Room 00105 (350 NSF), Room 00106 (119 NSF), Room 00107 (350 NSF), Room 00110 (2172 NSF), Room 00111 (74 NSF), Room 00112 (195 NSF), Room 00113 (68 NSF), Room 00114 (68 NSF), Room 00115 (211 NSF), Room 00116 (292 NSF), Room 00117 (303 NSF), Room 00118 (204 NSF), Room 00119 (250 NSF), Room 00120 (138 NSF), Room 00121 (558 NSF), Room 00122 (801 NSF), Room 00123 (104 NSF), Room 00124 (419 NSF), Room 00125 (638 NSF), Room 00126 (189 NSF), Room 00127 (184 NSF), Room 00128 (240 NSF), Room 00129 (126 NSF), Room 00130 (126 NSF), Room 00131 (258 NSF), Room 00132 (140 NSF), Room 00133 (208 NSF), Room 00134 (148 NSF), Room 00135 (164 NSF), Room 00136 (140 NSF), Room 00137 (182 NSF), Room 00138 (130 NSF), Room 00139 (118 NSF), Room 00140 (177 NSF), Room 00141 (174 NSF), Room 00142 (192 NSF), Room 00143 (20 NSF), Room 00144 (108 NSF), Room 00145 (104 NSF), Room 00146 (165 NSF), Room 00147 (112 NSF), Room 00148 (112 NSF), Room 00149 (112 NSF), Room 00150 (114 NSF), Room 00151 (20 NSF), Room 00152 (106 NSF), Room 00153 (110 NSF), Room 00190 (68 NSF), Room 00190E (35 NSF), Room 00191 (133 NSF), Room 00192 (114 NSF), Room 00193 (90 NSF), Room 00201 (1571 NSF), Room 00202 (690 NSF), Room 00203 (550 NSF), Room 00204 (199 NSF), Room 00205 (128 NSF), Room 00206 (119 NSF), Room 00210 (78 NSF), Room 00211 (196 NSF), Room 00212 (68 NSF), Room 00213 (272 NSF), Room 00213E (35 NSF), Room 00214 (383 NSF), Room 00215 (64 NSF), Room 00216 (70 NSF), Room 00217 (211 NSF), Room 00218 (555 NSF), Room 00219 (541 NSF), Room 00220 (555 NSF), Room 00221 (527 NSF), Room 00222 (165 NSF), Room 00223 (249 NSF), Room 00224 (115 NSF), Room 00225 (210 NSF), Room 00226 (184 NSF), Room 00227 (121 NSF), Room 00228 (115 NSF), Room 00229 (28 NSF), Room 00230 (121 NSF), Room 00231 (106 NSF), Room 00232 (101 NSF), Room 00233 (104 NSF), Room 00234 (168 NSF), Room 00235 (157 NSF), Room 00236 (120 NSF), Room 00237 (116 NSF), Room 00238 (114 NSF), Room 00239 (114 NSF), Room 00240 (183 NSF), Room 00241 (138 NSF), Room 00242 (114 NSF), Room 00243 (114 NSF), Room 00244 (116 NSF), Room 00245 (188 NSF), Room 00246 (114 NSF), Room 00247 (173 NSF), Room 00248 (116 NSF), Room 00249 (116 NSF), Room 00250 (116 NSF), Room 00251 (202 NSF), Room 00252 (144 NSF), Room 00254 (108 NSF), Room 00255 (105 NSF), Room 00256 (20 NSF), Room 00257 (118 NSF), Room 00258 (116 NSF), Room 00259 (118 NSF), Room 00260 (20 NSF), Room 00261 (104 NSF), Room 00262 (100 NSF), Room 00263 (180 NSF), Room 00264 (64 NSF), Room 00265 (116 NSF), Room 00266 (120 NSF), Room 00291 (90 NSF), Room 00292 (138 NSF), Room 00293 (23 NSF), Room 00294 (350 NSF), Room 00295 (350 NSF) Renovation Description:	4,292,464

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
3.028	Renovating Building Number - 3, Building Name - CLASSROOM BUILDING A (593 SS), (32297 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00221 (288 NSF), Room 00222 (228 NSF), Room 00223 (114 NSF), Room 00224 (114 NSF), Room 00225 (153 NSF), Room 00226 (153 NSF), Room 00227 (125 NSF), Room 00228 (123 NSF), Room 00301 (2177 NSF), Room 00302 (40 NSF), Room 00100 (43 NSF), Room 00100X (665 NSF), Room 00101 (2435 NSF), Room 00102 (105 NSF), Room 00103 (203 NSF), Room 00104 (204 NSF), Room 00105 (1375 NSF), Room 00105A (113 NSF), Room 00106 (1777 NSF), Room 00110 (93 NSF), Room 00111 (1679 NSF), Room 00118 (286 NSF), Room 00119 (228 NSF), Room 00120 (97 NSF), Room 00121 (129 NSF), Room 00121E (36 NSF), Room 00122 (121 NSF), Room 00123 (120 NSF), Room 00124 (76 NSF), Room 00125 (100 NSF), Room 00200 (211 NSF), Room 00200E (36 NSF), Room 00201 (1018 NSF), Room 00115 (694 NSF), Room 00207 (724 NSF), Room 00212 (84 NSF), Room 00213 (106 NSF), Room 00218 (700 NSF), Room 00219 (963 NSF), Room 00220 (879 NSF), Room 00214 (669 NSF), Room 00209 (1527 NSF), Room 00210 (878 NSF), Room 00216 (788 NSF), Room 00217 (860 NSF), Room 00205 (1372 NSF), Room 00116 (1845 NSF), Room 00202 (1690 NSF), Room 00203 (950 NSF), Room 00112 (733 NSF), Room 00113 (1657 NSF), Room 00107 (266 NSF), Room 00108 (38 NSF), Room 00109 (36 NSF), Room 00114 (18 NSF), Room 00204 (29 NSF), Room 00117 (17 NSF), Room 00206 (15 NSF), Room 00208 (16 NSF), Room 00217A (17 NSF), Room 00211 (24 NSF), Room 00215 (20 NSF), Room 00219A (17 NSF) Renovation Description:	4,995,269
3.029	Renovating Building Number - 2, Building Name - RANGE BUILDING (140 SS), (11371 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (221 NSF), Room 00101 (337 NSF), Room 00101A (273 NSF), Room 00101B (715 NSF), Room 00102 (184 NSF), Room 00103 (26 NSF), Room 00103A (25 NSF), Room 00103B (26 NSF), Room 00104 (146 NSF), Room 00105 (113 NSF), Room 00109 (193 NSF), Room 00110 (16 NSF), Room 00111 (12 NSF), Room 00112 (226 NSF), Room 00113 (60 NSF), Room 00114 (425 NSF), Room 00114A (425 NSF), Room 00116 (138 NSF), Room 00125 (60 NSF), Room 00126 (43 NSF), Room 00126A (43 NSF), Room 00127 (44 NSF), Room 00130X (680 NSF), Room 00131X (20 NSF), Room 00132X (247 NSF), Room 00121 (527 NSF), Room 00123 (60 NSF), Room 00120 (1008 NSF), Room 00119 (694 NSF), Room 00118 (1318 NSF), Room 00106 (1008 NSF), Room 00118A (26 NSF), Room 00119A (25 NSF), Room 00122 (1870 NSF), Room 00124 (137 NSF) Renovation Description:	1,758,714
3.030	Renovating Building Number - 1, Building Name - DEFENSIVE TACTICS (173 SS), (22265 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00100 (47 NSF), Room 00101 (212 NSF), Room 00102 (250 NSF), Room 00103 (219 NSF), Room 00104 (86 NSF), Room 00105 (323 NSF), Room 00106 (345 NSF), Room 00107 (28 NSF), Room 00108 (138 NSF), Room 00109 (169 NSF), Room 00110 (138 NSF), Room 00111 (321 NSF), Room 00111A (282 NSF), Room 00113 (332 NSF), Room 00114 (124 NSF), Room 00115 (221 NSF), Room 00116 (69 NSF), Room 00116A (30 NSF), Room 00117 (430 NSF), Room 00118 (197 NSF), Room 00119 (265 NSF), Room 00120 (207 NSF), Room 00121 (399 NSF), Room 00124 (24 NSF), Room 00125 (120 NSF), Room 00126 (261 NSF), Room 00127 (325 NSF), Room 00128 (29 NSF), Room 00129 (107 NSF), Room 00130 (232 NSF), Room 00131 (146 NSF), Room 00132 (61 NSF), Room 00134 (115 NSF), Room 00135 (31 NSF), Room 00136 (114 NSF), Room 00138 (522 NSF), Room 00140 (263 NSF), Room 00141 (204 NSF), Room 00142 (201 NSF), Room 00112 (696 NSF), Room 00122 (805 NSF), Room 00123 (2984 NSF), Room 00143 (5015 NSF), Room 00139 (3974 NSF), Room 00133 (1204 NSF) Renovation Description:	3,443,653
FLORIDA PUBLIC SAFET Total :		23,428,593

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 4

Site Name: CENTER FOR INNOVATIO

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
4.001	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	165,000
4.002	Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	250,000
4.003	Repair and replace existing roof systems to correct deterioration and roof leaks.	890,000
4.004	Life safety and health repairs, including, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	1,000,000
4.005	Repair and upgrade exterior walls, doors, windows, stairwells and appenditures.	6,000,000
4.006	Repair and upgrade exterior and interior signage.	55,000
4.007	General repairs, including updated finishes, technology upgrades, and MEP renewal.	800,000
4.008	Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	50,000
CENTER FOR INNOVATIO Total :		9,210,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
4.009	Renovating Building Number - 1, Building Name - TCC CENTER FOR INNOV (28 SS), (8517 NSF) Apply Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology to Room 00300 (101 NSF), Room 00300A (1097 NSF), Room 00300B (370 NSF), Room 00300C (2847 NSF), Room 00301 (402 NSF), Room 00302 (116 NSF), Room 00302A (178 NSF), Room 00303 (130 NSF), Room 00304 (138 NSF), Room 00305 (146 NSF), Room 00306 (129 NSF), Room 00307 (134 NSF), Room 00308 (345 NSF), Room 00309 (222 NSF), Room 00310 (144 NSF), Room 00314 (760 NSF), Room 00315 (168 NSF), Room 00316 (695 NSF), Room 00317 (180 NSF), Room 00319 (215 NSF) Renovation Description:	1,317,296
4.010	Renovating Building Number - 1, Building Name - TCC CENTER FOR INNOV (0 SS), (4415 NSF) Apply HVAC Systems, Retrofit for Technology to Room 0L116 (153 NSF), Room 0L118 (180 NSF), Room 0L118A (25 NSF), Room 0L118B (25 NSF), Room 0L118C (25 NSF), Room 0L118D (25 NSF), Room 0L118E (25 NSF), Room 0L118F (25 NSF), Room 0L118G (25 NSF), Room 0L118H (25 NSF), Room 0L118I (25 NSF), Room 0L118J (25 NSF), Room 0L118K (25 NSF), Room 0L118L (25 NSF), Room 0L118M (25 NSF), Room 0L118N (25 NSF), Room 0L118O (25 NSF), Room 0L118P (40 NSF), Room 0L118Q (40 NSF), Room 0L118R (40 NSF), Room 0L118S (40 NSF), Room 0L118T (40 NSF), Room 0L118U (40 NSF), Room 0L119 (358 NSF), Room 0L122 (397 NSF), Room 0L123 (155 NSF), Room 0L125 (121 NSF), Room 0L126 (117 NSF), Room 0L127 (99 NSF), Room 0L100 (78 NSF), Room 0L101 (1179 NSF), Room 0L102 (121 NSF), Room 0L103 (169 NSF), Room 0L104B (154 NSF), Room 0L105 (254 NSF), Room 0L107 (265 NSF) Renovation Description:	682,853

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
4.011	Renovating Building Number - 1, Building Name - TCC CENTER FOR INNOV (196 SS), (38608 NSF) Apply Painting, Floor Cover to Room 00203 (526 NSF), Room 00201 (120 NSF), Room 00216 (80 NSF), Room 00217 (80 NSF), Room 00218 (80 NSF), Room 00219 (1014 NSF), Room 00303 (130 NSF), Room 00304 (138 NSF), Room 00305 (146 NSF), Room 00306 (129 NSF), Room 00307 (134 NSF), Room 00221 (60 NSF), Room 00302 (116 NSF), Room 0L116 (153 NSF), Room 0L125 (121 NSF), Room 0L126 (117 NSF), Room 0L127 (99 NSF), Room 0L123 (155 NSF), Room 0L102 (121 NSF), Room 0L103 (169 NSF), Room 0L104B (154 NSF), Room 00302A (178 NSF), Room 00215 (166 NSF), Room 00301 (402 NSF), Room 0L118 (180 NSF), Room 00223 (300 NSF), Room 00130 (1044 NSF), Room 00208 (745 NSF), Room 00213 (860 NSF), Room 00214 (1000 NSF), Room 00212 (750 NSF), Room 00202 (881 NSF), Room 00210 (795 NSF), Room 00211 (1295 NSF), Room 00140 (1396 NSF), Room 00222 (200 NSF), Room 00112 (296 NSF), Room 0L121 (159 NSF), Room 00107 (866 NSF), Room 00114 (269 NSF), Room 00314 (760 NSF), Room 00308 (345 NSF), Room 0L118A (25 NSF), Room 0L118B (25 NSF), Room 0L118C (25 NSF), Room 0L118D (25 NSF), Room 0L118E (25 NSF), Room 0L118F (25 NSF), Room 0L118G (25 NSF), Room 0L118H (25 NSF), Room 0L118I (25 NSF), Room 0L118J (25 NSF), Room 0L118K (25 NSF), Room 0L118L (25 NSF), Room 0L118M (25 NSF), Room 0L118N (25 NSF), Room 0L118O (25 NSF), Room 0L118P (40 NSF), Room 0L118Q (40 NSF), Room 0L118R (40 NSF), Room 0L118S (40 NSF), Room 0L118T (40 NSF), Room 0L118U (40 NSF), Room 00105 (43 NSF), Room 0L115 (122 NSF), Room 0L124 (324 NSF), Room 0L120 (62 NSF), Room 0L104C (244 NSF), Room 0L106 (73 NSF), Room 0L113 (149 NSF), Room 00315 (168 NSF), Room 00115 (275 NSF), Room 00220 (60 NSF), Room 00118 (20 NSF), Room 00311 (14 NSF), Room 0L122 (397 NSF), Room 0S302 (283 NSF), Room 0S303 (311 NSF), Room 00317 (180 NSF), Room 00319 (215 NSF), Room 0E003 (220 NSF), Room 0L100 (78 NSF), Room 0L101 (1179 NSF), Room 0L107 (265 NSF), Room 00100 (566 NSF), Room 00101 (1378 NSF), Room 0L105 (254 NSF), Room 00106 (209 NSF), Room 0L112 (348 NSF), Room 00117 (568 NSF), Room 00113 (109 NSF), Room 00200 (750 NSF), Room 00300 (101 NSF), Room 00300A (1097 NSF), Room 00300B (370 NSF), Room 00300C (2847 NSF), Room 00207 (150 NSF), Room 0L119 (358 NSF), Room 00308A (34 NSF), Room 00309 (222 NSF), Room 00310 (144 NSF), Room 00209 (130 NSF), Room 00204 (171 NSF), Room 00205 (150 NSF), Room 00206 (20 NSF), Room 00116 (36 NSF), Room 00111 (129 NSF), Room 00119 (222 NSF), Room 00120 (146 NSF), Room 00108 (78 NSF), Room 0L109 (206 NSF), Room 0L110 (206 NSF), Room 00102 (28 NSF), Room 00103 (86 NSF), Room 00104 (43 NSF), Room 0L104D (94 NSF), Room 0L104E (124 NSF), Room 0L104 (293 NSF), Room 0L114 (554 NSF), Room 0L111 (1025 NSF), Room 00110 (2182 NSF), Room 00316 (695 NSF), Room 0L108 (459 NSF) Renovation Description:	5,971,370
CENTER FOR INNOVATIO Total :		7,971,519

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 5

Site Name: GHAZVINI CENTER FOR

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
5.001	General repairs, including updated finishes, technology upgrades, and MEP renewal.	75,000
5.002	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	15,000
5.003	Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	115,000
5.004	Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	300,000
5.005	Repair and replace existing roof systems to correct deterioration and roof leaks.	100,000
5.006	Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	35,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
5.007	Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	5,000
5.008	Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	65,000
5.009	Repair and upgrade exterior walls, doors, windows and appenditures.	65,000
5.010	Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	15,000
5.011	Repair and upgrade exterior and interior signage.	15,000
5.012	Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	125,000
5.013	Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	250,000
5.014	Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	226,000
GHAZVINI CENTER FOR Total :		1,406,000

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
5.015	Remodeling Building Number - 1, Building Name - GHAZVINI CENTER FOR : Adding Non-Vocational Labs (65 SS), (5500 NSF), (7812 GSF); Health Professions (5500 NSF, 65 SSC) and Removing (3 SS), (5181 NSF) Room 00100 (395 NSF), Room 00101 (96 NSF), Room 00102 (87 NSF), Room 00124 (386 NSF), Room 00125 (288 NSF), Room 00125A (151 NSF), Room 00126 (134 NSF), Room 00135 (467 NSF), Room 00234 (181 NSF), Room 00240 (2246 NSF), Room 00240A (75 NSF), Room 00240B (83 NSF), Room 00240C (80 NSF), Room 00240D (79 NSF), Room 00235 (433 NSF)	1,276,000

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
5.016	Renovating Building Number - 1, Building Name - GHAZVINI CENTER FOR (692 SS), (118018 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00112 (103 NSF), Room 00113 (103 NSF), Room 00114 (496 NSF), Room 00115 (637 NSF), Room 00116 (102 NSF), Room 00117 (862 NSF), Room 00118 (44 NSF), Room 00119 (153 NSF), Room 00120 (88 NSF), Room 00104 (73 NSF), Room 000E1 (56 NSF), Room 000E2 (78 NSF), Room 00131C (88 NSF), Room 00132 (265 NSF), Room 00133 (239 NSF), Room 00134 (213 NSF), Room 00136 (48 NSF), Room 00137 (775 NSF), Room 00137A (298 NSF), Room 00138 (50 NSF), Room 00139 (60 NSF), Room 00140 (70 NSF), Room 00141 (286 NSF), Room 00142 (23199 NSF), Room 00143 (3607 NSF), Room 00144 (31 NSF), Room 00145 (30 NSF), Room 00200 (1212 NSF), Room 00201 (112 NSF), Room 00201A (69 NSF), Room 00202 (211 NSF), Room 00203 (121 NSF), Room 00129B (119 NSF), Room 00130B (122 NSF), Room 00131A (75 NSF), Room 00205 (99 NSF), Room 00207 (99 NSF), Room 00208 (241 NSF), Room 00209 (99 NSF), Room 00301 (263 NSF), Room 00302 (467 NSF), Room 00303 (125 NSF), Room 00304 (443 NSF), Room 00305 (421 NSF), Room 00305A (20 NSF), Room 00306 (65 NSF), Room 00307 (118 NSF), Room 00308 (132 NSF), Room 00309 (119 NSF), Room 00310 (118 NSF), Room 00311 (132 NSF), Room 00312 (119 NSF), Room 00313 (118 NSF), Room 00314 (132 NSF), Room 00315 (119 NSF), Room 00317 (125 NSF), Room 00318 (125 NSF), Room 00319 (456 NSF), Room 00320 (123 NSF), Room 00321 (123 NSF), Room 00322 (123 NSF), Room 00323 (209 NSF), Room 00324 (103 NSF), Room 00325 (103 NSF), Room 00326 (103 NSF), Room 00327 (127 NSF), Room 00328 (124 NSF), Room 00329 (127 NSF), Room 00330 (125 NSF), Room 00331 (288 NSF), Room 00332 (111 NSF), Room 00333 (111 NSF), Room 00334 (111 NSF), Room 00335 (111 NSF), Room 00336 (111 NSF), Room 00337 (127 NSF), Room 00338 (123 NSF), Room 00339 (123 NSF), Room 00340 (103 NSF), Room 00341 (217 NSF), Room 00342 (158 NSF), Room 00343 (72 NSF), Room 00344 (183 NSF), Room 00345 (126 NSF), Room 00346 (111 NSF), Room 00347 (111 NSF), Room 00348 (111 NSF), Room 00349 (111 NSF), Room 00350 (111 NSF), Room 00351 (114 NSF), Room 00352 (112 NSF), Room 00353 (114 NSF), Room 00354 (114 NSF), Room 00355 (114 NSF), Room 00356 (114 NSF), Room 00357 (233 NSF), Room 00357A (27 NSF), Room 00358 (655 NSF), Room 00359 (637 NSF), Room 0C100 (641 NSF), Room 0C101 (3207 NSF), Room 0C102 (221 NSF), Room 0C200 (1698 NSF), Room 0C201 (462 NSF), Room 0C202 (1097 NSF), Room 0C203 (1172 NSF), Room 0C204 (594 NSF), Room 0C206 (228 NSF), Room 0C207 (723 NSF), Room 0C300 (287 NSF), Room 0C301 (527 NSF), Room 0C302 (452 NSF), Room 0C303 (418 NSF), Room 0C304 (605 NSF), Room 0C305 (190 NSF), Room 0C306 (454 NSF), Room 0C307 (177 NSF), Room 0CS10 (131 NSF), Room 0CS11 (115 NSF), Room 0CS12 (112 NSF), Room 0CS13 (154 NSF), Room 0CS14 (66 NSF), Room 0CS15 (134 NSF), Room 0CS16 (134 NSF), Room 0CS17 (132 NSF), Room 0CS18 (189 NSF), Room 0CS20 (221 NSF), Room 0CS21 (155 NSF), Room 0CS22 (151 NSF), Room 0CS23 (172 NSF), Room 0CS24 (196 NSF), Room 0CS25 (76 NSF), Room 0S101 (369 NSF), Room 0S102 (411 NSF), Room 0S103 (420 NSF), Room 0S104 (420 NSF), Room 0S105 (160 NSF), Room 0S106 (185 NSF), Room 0S201 (318 NSF), Room 0S202 (302 NSF), Room 0S203 (302 NSF), Room 0S204 (420 NSF), Room 0S205 (302 NSF), Room 00211 (99 NSF), Room 00212A (65 NSF), Room 00213 (99 NSF), Room 00214A (65 NSF), Room 00217 (99 NSF), Room 00218 (195 NSF), Room 00220 (251 NSF), Room 00221 (85 NSF), Room 00222 (207 NSF), Room 00222A (155 NSF), Room 00222B (110 NSF), Room 00223 (339 NSF), Room 00224 (251 NSF), Room 00225 (251 NSF), Room 00231 (740 NSF), Room 00232 (181 NSF), Room 00233 (112 NSF), Room 00249 (145 NSF), Room 00250 (11129 NSF), Room 00255 (290 NSF), Room 00256 (101 NSF), Room 00257 (211 NSF), Room 00260 (444 NSF), Room 00261 (254 NSF), Room 00243 (494 NSF), Room 00244 (332 NSF), Room 00245 (489 NSF), Room 00245A (338 NSF), Room 00247 (191 NSF), Room 00241 (1815 NSF), Room 00242 (986 NSF), Room 00226 (2041 NSF), Room 00227 (1813 NSF), Room 00228 (1633 NSF), Room 00229 (1679 NSF), Room 00230 (2164 NSF), Room 00204 (434 NSF), Room 00204A (86 NSF), Room 00103 (81 NSF), Room 00105 (982 NSF), Room 00106 (97 NSF), Room 00106D (52 NSF), Room 00107 (899 NSF), Room 00108 (963 NSF), Room 00109 (2270 NSF), Room 00109A (91 NSF), Room 00110 (1601 NSF), Room 00110A (134 NSF), Room 00111 (1602 NSF), Room 00111A (134 NSF), Room 00121 (1181 NSF), Room 00121A (75 NSF), Room 00121B (100 NSF), Room 00122 (81 NSF), Room 00123 (1186 NSF), Room 00123A (75 NSF), Room 00123B (102 NSF), Room 00128 (1167 NSF), Room 00129 (1199 NSF), Room 00129A (119 NSF), Room 00131 (1522 NSF), Room 00130 (1237 NSF), Room 00130A (122 NSF), Room 00206 (391 NSF), Room 00131B (174 NSF), Room 00219 (108 NSF), Room 00215 (108 NSF), Room 00214 (442 NSF), Room 00212 (440 NSF), Room 00262 (159 NSF), Room 00263 (144 NSF), Room 00264 (159 NSF), Room 00265 (962 NSF), Room 00265A (196 NSF), Room 00266 (385 NSF), Room 00267 (237 NSF), Room 00268 (385 NSF), Room 00248 (958 NSF), Room 00248A (95 NSF), Room 00210 (391 NSF), Room 00128A (134 NSF), Room 00127 (1167 NSF), Room 00127A (134 NSF) Renovation Description:	18,253,450

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER DESCRIPTION**ESTIMATED
COST**

GHAZVINI CENTER FOR Total : 19,529,450

EDUCATIONAL PLANT FIVE YEAR SURVEY REPORT

College:

27-TALLAHASSEE COMMUNITY COLLEGE

Survey:

Survey : 3 Version : 1

Status:

Active Pending

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 6

No:

Site Name: WAKULLA ENVIRONMENTA

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
6.001	General repairs, including updated finishes, technology upgrades, and MEP renewal.	35,000
6.002	Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	5,500
6.003	Upgrade and repair boilers, chillers, piping, controls and related systems to improve efficiency, operation and indoor air quality (IAQ).	10,500
6.004	Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	95,000
6.005	Repair and replace existing roof systems to correct deterioration and roof leaks.	4,500
6.006	Upgrade landscaping, hardscape features, irrigation and controls.	15,500
6.007	Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	35,000
6.008	Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	100,000
6.009	Repair and upgrade exterior walls, doors, windows and appenditures.	22,500
6.010	Upgrade and replace recently purchased parcels to include paving, drainage and landscaping.	4,000,000
6.011	Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	1,000,000
6.012	Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	500,000
6.013	Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	750,000
WAKULLA ENVIRONMENTA Total :		6,573,500

NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
6.014	Renovating Building Number - 2, Building Name - WAKULLA ENVIRONMENTA (94 SS), (10401 NSF) Apply Painting, Floor Cover to Room 00114 (364 NSF), Room 00126 (146 NSF), Room 00127 (110 NSF), Room 00119 (111 NSF), Room 00120 (111 NSF), Room 00122 (111 NSF), Room 00117 (299 NSF), Room 00124 (51 NSF), Room 00125 (27 NSF), Room 00116 (366 NSF), Room 00107 (233 NSF), Room 00106 (63 NSF), Room 00123 (65 NSF), Room 00121 (76 NSF), Room 00100A (684 NSF), Room 00100B (343 NSF), Room 00100C (983 NSF), Room 00100D (642 NSF), Room 00100E (29 NSF), Room 00101 (1664 NSF), Room 00102 (110 NSF), Room 00103 (454 NSF), Room 00109 (30 NSF), Room 00110 (42 NSF), Room 00111 (42 NSF), Room 00112 (54 NSF), Room 00113 (53 NSF), Room 00104 (48 NSF), Room 00105 (53 NSF), Room 00118 (64 NSF), Room 00108A (914 NSF), Room 00108B (906 NSF), Room 00115 (1153 NSF) Renovation Description:	1,608,688
WAKULLA ENVIRONMENTA Total :		1,608,688



June 17, 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: Tallahassee Community College – Project Priority List (PPL)

Item Description

This item requests approval of the attached Project Priority List for expenditure of Capital Outlay and Debt Service (CO & DS) funds received from the Department of Education.

Overview and Background

The Department of Education annually disburses CO & DS funds to Tallahassee Community College. The College is required to expend these funds in accordance with an approved plan referred to as the Project Priority List (PPL). The projects included in the PPL must be recommended in TCC's current Five-Year Educational Plant Survey.

After approval by the District Board of Trustees, the document will be electronically submitted for approval to the Department of Education through their online system, Educational Facilities Information System (EFIS).

Funding/ Financial Implications

The approved PPL allows the expenditure of annual CO & DS funds on key projects that support the educational mission of the College.

Past Actions by the Board

The Board approved the last Project Priority List on November 20, 2017.

Recommended Action

Approve the attached Project Priority List in preparation for transmittal to DOE.

Return **three copies** with original signatures as needed to:

Office of Educational Facilities
Florida Department of Education
325 West Gaines Street
1054 Turlington Building
Tallahassee, Florida 32399-0400
(850) 245-0494
Fax : (850) 245-9304

FLORIDA DEPARTMENT OF EDUCATION

Office of Educational Facilities

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS
(FLORIDA COLLEGES)**

Tallahassee State College

Florida College System Institution Name

For OEF Use Only

In accordance with the provisions of Section (9)(d), Article XII, of the Constitution of the State of Florida, as amended (referred to as the School Capital Outlay Amendment, “the Amendment”), and of rules of the State Board of Education based thereon and relating to the order of priority of capital outlay projects financed from funds derived under the Amendment, approval of the State Board of Education is hereby requested for the attached project priority list of college capital outlay projects.

The District Board of Trustees of Tallahassee State College certifies that this list of projects and the order of priority assigned are based on (a) a survey as set forth in Section 1013.31, F.S., dated 04/13/2023, as amended; (b) rules of the Florida Administrative Code relating to priority of projects, as set forth in Section 2.1(5), SREF; and (c) other pertinent information relating to capital outlay needs of the college.

As said funds become available, the said Board proposes to implement these projects as nearly as practicable in the order given, subject to changes made by state law and the Florida Administrative Code.

Projects are placed in the proper category according to the following:

- I. Completed - Once a Certificate of Final Inspection (OEF Form 209, “certificate”) has been issued or a project not requiring a certificate has been completed, the project is placed in the “completed” category. The project will be eligible for the expenditure of state capital outlay funds during the fiscal year in which the certificate was issued or the project completed, and for one additional fiscal year thereafter, after which it should not be listed unless there are outstanding encumbrances. Completed projects are identified only by the project priority list number and date of the certificate or completion date, whichever is applicable.
- II. Under Construction - Once a contract or purchase order has been executed for a project, the project is placed in the “under construction” category. It remains there until the certificate is issued or the project is completed, whichever is applicable.
- III. Planned - While a project is in the planning stage and State Board of Education approval is being requested for the expenditure of state capital outlay funds, the project is placed in the “planned” category. It remains there until a contract or purchase order is executed for the project.
- IV. Deleted - When no contract or purchase order has been executed for a project at the beginning of a new five-year educational plant survey or the Board of Trustees no longer wants to construct a project, the project is placed in the “deleted” category. Deleted projects are identified only by project number.

Adopted by the District Board of Trustees of Tallahassee State College on June 17, 2024 .
(date)

ATTEST: Jim Murdaugh
(President)

(See instructions on reverse.)

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**

INSTRUCTIONS FOR PROJECT PRIORITY LIST (PPL)

- A. Project categories are listed in the following order: (1) completed, (2) under construction, (3) planned, and (4) deleted. See cover sheet (Page 1 of 3) for definitions of categories.
- B. Columns contain the following information:
- Column (1): Project Number – As designated by the college. Once a project has been completed or deleted, its number cannot be reused within a five-year period.
- Column (2): Priority Rating Letter – Assigned in accordance with SREF, Section 2.1(5)(e).
- Column (3): Project Description – Including site number and name, based on one or more current educational plant survey recommendations, including custodial and sanitation facilities, as needed. The recommendations, which comprise a project, are cited verbatim from the survey report in the project description. It is helpful to include the recommendation numbers as well.
- Column (4): Estimated Cost – As figured by the college.
- C. All projects included on the PPL are paid for partially or completely by funds accruing under the provisions of Section 9(d), Article XII, of the Constitution of the State of Florida, as amended. Such funds are referred to by various terms, often used interchangeably: (a) “COBI” – capital outlay bond issue funds, (b) “CO&DS” – capital outlay and debt service funds, (c) “SBE” – State Board of Education bond funds, and (d) “SCOA” – School Capital Outlay Amendment funds.
1. Projects must be recommended by the current educational plant survey, conducted in accordance with Section 1013.31(1), F.S., and SREF, Section 3.1.
 2. Projects must have a priority rating letter, as established by SREF, Section 2.1(5)(e).
 3. All “A” priority projects, which have first priority in eligibility for expenditure of funds, as named above, must be listed before any “B” priority projects are listed. One or more “B” priority recommendation items may be included in an “A” priority project, providing the project includes a majority of “A” type facilities and is constructed under a single contract.
 4. Projects assigned a “B” priority are eligible for expenditure of funds, as named above, after all “A” projects recommended in the current survey are under contract.
 5. Exceptions to priority requirements are explained in SREF, Section 2.1(5)(d)3.
- D. Collegewide recommendations may be listed on the PPL as follows:
1. Lifesafety corrections, pursuant to SREF, Chapter 5 may be aggregated and listed as one project.
 2. Modifications for accessibility by handicapped persons, pursuant to Sections 553.501-553.513, F.S., may be aggregated and listed as one project.
 3. Replacement of roofs and membranes, pursuant to Section 423.12, Florida Building Code, may be aggregated and listed as one project.
 4. Replacement or purchase of equipment for existing facilities, pursuant to SREF, Section 2.1(5)(e)1.b., may be aggregated and listed as one project.
 5. Provision of sanitation facilities, pursuant to Section 423.16, Florida Building Code, may be aggregated and listed as one project, or may be included in individual projects.
 6. Provision of custodial facilities, pursuant to Section 423.20, Florida Building Code, may be aggregated and listed as one project, or may be included in individual projects.

**REQUEST TO STATE BOARD OF EDUCATION
FOR APPROVAL OF ORDER OF PRIORITY
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS
ATTACHMENT: PROJECT PRIORITY LIST (PPL)**

College Tallahassee State College

Date 06/17/2024

(1) Project Number	(2) Priority Rating Letter	(3) Project Description	(4) Estimated Cost
		<p>See additional pages 1-15 attached</p>	

Continue on additional sheets, as needed.

See instructions on page 2 of 3.

FLORIDA COLLEGE SYSTEM

PROJECT PRIORITY LIST REPORT

TALLAHASSEE COMMUNITY COLLEGE

SURVEY: Number 3 - Version 1

Survey Board Approval Date: 6/17/2024

PPL Number:

PPL Board Approval Date:

PPL Status: In Progress

PPL DOE Approval Date:

In accordance with the provisions of Section (9)(d), Article XII, State Constitution, relating to the order of priority for the expenditure of funds known as capital outlay and debt service (CO&DS) funds, the TALLAHASSEE COMMUNITY COLLEGE certifies that this list of projects and the order of priority assigned are based on a survey dated as required by Section 1013.31, F.S., the Florida Administrative Code, Section 6A-2.0010, State Requirements for Educational Facilities (SREF), and are consistent with the capital outlay needs of the college. As CO&DS funds are made available, the Board proposes to carry out these projects as nearly as practicable in the order given, subject to changes provided in state law, the Florida Administrative Code, and SREF.

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 1 MAIN Survey Recommendation: 1.001 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$2,000,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.002 Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	\$8,000,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.003 Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	\$1,200,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.004 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$2,400,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.005 Upgrade landscaping, hardscape features, covered walkways, irrigation and controls.	\$250,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 1 MAIN Survey Recommendation: 1.006 Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	\$82,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.007 Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$2,600,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.008 Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	\$300,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.009 Repair and upgrade exterior and interior signage.	\$200,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.010 Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	\$640,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.011 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$3,000,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.012 Repair and upgrade exterior walls, doors, windows and appenditures.	\$1,250,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 1 MAIN Survey Recommendation: 1.013 Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	\$500,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.014 Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	\$1,750,000.00		
1	A	Site: 1 MAIN Survey Recommendation: 1.061 Renovating Building Number - 11, Building Name - TECHNOLOGY AND PROFE (851 SS), (45820 NSF) Apply Painting, Floor Cover, Electrical, Plumbing, Windows, Lighting, Restrooms, HVAC Systems, Bell/Fire Alarm Systems, Retrofit for Technology, Other to Room 00102 (232 NSF), Room 00103 (236 NSF), Room 00131 (293 NSF), Room 00133 (224 NSF), Room 00134A (122 NSF), Room 00134B (120 NSF), Room 00135 (223 NSF), Room 00136 (109 NSF), Room 00137 (109 NSF), Room 00138 (109 NSF), Room 00139 (114 NSF), Room 00140 (349 NSF), Room 00141 (507 NSF), Room 00143 (111 NSF), Room 00144 (115 NSF), Room 00145 (106 NSF), Room 00146 (114 NSF), Room 00147 (121 NSF), Room 00148 (108 NSF), Room 00152 (111 NSF), Room 00153 (111 NSF), Room 00154 (111 NSF), Room 00155 (116 NSF), Room 00156 (140 NSF), Room 00157 (140 NSF), Room 00158 (301 NSF), Room 00160 (441 NSF), Room 00161 (149 NSF), Room 00164 (162 NSF), Room 00165 (223 NSF), Room 00166 (198 NSF), Room 00168 (110 NSF), Room 00169 (315 NSF), Room 00172 (126 NSF), Room 00173 (91 NSF), Room 00174 (66 NSF), Room 00175 (92 NSF), Room 00182 (918 NSF), Room 00184 (851 NSF), Room 00226 (415 NSF), Room 00228 (139 NSF), Room 00229 (116 NSF), Room 00230 (119 NSF), Room 00231 (114 NSF), Room 00232 (246 NSF), Room 00233 (569 NSF), Room 00235 (136 NSF), Room 00236 (152 NSF), Room 00237 (140 NSF), Room 00238 (477 NSF), Room 00240 (109 NSF), Room 00241 (111 NSF), Room 00242 (109 NSF), Room 00243 (105 NSF), Room 00244 (110 NSF), Room 00245 (98 NSF), Room 00246 (115 NSF), Room 00248 (116 NSF), Room 00249 (129	\$7,086,826.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

<p>NSF), Room 00250 (108 NSF), Room 00251 (130 NSF), Room 00255 (106 NSF), Room 00256 (111 NSF), Room 00257 (111 NSF), Room 00258 (111 NSF), Room 00259 (288 NSF), Room 00260 (140 NSF), Room 00261 (140 NSF), Room 00263 (47 NSF), Room 00265 (250 NSF), Room 00266 (234 NSF), Room 00270 (163 NSF), Room 00272 (164 NSF), Room 00282 (350 NSF), Room 00284 (108 NSF), Room 00285 (112 NSF), Room 00286 (133 NSF), Room 00287 (120 NSF), Room 00288 (127 NSF), Room 00289 (104 NSF), Room 00290 (105 NSF), Room 00291 (135 NSF), Room 00292 (102 NSF), Room 00293 (96 NSF), Room 00294 (114 NSF), Room 00295 (114 NSF), Room 00296 (114 NSF), Room 00297 (197 NSF), Room 00298 (179 NSF), Room 00299A (144 NSF), Room 00299B (108 NSF), Room 00299C (106 NSF), Room 00299D (106 NSF), Room 00299E (106 NSF), Room 00299F (105 NSF), Room 00299G (238 NSF), Room 00299H (153 NSF), Room 00299I (155 NSF), Room 00299J (207 NSF), Room 00299K (196 NSF), Room 00299L (151 NSF), Room 00299M (160 NSF), Room 00299N (148 NSF), Room 00299O (113 NSF), Room 00299P (146 NSF), Room 00299Q (159 NSF), Room 00299R (159 NSF), Room 00316 (225 NSF), Room 00318 (715 NSF), Room 00323 (716 NSF), Room 00194 (171 NSF), Room 00196 (171 NSF), Room 00202 (234 NSF), Room 00203 (238 NSF), Room 00279 (127 NSF), Room 00280 (132 NSF), Room 00188 (919 NSF), Room 00281 (753 NSF), Room 00221 (1166 NSF), Room 00210 (1067 NSF), Room 00211 (1507 NSF), Room 00218 (1363 NSF), Room 00204 (829 NSF), Room 00205 (854 NSF), Room 00206 (1018 NSF), Room 00207 (1253 NSF), Room 00278 (837 NSF), Room 00176 (310 NSF), Room 00178 (891 NSF), Room 00130 (814 NSF), Room 00124 (733 NSF), Room 00121 (1015 NSF), Room 00119 (1015 NSF), Room 00112 (1015 NSF), Room 00170 (1457 NSF), Room 00104 (1155 NSF), Room 00126 (68 NSF), Room 00186 (473 NSF), Room 00186A (316 NSF), Room 00111 (1155 NSF), Room 00114 (1008 NSF), Room 00116 (1308 NSF) Renovation Description:</p>			
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FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 1 MAIN Survey Recommendation: 1.062 Renovating Building Number - 11, Building Name - TECHNOLOGY AND PROFE (0 SS), (29204 NSF) Apply Painting, Electrical, Other to Room 00001X (1154 NSF), Room 00002X (1091 NSF), Room 00003X (2060 NSF), Room 00004X (171 NSF), Room 00005X (171 NSF), Room 00100 (288 NSF), Room 00100A (85 NSF), Room 00101 (214 NSF), Room 00132 (257 NSF), Room 00142 (318 NSF), Room 00149 (92 NSF), Room 00150 (156 NSF), Room 00151 (265 NSF), Room 00151A (61 NSF), Room 00152 (111 NSF), Room 00159 (185 NSF), Room 00159A (130 NSF), Room 00160A (54 NSF), Room 00162 (18 NSF), Room 00163 (18 NSF), Room 00105 (611 NSF), Room 00108 (207 NSF), Room 00122 (1017 NSF), Room 00123 (65 NSF), Room 00126A (52 NSF), Room 00127 (465 NSF), Room 00128 (299 NSF), Room 00129 (55 NSF), Room 00129E (50 NSF), Room 00171 (64 NSF), Room 00179 (247 NSF), Room 00180 (62 NSF), Room 00181 (91 NSF), Room 00183 (26 NSF), Room 00223 (1125 NSF), Room 00224 (66 NSF), Room 00225 (215 NSF), Room 00226E (50 NSF), Room 00227 (12 NSF), Room 00234 (228 NSF), Room 00239 (253 NSF), Room 00247 (109 NSF), Room 00252 (16 NSF), Room 00253 (198 NSF), Room 00254 (114 NSF), Room 00260A (61 NSF), Room 00262 (225 NSF), Room 00263 (47 NSF), Room 00264 (67 NSF), Room 00265 (250 NSF), Room 00267 (23 NSF), Room 00268 (1460 NSF), Room 00269 (93 NSF), Room 00269A (173 NSF), Room 00270A (201 NSF), Room 00271 (27 NSF), Room 00273 (98 NSF), Room 00273B (76 NSF), Room 00273E (45 NSF), Room 00274 (108 NSF), Room 00275 (323 NSF), Room 00276 (228 NSF), Room 00277 (17 NSF), Room 00282 (350 NSF), Room 00282A (222 NSF), Room 00283 (22 NSF), Room 00299 (226 NSF), Room 00300 (26 NSF), Room 00314 (243 NSF), Room 00318A (94 NSF), Room 00324 (181 NSF), Room 00325 (2741 NSF), Room 00400 (2957 NSF), Room 00191 (18 NSF), Room 00192 (326 NSF), Room 00193 (298 NSF), Room 00193E (55 NSF), Room 00195 (27 NSF), Room 00197 (227 NSF), Room 00198 (231 NSF), Room 00199 (2626 NSF), Room 00200 (695 NSF), Room 00200A (85 NSF), Room 00201 (214 NSF), Room 00125 (63 NSF), Room 00189 (95 NSF), Room 00209 (90 NSF), Room 00220 (64 NSF), Room 00208 (123 NSF), Room 00177 (172 NSF), Room 00190 (175 NSF), Room 00219 (82 NSF), Room 00222 (128 NSF), Room 00118 (115 NSF), Room 00120 (115 NSF) Renovation Description:	\$4,516,885.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.001 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$15,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.002 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$25,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.003 Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	\$2,500.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.004 Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	\$125,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.005 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$1,500.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.006 Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	\$15,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.007 Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	\$5,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.008 Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$5,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.009 Repair and upgrade exterior walls, doors, windows and appenditures.	\$20,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.010 Repair and upgrade exterior and interior signage.	\$2,500.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.011 Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	\$5,000.00		
1	A	Site: 2 GADSDEN SERVICE CENT Survey Recommendation: 2.012 Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	\$100,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.001 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$1,250,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.002 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$275,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.003 Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	\$4,000,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.004 Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	\$450,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.005 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$485,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.006 Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	\$1,000,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.007 Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	\$45,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.008 Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$284,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.009 Repair and upgrade exterior walls, doors, windows and appenditures.	\$400,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.010 Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	\$165,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.011 Repair and upgrade exterior and interior signage.	\$85,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.012 Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	\$290,000.00		
1	A	Site: 3 FLORIDA PUBLIC SAFET Survey Recommendation: 3.013 Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	\$500,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.001 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$165,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.002 Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	\$250,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.003 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$890,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.004 Life safety and health repairs, including, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$1,000,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.005 Repair and upgrade exterior walls, doors, windows, stairwells and appenditures.	\$6,000,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.006 Repair and upgrade exterior and interior signage.	\$55,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.007 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$800,000.00		
1	A	Site: 4 CENTER FOR INNOVATIO Survey Recommendation: 4.008 Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	\$50,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.001 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$75,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.002 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$15,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.003 Upgrade and repair boilers, chillers, piping, controls and related systems college-wide to improve efficiency, operation and indoor air quality (IAQ).	\$115,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.004 Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	\$300,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.005 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$100,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.006 Upgrade landscaping, hardscape features, irrigation, covered walkways and controls.	\$35,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.007 Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	\$5,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.008 Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$65,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.009 Repair and upgrade exterior walls, doors, windows and appenditures.	\$65,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.010 Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	\$15,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.011 Repair and upgrade exterior and interior signage.	\$15,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.012 Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	\$125,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.013 Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	\$250,000.00		
1	A	Site: 5 GHAZVINI CENTER FOR Survey Recommendation: 5.014 Upgrade, repair/replace Emergency Diesel Generators as needed for fire and life safety.	\$226,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.001 General repairs, including updated finishes, technology upgrades, and MEP renewal.	\$35,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.002 Upgrades to telecommunications and data systems, including fiber, networks, switches and related items.	\$5,500.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.003 Upgrade and repair boilers, chillers, piping, controls and related systems to improve efficiency, operation and indoor air quality (IAQ).	\$10,500.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.004 Repairs and upgrades to parking lots including drainage improvements, resurfacing, restriping and signs.	\$95,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.005 Repair and replace existing roof systems to correct deterioration and roof leaks.	\$4,500.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.006 Upgrade landscaping, hardscape features, irrigation and controls.	\$15,500.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.007 Repair and upgrade and existing storm water sites for improvements. Identify all areas that do not drain properly and renovate in accordance with the Master Plan.	\$35,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.008 Life safety and health repairs, including sidewalks, ADA compliance, fire alarm, cameras, doors, hardware and physical security.	\$100,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.009 Repair and upgrade exterior walls, doors, windows and appenditures.	\$22,500.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.010 Upgrade and replace recently purchased parcels to include paving, drainage and landscaping.	\$4,000,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.011 Upgrade and repair exterior lighting at both pedestrian and vehicle areas for improved safety.	\$1,000,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.012 Install sustainable/renewable energy solutions to include solar covered walkways, building solar panels, building automation systems, irrigation controls and rain harvesting systems.	\$500,000.00		
1	A	Site: 6 WAKULLA ENVIRONMENTA Survey Recommendation: 6.013 Review and design Classrooms to support future programs, course expansion and new courses of instruction, such as Maker Spaces and the implementation of interactive labs.	\$750,000.00		
1	A	Survey Recommendation: SR.01 Correct deficiencies relating to safety to life, health, and sanitation as identified in the comprehensive Safety Inspection Report pursuant to §4.4(1) and §5(1) SREF.	\$500,000.00		
1	A	Survey Recommendation: SR.02 Necessary modifications for the physically disabled in existing buildings recommended for continued use as provided for in §255.21 F.S.	\$4,000,000.00		
1	A	Survey Recommendation: SR.03 Replacement of roofs at existing facilities as provided in §1.2(55) SREF and §423.12 Florida Building Code.	\$3,500,000.00		

FLORIDA COLLEGE SYSTEM
PROJECT PRIORITY LIST REPORT
TALLAHASSEE COMMUNITY COLLEGE

Project Number: 1		No Comments Provided			
Project Number	Priority Ranking	Description	Estimated Cost	Status	Completed Date
1	A	Survey Recommendation: SR.04 Replace or purchase of equipment for existing facilities pursuant to §1.2(55) SREF.	\$360,000.00		
1	A	Survey Recommendation: SR.05 Provide for sanitation facilities for students, staff, and the public pursuant to §5(1) SREF and §423.2 Florida Building Code.	\$85,000.00		
1	A	Survey Recommendation: SR.06 Provide for custodial facilities pursuant to §423.20 Florida Building Code.	\$650,000.00		



June 17, 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: Capital Improvement Plan (CIP) 2025-26 Through 2027-2028

Item Description

This item describes the annual Capital Improvement Plan submittal process and the project priorities for the College.

Overview and Background

The College is required to annually submit its Capital Improvement Plan (CIP) to the Florida Colleges Division office. The submittal becomes part of the Legislative Budget Request for the next year that is submitted by the Commissioner of Education to the House and Senate Appropriations Committees and to the Governor's Office for approval. The CIP submittal deadline to the Division office is July 1, 2024. The CIP represents TCC's priorities.

The Capital Improvement Plan (CIP) represents a request for Florida Legislative funding support to build, remodel, and renovate the College's Educational Program Space. Support will help the College provide appropriate space to support academic programs and student needs.

Priorities for construction were established in accordance with standards produced within the College, and by the State. These standards are based upon the projection of facility needs to accommodate future student enrollments and program needs. The College considered the following factors in selecting the priorities for construction: student enrollment, safety-to-life concerns, maintenance and operational needs, cost avoidance possibilities, and program support required to meet College goals. The Remodeling, New Construction, Replacement & Acquisition Projects Request List includes projects that are important in meeting needs of the College's Educational Program.

The Maintenance, Repair & Renovation Projects Request List includes projects that are most critical in meeting the current operational needs of the College's Educational Program. Each of these projects contain elements that serve to repair or upgrade vital parts of the infrastructure, which are beginning to fail or have failed. To properly address the highlights of

a Capital Improvement Plan, renovation of the College's facilities must be a high priority. The need for renovation funds has increased because of aging facilities; technology infrastructure and building system complexity; laws, building codes, and environmental regulations have become more stringent; and maintenance funds have been depleted to the point that they represent a mere fraction of what is needed. Therefore, the College is requesting funding to cover the costs associated with such items as correcting ADA deficiencies, repairing or replacing emergency diesel generators, upgrading HVAC systems and updating all classrooms and instructional spaces to meet the demands of new technologies.

All projects must be recommended in the college's Educational Plant Survey. The new Educational Plant Survey 3.1 for TCC was approved at the June 17, 2017 BOT Meeting.

We are including the CIP-2 summary of TCC's projects for approval by the Board at this time. This form summarizes the CIP information being submitted to the Florida Department of Education.

Funding/ Financial Implications

Funding for projects listed on the CIP is provided as part of the annual PECO appropriation made by the Florida Legislature.

Past Actions by the Board

The District Board of Trustees approved the 2024-25 through 2026-27 CIP on June 20, 2023.

Recommended Action

Approve the 2025-26 through 2027-28 CIP, as summarized on the attached CIP-2 form.

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2025-26 through 2027-28**

CIP 2

COLLEGE: Tallahassee State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

INITIAL PRIORITY #	REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2024	Maint/Repair	Emergency Diesel Generator Modernization	1,3 & 5	\$2,775,000	\$1,410,000	\$0	\$4,185,000	\$0	\$0	\$4,185,000	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 2,775,000 \$ 1,410,000 \$ - \$ 4,185,000

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

INITIAL PRIORITY #	REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
2	2010	Remodel	Remodel Building 11 Classrooms into STEM Labs - Site 1 Main	1	\$18,173,290	\$1,058,057	\$1,410,596	\$20,641,943	\$0	\$375,000	\$21,016,943	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$ 18,173,290 \$ 1,058,057 \$ 1,410,596 \$ 20,641,943

GRAND TOTAL OF ALL PROJECTS \$ 20,948,290 \$ 2,468,057 \$ 1,410,596 \$ 24,826,943