

April 21, 2025

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, April 21, 2025 Board Meeting.

The meeting will be held on our Main Campus in the Board Room of the Hinson Administration Building, at 2:30 p.m.

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Murdaugh", written in a cursive style.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, April 21, 2025
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.](#) 2025 March Board Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

- [2.](#) Attorney Invoices – Bryant Miller Olive (March 2025)
Authorize payment of invoices as presented.
- [3.](#) Human Resource Report
Approve report as presented.

TSC Foundation

- [4.](#) TSC Foundation Update
Presented as an information item only.

Academic Affairs

- [5.](#) Regional Career Pathways Agreements 2024-2025
Approve the Regional Career Pathways Agreements 2024-2025.
- [6.](#) Laboratory/Course and Distance Learning Fees for 2025-2026
Approve the laboratory/course and distance learning fees for 2025-2026.

Administrative Services

- [7.](#) Fund Analysis - March 2025
Presented as an information item only.
- [8.](#) Policy Manual Changes
Approve revision of College policies as presented.
- [9.](#) Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
- [10.](#) Architect Invoices
Authorize payment of architectural invoices as presented.
- [11.](#) Construction Status Report
Presented as an information item only.
- [12.](#) Contracts In Excess Of \$325,000
Approve the proposed contract renewals.

BOARD OF TRUSTEES

PUBLIC COMMENT

WORKSHOP

PRESIDENT’S REPORT

NEXT MEETING DATE

May 19, 2025

Location: **Wakulla Environmental Institute**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee State College
Center For Innovation
350 South Duval Street
Tallahassee, FL 32301
Monday, March 17, 2025
Business Meeting – 2:30 PM**

CALL TO ORDER

On Monday, March 17, Chair Karen Moore called the Tallahassee State College District Board of Trustees meeting to order at 2:30 p.m.

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

Others Present: President Jim Murdaugh, Candice Grause, Janet Hartman, Calandra Stringer, Barbara Wills, Deidra Green, Bertie Culbreath, Destinee Britto, Mike Robeck, Jennifer Carr, Sean McGovern, Alison Fleischmann, Heather Mitchell, Logan Lane, Bobby Jones, Trevoris McDaniel, Amanda Clements, Riley Landy, Taza M. Rogers, Dan Langston, Dustin Frost, Shelly L. Bell, Nyla Davis, Jason Fowler, Lei Wang, Chuck Moore, Bill Spiers, Ashley Johnson, Anthony Jones, Wayne Almy and Angela Long.

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

COMMENTS

- i. Chair's Remarks: Chair Moore expressed her appreciation for the 10th Annual Cleaver and Cork events, commending the TSC Foundation staff for their efforts. She stressed the event's importance, particularly in funding scholarships for students. She also noted VP Calandra Stringer's active involvement on campus, including serving as the emcee for the Women's History Month event.

ii. Trustee Remarks:

- a. Trustee Kilpatrick shared that it is always refreshing to hear positive feedback from the community about TSC, especially from a former legislator who recently praised the staff and administration who are currently working with the legislature.
- b. Vice Chair Lamb noted that everyone he has spoken with is pleased with the College's name change.
- c. Trustee Ward expressed his appreciation to the staff for the excellent Women's History Month program he attended, stating it was meaningful to celebrate the accomplishments of the women who were recognized this year.
- d. Trustee Brown commended the TSC team for their timely and helpful response to her during spring break.
- e. Trustee Stevens mentioned that he and Trustee Kilpatrick will be attending an upcoming Senate committee meeting in the coming days.

iii. President's Remarks:

- President Murdaugh congratulated Chair Karen Moore for being recognized in *Fifty Over 50: Celebrating Leaders in Florida Over 50*, as announced by the News Service of Florida.
- He recognized the TSC Speech and Debate Team for winning the Florida College System Activities Association (FCSAA) State Forensics tournament and the prestigious Florida Intercollegiate Forensics Association (FIFA) State Championship Tournament.
- He also recognized the TSC Brain Bowl team for two significant competitions this season. The team secured a first-place finish at the 2025 North Florida Sectional Tournament with an impressive 8-1 record, earning a spot at the National Championship Tournament in Chicago. The team also performed well at the FCSAA Regional Tournament, finishing with a 4-1 record and earning a second-place finish, qualifying them for the FCSAA State Championship Tournament.
- President Murdaugh proudly acknowledged TSC Student Government Association President Destinee Britto, who was selected as a 2024 DREAM Scholar by Achieving the Dream. He invited her to share her "I Am" poem that she presented at the DREAM conference in Philadelphia. He thanked Dr. Sheri Rowland and Dr. Jennifer Carr for their support, and Deidra Green, who accompanied Destinee to the DREAM conference. He noted that

Destinee is the second DREAM Scholar from TSC in three years, a distinction that brings great pride to the College.

APPROVAL OF MINUTES

1. 2025 February Board Minutes

Approve minutes as presented.

MOTION: Vice Chair Lamb

Motion passed unanimously.

SECOND: Trustee Kilpatrick

INFORMATION AND NEWS ITEMS

Vice President Candice Grause provided an overview of recent media coverage for the College.

- The Florida Mine Safety Program, housed within the Florida Public Safety Institute, delivers federally mandated training through the Mine Safety and Health Administration (MSHA). A recent training attracted teams from across the country, including those from as far away as Missouri, Minnesota, and West Virginia, and received wide media coverage.
- There was strong coverage of TSC's two new Bachelor of Science degrees: Auditing and Compliance Management, and Management Analytics. Combined, these two fields represent more than 1,200 job openings within TSC's service districts.
- HCA Florida Healthcare's tremendous donation to TSC's healthcare programs received state and local media attention, reinforcing the value of community partnerships.
- The smashing success of the 10th Annual Cleaver and Cork events received coverage across all local media channels and beyond.
- In April, a special announcement related to adult learners will be made to the community. We will share the number of degrees awarded and the amount provided through private donations, grants, and other forms of aid to make the workforce degree programs tuition-free. President Murdaugh emphasized that removing financial barriers is a tremendous step in supporting adult learners' access to higher education.

PRESENTATIONS

VP Heather Mitchell presented three donors.

- Danny Langston, CEO of the Flightline Group, presented a check for \$25,000 to create an Unmanned Systems Operations AS degree program scholarship.
- Dr. Taza Rogers presented a check for \$10,000 to create a scholarship to support the new Business Management AS degree program.
- Ashley Johnson, Director of Special Projects with Florida Restaurant and Lodging Association presented a \$10,000 check as a sponsor of Plates and Pours during the Cleaver and Cork.

NEW BUSINESS

Approval of Consent Agenda

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2. Attorney Invoices – Bryant Miller Olive (February 2025)
Authorize payment of invoices as presented.
3. Human Resource Report
Approve the report as presented.
Motion to Approve Consent Agenda
MOTION: Trustee Messersmith **SECOND:** Trustee Brown
Motion passed unanimously.

TSC Foundation

4. TSC Foundation Update
Presented as an information item only.

Academic Affairs

5. Academic Curriculum Changes
Approve the proposed academic curriculum changes.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Ward
Motion passed unanimously.

Administrative Services

6. Fund Analysis - February
Presented as an information item only.
7. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
MOTION: Vice Chair Lamb **SECOND:** Trustee Messersmith
Motion passed unanimously.
8. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Brown
Motion passed unanimously.
9. Construction Status Report
Presented as an information item only.
10. Annual SREF Fire, Sanitation and Casualty Inspection
Approve the annual SREF Fire, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Stevens
Motion passed unanimously.
11. Certificate of Final Inspection – TSC Ball Park (Building No.'s 20, 23 & 34 Complex) Improvements Project
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Ball Park (Building No.'s 20, 23 & 34 Complex) Improvements Project.
MOTION: Vice Chair Lamb **SECOND:** Trustee Ward
Motion passed unanimously.

12. Guaranteed Maximum Price – TSC Library/Learning Commons MakerSpaces Project
- Approve the attached Construction Manager Contract and Guaranteed Maximum Price from Southern Standard Construction, for the TSC Library/Learning Commons MakerSpaces Project.
- MOTION:** Trustee Messersmith **SECOND:** Vice Chair Lamb
- Motion passed unanimously.

BOARD OF TRUSTEES

13. Strategic Plan
- Approve the Strategic Plan for 2025-2030 and Reaffirm the College Mission and Vision Statement.
- MOTION:** Trustee Messersmith **SECOND:** Trustee Brown
- Motion passed unanimously.

The Board discussed and reaffirmed the College Mission and Vision Statement.

Chair Moore thanked President Murdaugh, Provost Stringer, Dr. Rizza, Dr. Long, and the Trustees for their work on the new Strategic Plan. She emphasized that the plan will guide the College forward over the next five years, serving both the community and key stakeholders.

Vice Chair Lamb expressed his appreciation for the Strategic Plan and shared that he gained a great deal from the process. He extended his thanks to the two facilitators who supported its development.

Trustee Stevens inquired whether the College had received directives from the Governor's Office related to the plan and if they were reflected in the current document. He also asked if the plan would remain fixed for the for the five year period. President Murdaugh stated that the Trustees had thoroughly reviewed every aspect of the Strategic Plan and affirmed that the Board has the authority to amend the document as needed.

Trustee Kilpatrick congratulated Dr. Long, Dr. Rizza, and the staff who fine-tuned the language in the plan, remarking that it strikes a balance between clarity and depth, making it both concise and comprehensive.

PUBLIC COMMENT

No Public Comment

WORKSHOP

VP Jason Fowler- Information Technology

PRESIDENT'S REPORT

- President Murdaugh shared that the StuFac campus-wide picnic will take place on Wednesday, March 19 and that the annual Tallahassee History Festival will take place on Saturday, March 22, at Kleman Plaza.

NEXT MEETING DATE: April 21, 2025

Location: **Main Campus**

ADJOURNMENT

Chair Moore called for adjournment at 3:46 p.m.

Executive Session will be held in the same room.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President

April 21, 2025

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 Invoices – Bryant Miller Olive (March 2025)

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 \$1,067.50 for March 2025.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: April 1, 2025
Invoice No. 85588
Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

			Hours	
03/02/2025	DMH	Review and reply to email	0.10	
Current Services			0.10	\$25.00
Recapitulation				
<u>Timekeeper</u>			<u>Hours</u>	<u>Rate</u>
Denise M. Heekin			0.10	\$250.00
				<u>Total</u>
				\$25.00
Payments				
03/21/2025	Payment	ACH rec'd 3/21/25 Invoices 84915, 85399	400.00	
			<u>400.00</u>	
Total Current Work				<u>\$25.00</u>
Previous Balance Due				\$0.00
Balance Due				<u>\$25.00</u>

Tallahassee State College

Invoice Date:

April 01, 2025

Invoice No.

85588

Client No.

25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:

1545 Raymond Diehl Road, Suite 300

Tallahassee, FL 32308

850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688

for credit to Bryant Miller Olive, Account #2132834901

Thank you for your business



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

Invoice Date: April 1, 2025
Invoice No. 85589
Client No. 25480.002

For professional services rendered and expenses incurred
regarding Tallahassee State College / L&E / General

Statement of Legal Services

				Hours	
03/04/2025	DMH	Review correspondence from Union and draft email to client		0.30	
03/05/2025	DMH	Review and reply to emails; analyze SB 1328		0.60	
03/05/2025	DMH	Review and reply to emails / meeting		0.10	
03/06/2025	BRR	Download Faculty Alternative Work Location Request for attorney review		0.10	
03/06/2025	DMH	Prepare for and attend zoom meeting		0.80	
03/06/2025	DMH	Review form, draft email and review reply		0.10	
03/06/2025	DMH	Draft response to UFF / alternate work vacation		0.80	
03/07/2025	DMH	Review and revise response to UFF		0.30	
03/07/2025	DMH	Telephone conference with client (C. Stringer) / UFF		0.10	
03/17/2025	DMH	Review email from UFF		0.10	
03/17/2025	DMH	Draft email to client		0.10	
03/18/2025	DMH	Review grievance response		0.10	
03/18/2025	DMH	Review emails from UFF		0.10	
03/18/2025	DMH	Review and reply to email		0.10	
03/26/2025	DMH	Review support to UFF's grievance		0.20	
03/26/2025	DMH	Draft email to client		0.10	
03/31/2025	DMH	Review emails		0.10	
03/31/2025	DMH	Review grievance response		0.10	
Current Services				4.20	\$1,042.50

Tallahassee State College

Invoice Date: April 01, 2025
Invoice No. 85589
Client No. 25480.002

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	4.10	\$250.00	\$1,025.00
Beatriz R. Ramirez	0.10	\$175.00	\$17.50

Payments

03/21/2025	Payment	ACH rec'd 3/21/25 Invoice 85398	75.00
			<hr/> 75.00

Total Current Work	<hr/> \$1,042.50
Previous Balance Due	\$0.00
Balance Due	<hr/> \$1,042.50

Please Reference Client Number On Checks And Wire Transfers

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

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

April 21, 2025

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 requests 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 2024-2025 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	
Mary Cate Gordon	Career and Academic Advisor	Student Success and Retention	February 20, 2025	
Sylvester Wright	Custodial Services Specialist	Facilities	March 3, 2025	
Anthony Ivester	Maintenance Technician II	Facilities Maintenance	March 7, 2025	
Tayonna Tigner	Call Center Representative	Call Center	March 17, 2025	
Jacob Chabot	Strategic Communications Specialist	Communications	March 17, 2025	
Brett Yancey	Human Resources Manager	Human Resources	March 31, 2025	
Angela Bell	Accounting Specialist	Financial Services	April 1, 2025	
Peyton Addison	Sponsored Programs Coordinator	Financial Services	April 1, 2025	
Sebrenia Baker	Office Manager	Student Services	April 1, 2025	
Spencer Eliacin	Accounting Specialist	Financial Services	April 7, 2025	
Jeremy Nix	Facilities Maintenance Superintendent	Facilities	April 7, 2025	

Original Appointments - Faculty

Name	Position	Department	Effective Date	
Beth Gesinski	Cybersecurity Faculty	Applied Science and Technology	March 3, 2025	

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date	
Robert McRae	Career Development Specialist	DOC 100 Hour - Cross City C.I.	March 3, 2025	
Meshundria Turner	Career and Technical Education Advisor	Workforce Development	March 3, 2025	
Robert Rush	Career Development Specialist	DOC 100 Hour - Wakulla C.I.	March 3, 2025	
Ashlee Copeland	Career Development Specialist	DOC 100 Hour - Quincy/Liberty C.I.	March 3, 2025	
Michelle Samowski	Career Development Specialist	DOC 100 Hour - Putnam C.I.	March 10, 2025	
Curtis Holder	Career Development Specialist	DOC 100 Hour - Lawtey C.I.	March 17, 2025	
Brent Mercer	Career Development Specialist	DOC 100 Hour - Hernando CI	March 17, 2025	
Rhona Westcarth	Career Development Specialist	DOC 100 Hour - Homestead C.I.	March 21, 2025	
Virgus Broxton	Teacher	Tallahassee Collegiate Academy	March 24, 2025	
Pamela Smith Payton	Career Development Specialist	DOC 100 Hour - Union CI	April 1, 2025	

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
Lindsay Shaw	Reading Interventionist	Tallahassee Collegiate Academy	February 27, 2025	Resigned
Margaret Thompson	Director of Institutional Research and Planning	Institutional Research & Planning	February 27, 2025	Retired
Henderson Holman	Technology Consultant	Information Technology	February 28, 2025	Resigned
Ruby Sepulveda	Career Development Specialist - Columbia CI	DOC 100 Hour - Columbia C.I.	February 28, 2025	Resigned
Marsha Dunston	Career Development Specialist	100 Hour - CFRC (Central Florida	February 28, 2025	Resigned
Ivonne Narvaez	Coordinator of International Student Services	International Student Services	March 7, 2025	Resigned
John Martin	Career and Technical Education & GED Prep Instructor	Workforce Development	March 13, 2025	Resigned
Frankie Bryant	Landscaper	Facilities	March 19, 2025	Resigned
Sam DeZerga	Director, Learning Commons	Learning Commons	March 28, 2025	Resigned

Antonio Wright	Career Navigator, Project Anchor	Workforce Development	March 31, 2025	Resigned
Chris Holleman	Senior Engineering Technician	Facilities	March 31, 2025	Retired

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Latoria Mordica	Adult Education Specialist	Workforce Development	TMH	Unit Secretary
Nyla Davis	Human Resource Director	Human Resources	Gadsden Board of County Commissioners	Aide
Chelsea Henry	Assessment Specialist	DOE Postsecondary Assessment	Apalachee Center	Admissions and Discharge Coordinator

Seeking to Hold Political Office Requests (All Employees)

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

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Gregory Conterio	Career Development Specialist	DOC 100 Hour - Dade C.I	March 10, 2025	Career Development Specialist
Jillian Cumbo	Direct Inmate Service Manager	Workforce Development	March 17, 2025	Regional Workforce Education Coordinator

April 21, 2025

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: TSC Foundation Update

Item Description

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

Overview and Background

Attached is a report of funds raised by the TSC 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:

- May 14 – Heroes in Public Safety Awards Banquet, 6:00 pm – 9:00 pm, FSU Dunlap Champions Club

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.

TSC Foundation - Financial Update FY 24-25

April 1, 2024 - March 31, 2025

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received	\$2,534,732.15	\$1,675,013.87	\$3,400,609.03
	Facility Support	\$152,954.37	\$135,246.90	\$115,501.99
	Program Support	\$1,116,418.30	\$661,899.28	\$1,514,671.88
	Scholarship Support	\$924,808.68	\$667,495.84	\$1,493,333.62
	Unrestricted Support	\$340,550.80	\$210,371.85	\$277,101.54
	Net Assets	\$20,591,822.71	\$24,188,411.35	\$26,739,535.86

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Number of Donors	1066	1070	766
	Number of Gifts	3931	3962	3947

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received for Alumni	\$232,565	\$1,888,153	\$154,774
	Number of Donors	131	118	105
	Number of Gifts	753	773	765

		YTD 22/23	YTD 23/24	YTD 24/25
\$	Cash	\$2,529,732.15	\$1,661,108.87	\$3,400,609.03
	Gifts in Kind	\$5,000.00	\$13,905.00	\$0.00
	Total Raised - Pledges Received	\$827,815.03	\$609,359.27	\$229,249.16
	Planned Gifts Confirmed	2	3	2
	Planned Gift Amount	\$50,000.00	\$0.00	\$1,000,000.00
	Grants Applied For			100
	Grants Received			\$13,482,584
	Pledges Expected by March 31, 2025			\$60,721.67

The Foundation's Fiscal Year is April - March

April 21, 2025

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: Regional Career Pathway Agreements 2024-2025

Item Description

This item requests board approval for the 24-25 Regional Career Pathway Agreements between the College and Leon, Gadsden, and Wakulla County School Districts, Florida State University School, and Lively and Gadsden Technical Colleges.

Overview and Background

In an effort to offer career opportunities for secondary school students in Career Pathway programs, Tallahassee State College is proposing to continue partnerships with Leon, Gadsden, and Wakulla County School Districts and Florida State University School. TSC will provide career pathways in areas such as the following: Building Construction Management, Computer Programming and Analysis, Computer Programming Specialist, Computer Programming and Web Development, Criminal Justice, Early Childhood Education, Emergency Medical Services, Engineering Technology, Game Development and Design, Graphic Design and Web Technology, Network Systems Technology, and Nursing.

Funding/ Financial Implications

None

Past Actions by the Board

The Board approved these agreements annually.

Recommended Action

Approve the 2024-2025 Career Pathway Agreements.

**Career and Technical Education
Tallahassee State College & Gadsden County Schools
Career Pathways Articulation Agreement
2024-2025**

Articulation is a method of granting college-level course credit for learning skills that are accomplished as part of secondary school instruction. The secondary school and Tallahassee State College (TSC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TSC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TSC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee State College.
 - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completing 9 credit hours in the A.S. or certificate program is required for the career pathway credit to be applied to the college transcript.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Gadsden County Schools faculty and TSC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Gadsden County Schools and TSC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden County Schools and TSC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TSC will not charge tuition for courses for which a student receives articulated credit.

This agreement may be terminated at any time by Gadsden County Schools or Tallahassee State College by providing thirty (30) days' notice. In the event of termination, both schools agree that students currently in secondary courses and working toward fulfilling the competencies or in their first semester at TSC will be allowed to complete the articulated credit.

This agreement will remain in effect and be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives for Gadsden County Schools.

GADSDEN COUNTY HIGH SCHOOL CAREER PATHWAYS

High School CTE Pathway Program of Study:

Applied Information Technology (9003400)

Tallahassee State College Program:

Computer Programming and Web Development, A.S.
Computer Programming Specialist Certificate
Computer Programming and Analysis Certificate

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Digital Information Technology	Completion of the high school program	CGS 1060 Computer and Information Literacy	3
9003410 Computer Fundamentals			
9003420 Web Technologies			
9003430 IT Systems & Applications			
9003440 Database Essentials			
9003450 Programming Essentials		CGS 1820 Web Page Authoring	3
9003460 Web Development Technologies			
9003470 Multimedia Technologies			
9003480 Computer Networking Fundamentals			
9003490* Cybersecurity Fundamentals			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of high school CTE courses			

High School CTE Pathway Program of Study: **Digital Design (8209600)**

Tallahassee State College Program: **Graphic Design and Web Technology, A.S.**

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Introduction to InformationTechnology	Completion of the high school program	CGS 1060 Computer and Internet Literacy	3
8209510 Digital Design 1			
8209520 Digital Design 2	And	PGY2801C Photoshop	3
8209530 Digital Design 3	CIW Master Designer PROSO004		
8209540 Digital Design 4	OR	Elective Credit	3
8209550 Digital Design 5	Adobe Certified Associate Certificate(s)		
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of high school CTE courses			

High School CTE Pathway Program of Study: Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee State College Program: Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8417100 Health Science Anatomy and Physiology	Completion of the high school program	HSC2531 Medical Terminology	3
8417110 Health Science Foundations		DEP2004 Human Growth and Development	3
8417211 Nursing Assistant 3			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of high school CTE courses			

Procedure

1. The Gadsden Technical College Career and Technical Education Director will provide evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the Gadsden Technical College program as reported by the Gadsden Technical College contact. This letter will identify the articulated college credit of the Career Pathway.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forwarded to TSC. Students will receive block credit upon submission of the Gadsden Technical College transcript.

Conditions of Agreement

1. Gadsden Technical College and TSC's faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Gadsden Technical College and TSC's will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden Technical College and TSC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee State College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives from Gadsden Technical Career Center.

GADSDEN TECHNICAL COLLEGE CAREER PATHWAY

Technical College CTE Pathway Program of Study: Carpentry (C510300)

Tallahassee State College Program: Building Construction Management, A.S.

Technical College Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
BCV0012 Introduction to Carpentry	Completion of the career certificate program	BCN2230 Construction Materials and Methods	3
BCV0122 Rough Framing Carpentry			
BCV0123 Foundation and Form Carpentry			
BCV0125 Finish Trim Carpentry			
Validation Mechanism			
Technical College transcript noting: <ul style="list-style-type: none">Completion of the career certificate program			

Technical College CTE Pathway Program of Study: Practical Nursing (H170607)

Tallahassee State College Program: Nursing A.S.

Technical College Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
PRN0098 Practical Nursing Foundations 1	Completion of the career certificate program	NUR1021C Nursing Process I	10
PRN0099 Practical Nursing Foundations 2			
PRN0290 Medical Surgical Nursing 1			
PRN0291 Medical Surgical Nursing 2			
PRN0690 Comprehensive Nursing and Transitional Skills			
Validation Mechanism			
Technical College transcript noting: <ul style="list-style-type: none">Completion of the career certificate program			
Admission Requirements			
Students entering the Associate degree program specified herein must meet the admissions requirements of the college and the program to which they are applying.			

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.

Date

Chair, The 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

Career and Technical Education

Tallahassee State College & Leon County Schools Career Pathways Articulation Agreement 2024-2025

Articulation is a method of granting college-level course credit for learning skills that are accomplished as part of secondary school instruction. The secondary school and Tallahassee State College (TSC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TSC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TSC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee State College.
 - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completing 9 credit hours in the A.S. or certificate program is required for the career pathway credit to be applied to the college transcript.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Leon County Schools faculty and TSC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Leon County Schools and TSC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Leon County Schools and TSC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TSC will not charge tuition for courses for which a student receives articulated credit.

This agreement may be terminated at any time by Leon County Schools or Tallahassee State College by providing thirty (30) days' notice. In the event of termination, both schools agree that students currently in secondary courses and working toward fulfilling the competencies or in their first semester at TSC will be allowed to complete the articulated credit.

This agreement will remain in effect and be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives for Leon County Schools.

LEON COUNTY HIGH SCHOOLS CAREER PATHWAYS

High School CTE Pathway Program of Study: Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee State College Program: Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8417100 Health and Science Anatomy and Physiology	Completion of the high school program and all listed high school CTE courses	HSC 2531 Medical Terminology	3
8417110 Health Science Foundation		DEP 2004 Human Growth and Development	3
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Criminal Justice Operations (8918000)

Tallahassee State College Program:

Criminal Justice Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8918010 Criminal Justice Operations 1	Completion of high school program and all listed high school CTE courses.	CCJ 1020 The Criminal Justice System	3
8918020 Criminal Justice Operations 2			
8918030 Criminal Justice Operations 3		CGS 1060 Internet Literacy Exemption Exam for Program Elective	3
8918040 Criminal Justice Operations 4 (Track 1) Or 8918040 Criminal Justice Operations 4 (Track 2)			
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">• Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Digital Design (8209600)

Tallahassee State College Program:

Graphic Design and Web Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Introduction to Information Technology	Completion of the high school program and all listed high school CTE courses And CIW Master Designer PROSO004	CGS 1060 Computer and Internet Literacy	3
8209510 Digital Design 1			
8209520 Digital Design 2		PGY 2601C Photoshop	3
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Early Childhood Education (E300100)

Tallahassee State College Program:

Early Childhood Development, Education, and Management, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8405110 Early Childhood Education 1	Completion of high school program and all listed high school CTE courses And Completion of Florida Child Care Professional Certificate (FCCPC)	EDF 1004 Educational Field Experience	3
8405120 Early Childhood Education 2			
8405130 Early Childhood Education 3		EEC 1308 Education of the Young Child	3
8405140 Early Childhood Education 4		EEC 1907 Directed Observation and Participation	3
		Elective Credit	3
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">• Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Engineering Pathways (9400300)

Tallahassee State College Program:

Engineering Technology A.S., or Drafting and Design Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8600550 Introduction to Engineering Design	Completion of high school program and all listed high school CTE courses And Autodesk Certified User-Inventor	ETD 1320 Introduction to CAD	3
8600520 Principles of Engineering			
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">• Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Networking (8208000)

Tallahassee State College Program:

Network Systems Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Digital Information Technology	Completion of the high school program and all listed high school CTE courses. And CompTIA Server+COMPT009 And Network+COMP0006 CCNP CISO005	CTS 1134 Networking and Telecommunications	3
8207020 Networking I			
8207030 Networking 2		CET 1600 Open Systems I	3
8207040 Networking 3		CET 1610 Open Systems II	3
8207050 Networking 4		CET 2615 Open Systems III	3
8207060 Networking 5		CET 2620 Open Systems IV	3
Validation Mechanism			
High school transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

Procedure

1. The Lively Technical College designee will provide evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the Lively Technical College program as reported by the Lively designee. This letter will identify the articulated college credit of the Career Pathway.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forwarded to TSC. Students will receive block credit upon submission of the Lively transcript.

Conditions of Agreement

1. Lively Technical College and TSC's faculty will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Lively Technical College and TSC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Lively Technical College and TSC will cooperate in publicizing Career Pathway in order to ensure that students are aware of the opportunities.
4. Tallahassee State College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives for Leon County School District.

LIVELY TECHNICAL COLLEGE CAREER PATHWAYS

Technical College CTE Pathway Program of Study: Digital Media/Multimedia Design (K100200)

Tallahassee State College Program: Graphic Design and Web Technology, A.S.

Technical Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
DIG0081 Theory and Foundations of Design	Completion of the career certificate program	CGS 1060 Computer and Internet Literacy	3
DIG0082 Multimedia Digital/Print Designer			
DIG 0083 Multimedia Web Interactive Designer		PGY 2801C Photoshop	3
Validation Mechanism			
Technical College transcript noting: <ul style="list-style-type: none">Completion of the career certificate program			

Technical College CTE Pathway Program of Study:

Practical Nursing (H170607)

Tallahassee State College Program:

Nursing A.S.

Technical Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
PRN0098 PracticalNursingFoundations1	Completion of the career certificate program	Nursing Process I NUR1021C	10
PRN0099 Practical Nursing Foundations 2			
PRN0290 Medical Surgical Nursing 1			
PRN0291 Medical Surgical Nursing 2			
PRN0690 Comprehensive Nursing and Transitional Skills			
Validation Mechanism			
Technical College transcript noting: <ul style="list-style-type: none">• Completion of the career certificate program			
Admission Requirements			
Students entering the Associate degree program specified herein must meet the admissions requirements of the college and the program to which they are applying.			

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.

Date

Chair, The 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

Career and Technical Education

Tallahassee State College & Wakulla County Schools Career Pathways Articulation Agreement 2024-2025

Articulation is a method of granting college-level course credit for learning skills that are accomplished as part of secondary school instruction. The secondary school and Tallahassee State College (TSC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TSC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TSC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee State College.
 - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completing 9 credit hours in the A.S. or certificate program is required for the career pathway credit to be applied to the college transcript.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Wakulla County Schools faculty and TSC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Wakulla County Schools and TSC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Wakulla County Schools and TSC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TSC will not charge tuition for courses for which a student receives articulated credit.

This agreement may be terminated at any time by Wakulla County Schools or Tallahassee State College by providing thirty (30) days' notice. In the event of termination, both schools agree that students currently in secondary courses and working toward fulfilling the competencies or in their first semester at TSC will be allowed to complete the articulated credit.

This agreement will remain in effect and be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives for Wakulla County Schools.

WAKULLA COUNTY HIGH SCHOOL CAREER PATHWAYS

High School CTE Pathway Program of Study: **Building Trades and Construction (8720300)**

Tallahassee State College Program: **Building Construction Management, A.S.**

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8722010 Building Trades & Construction Design Tech 1	Completion of the high school program and all listed high school CTE courses	BCN2230 Construction Materials and Methods	3
BCV0081 Carpentry and Masonry Tech			
BCV0082 Electrical and Plumbing Tech			
BCV0083 Building Maintenance Tech			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Digital Design (8209600)

Tallahassee State College Program:

Graphic and Web Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Digital Information Technology	Completion of the high school program and all listed high school CTE courses And Adobe Certified Associate Certificate	GRA1111C Graphic Design I	3
8209510 Digital Design 1		PGY2801C Photoshop	3
8209520 Digital Design 2		Elective	3
		Elective	3
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Engineering Academy (9400300)

Tallahassee State College Program:

Engineering Technology, A.S. or Drafting and Design Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8600550 Introduction to Engineering Design	Completion of the high school program and all listed high school CTE courses And Autodesk Certified User-Inventor	ETD1320 Introduction to CAD	3
8600520 Principles of Engineering			
8600650 Engineering Design and Development			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">• Completion of all listed high school CTE courses			

High School CTE Pathway Program of Study:

Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee State College Program:

Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8417100 Health Science I	Completion of the high school program and all listed high school CTE courses	HSC2531 Medical Terminology	3
8417110 Health Science II		DEP2004 Human Growth and Development	3
8417211 Nursing Assistant III			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of all listed high school CTE courses			

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.

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Date

Chair, The 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

Career and Technical Education

Tallahassee State College & Florida State University Schools Career Pathways Articulation Agreement 2024-2025

Articulation is a method of granting college-level course credit for learning skills that are accomplished as part of secondary school instruction. The secondary school and Tallahassee State College (TSC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TSC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TSC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee State College.
 - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completing 9 credit hours in the A.S. or certificate program is required for the career pathway credit to be applied to the college transcript.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Florida State University Schools faculty and TSC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Florida State University Schools and TSC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Florida State University Schools and TSC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TSC will not charge tuition for courses for which a student receives articulated credit.

This agreement may be terminated at any time by Florida State University Schools or Tallahassee State College by providing thirty (30) days' notice. In the event of termination, both schools agree that students currently in secondary courses and working toward fulfilling the competencies or in their first semester at TSC will be allowed to complete the articulated credit.

This agreement will remain in effect and be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee State College, and representatives for Florida State University Schools.

FLORIDA STATE HIGH SCHOOL CAREER PATHWAYS

High School CTE Pathway Program of Study: Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee State College Program: Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8417100 Health Science Anatomy and Physiology	Completion of the high school program and all listed high school CTE courses	HSC2531 Medical Terminology	3
8417110 Health Science Foundations		DEP2004 Human Growth and Development	3
8417211 Nursing Assistant 3			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of all high school CTE courses			

High School CTE Pathway Program of Study: Commercial Art Technology (8718000)

Tallahassee State College Program: Graphic Design and Web Technology, A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8718010 Commercial Art Technology 1	Completion of the high school program and all listed high school CTE courses	GRA 1111C Graphic Design I	3
8718010 Commercial Art Technology 2			
8718010 Commercial Art Technology 3		PGY 2801C Photoshop	3
8718010 Commercial Art Technology 4			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">Completion of all high school CTE courses			

High School CTE Pathway Program of Study: **Game/Simulation/Animation Visual Design (8208100)**

Tallahassee State College Program: **Game Development and Design, A.S.**

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8208110 Game & Simulation Foundations	Completion of the high school program and all listed high school CTE courses	DIG1710 Introduction to Game Development	3
8208120 Game & Simulation Design			
8208130 Game & Simulation Graphic Artist			
8208140 Game & Simulation 3D Animator			
Validation Mechanism			
High School transcript noting: <ul style="list-style-type: none">• Completion of all high school CTE courses			

IN WITNESS WHEREOF, the Florida State University Schools, 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.

Date

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

Date

President, Tallahassee State College

Date

Chair, Florida State University Schools

Date

Director, Florida State University Schools

April 21, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Laboratory/Course and Distance Learning Fees for 2025-2026

Item Description

This item references the proposed laboratory/course and distance learning fees for 2025-2026.

Overview and Background

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

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

TSC has 178 laboratory/course fees, of which 33% have decreased, 41% have been unchanged, 15% have increased, and 11% are new.

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

Funding/ Financial Implications

The fees to be charged are visible to students in the course schedule. The College's budget for the 2025-2026 year will incorporate the collection of fees approved by the Board.

Past Actions by the Board

The Board approves these fees annually.

Recommended Action

Approve the laboratory/course and distance learning fees for 2025-2026.

Laboratory Fees Decreased or Removed

Division	Course ID	Course Name	24-25 Amount	Requested Amount for 25-26	Comments
AST	ACG 2450	Computer Accounting	\$20.00	\$0.00	
AST	COP 1000	Programming Concepts	\$25.00	\$0.00	
AST	CTS 1760C	Microsoft Specialist: Outlook	\$25.00	\$0.00	
AST	CTS 2401C	Microsoft Specialist: Access	\$25.00	\$0.00	
AST	ETD 1320	Introduction to AutoCAD	\$40.00	\$0.00	
AST	ETD 2340	Advanced AutoCAD	\$40.00	\$0.00	
AST	ETD 2390	3D AutoCAD/Revit	\$40.00	\$0.00	
AST	ETM 2315C	Hydraulics and Pneumatics	\$15.00	\$0.00	
AST	ETS 1511C	Motors and Controls	\$15.00	\$0.00	
FPSI	CJK 0002	Introduction to Law Enforcement	\$5.00	\$0.00	
FPSI	CJK 0016	Communication	\$5.00	\$0.00	
FPSI	CJK 0018	Legal	\$5.00	\$0.00	
FPSI	CJK 0019	Interviewing and Report Writing	\$5.00	\$0.00	
FPSI	CJK 0020	Law Enforcement Vehicle Operations	\$262.00	\$125.00	
FPSI	CJK 0021	Serving Your Community	\$5.00	\$0.00	
FPSI	CJK 0051	Criminal Justice Defensive Tactics	\$119.00	\$80.00	
FPSI	CJK 0063	Fundamentals of Patrol	\$5.00	\$0.00	
FPSI	CJK 0072	Crimes Against Persons	\$5.00	\$0.00	
FPSI	CJK 0073	Crimes Involving Property and Society	\$5.00	\$0.00	
FPSI	CJK 0079	Crime Scene Follow-up Investigations	\$5.00	\$0.00	
FPSI	CJK 0093	Critical Incidents	\$5.00	\$0.00	
FPSI	CJK 0096	Criminal Justice Officer Physical Fitness Training	\$223.00	\$150.00	
FPSI	CJK 0260	Introduction to Correctional Probation	\$11.00	\$0.00	
FPSI	CJK 0264	Legal Foundations for Correctional Probation Officers	\$11.00	\$0.00	
FPSI	CJK 0265	Communications	\$11.00	\$0.00	
FPSI	CJK 0266	Intake and Orientation	\$11.00	\$0.00	
FPSI	CJK 0267	Caseload Management for Correctional Probation	\$11.00	\$0.00	
FPSI	CJK 0268	Supervision of Offenders	\$11.00	\$0.00	
FPSI	CJK 0269	Field Supervision	\$11.00	\$0.00	
FPSI	CJK 0300	Introduction to Corrections	\$9.00	\$0.00	
FPSI	CJK 0305	Communications	\$9.00	\$0.00	
FPSI	CJK 0310	Officer Safety	\$9.00	\$0.00	
FPSI	CJK 0315	Facilities & Equipment	\$9.00	\$0.00	
FPSI	CJK 0320	Intake & Release	\$9.00	\$0.00	
FPSI	CJK 0325	Supervision in a Correctional Facility	\$9.00	\$0.00	
FPSI	CJK 0330	Supervising Special Populations	\$9.00	\$0.00	
FPSI	CJK 0335	Responding to Incidents & Emergencies	\$9.00	\$0.00	
FPSI	CJK 0400	Traffic Incidents	\$5.00	\$0.00	
FPSI	CJK 0401	Traffic Stops	\$5.00	\$0.00	
FPSI	CJK 0402	Traffic Crash Investigations	\$5.00	\$0.00	
FPSI	CJK 0403	DUI Traffic Stops	\$5.00	\$0.00	
FPSI	CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	\$66.00	\$0.00	

FPSI	FFP 0030	Firefighter I	\$580.40	\$551.00	
FPSI	FFP 0031	Firefighter II	\$430.00	\$351.00	
HCP	NUR 1421C	Reproductive Health	\$69.00	\$62.00	
SM	BSC 1005L	Introduction to Biological Sciences Laboratory	\$28.00	\$27.00	
SM	BSC 2085L	Anatomy and Physiology Laboratory I	\$16.00	\$15.00	
SM	CHM 1045L	General Chemistry Laboratory I	\$61.00	\$25.00	
SM	CHM 1046L	General Chemistry Laboratory II	\$92.00	\$60.00	
SM	CHM 2210L	Organic Chemistry Laboratory I	\$110.00	\$100.00	
SM	CHM 2211L	Organic Chemistry Laboratory II	\$112.00	\$110.00	
SM	PHY 2048L	General Physics Laboratory I	\$31.00	\$30.00	
SM	PHY 2049L	College Physics Laboratory II	\$37.00	\$32.00	
WD	CTS 0018	Cybersecurity Associate	\$469.00	\$428.00	
WD	OTA 0041	Front Desk Specialist	\$145.00	\$20.00	
WD	OTA 0631	Medical Office Technologist	\$252.00	\$20.00	
WD	PMT 0070	Welder Assistant 1	\$668.00	\$636.00	
WD	TRA 0080	Tractor Trailer Truck Driver	\$2,045.00	\$1,714.00	

Laboratory Fees Maintained

Division	Course ID	Course Name	24-25 Amount	Requested Amount for 25-26	Comments
		Distance Learning Fee	\$10.00	\$10.00	
AST	CET 1600	Introduction to Networks	\$10.00	\$10.00	
AST	CET 1610	Switching, Routing and Wireless Essentials	\$10.00	\$10.00	
AST	CET 2615	Enterprise Networking, Security and Automation	\$10.00	\$10.00	
AST	CET 2620	The Internet of Things	\$10.00	\$10.00	
AST	CGS 1060	Computer and Internet Literacy	\$19.00	\$19.00	
AST	CGS 2517	Spreadsheets for Business	\$25.00	\$25.00	
AST	CIS 2352	Ethical Hacking	\$54.00	\$54.00	
AST	CIS 2384	Mobile Forensics	\$100.00	\$100.00	
AST	CTS 1220C	Microsoft Specialist: Word	\$25.00	\$25.00	
AST	CTS 1230C	Microsoft Specialist: Powerpoint	\$25.00	\$25.00	
AST	CTS 2123	Network Defense and Counter Measures	\$54.00	\$54.00	
AST	CTS 2225C	Microsoft Specialist: Excel	\$25.00	\$25.00	
AST	CTS 2381	Computer Hacker Forensic Investigator	\$54.00	\$54.00	
AST	EGN 1111C	Introduction to Engineering Graphics	\$40.00	\$40.00	
AST	SUR 2390	GIS Application	\$24.00	\$24.00	
FPSI	CJK 0031	First Aid for Criminal Justice Officers	\$85.00	\$85.00	
HCP	DEA 1030L	Dental Assisting PreClinic	\$96.00	\$96.00	
HCP	DEA 2832C	Expanded Functions I	\$35.00	\$35.00	
HCP	DEA 2833C	Expanded Functions II	\$219.00	\$219.00	
HCP	DEH 1002L	Dental Hygiene PreClinic	\$75.00	\$75.00	
HCP	DEH 1802L	Dental Hygiene II Clinic	\$56.00	\$56.00	
HCP	EMS 1059C	First Responder	\$68.00	\$68.00	
HCP	EMS 1119L	Emergency Medical Technician Lab	\$6.00	\$6.00	
HCP	EMS 1431L	Emergency Medical Technician Clinical	\$17.00	\$17.00	

HCP	EMS 2603	Paramedic 1 Lecture	\$90.00	\$90.00	
HCP	EMS 2603L	Paramedic 1 Lab	\$83.00	\$83.00	
HCP	EMS 2604L	Paramedic 2 Lab	\$80.00	\$80.00	
HCP	EMS 2605L	Paramedic 3 Lab	\$80.00	\$80.00	
HCP	EMS 2666L	Paramedic 1 Clinical	\$17.00	\$17.00	
HCP	RET 1026L	FUNDAMENTALS OF RESPIRATORY CARE LAB	\$53.00	\$53.00	
HCP	RET 1875	CLINICAL PRACTICE II	\$5.00	\$5.00	
HCP	RET 2264L	ADVANCED PROCEDURES I LAB	\$24.00	\$24.00	
HCP	RET 2265L	ADVANCED PROCEDURES LAB II	\$45.00	\$45.00	
HCP	RET 2714L	PEDIATRIC AND NEONATOLOGY LAB	\$18.00	\$18.00	
HCP	RET 2876	CLINICAL PRACTICE III	\$5.00	\$5.00	
HCP	RET 2877	CLINICAL PRACTICE IV	\$17.00	\$17.00	
HCP	RET 2878	CLINICAL PRACTICE V	\$236.00	\$236.00	
HCP	RET 2936	TOPICS IN RESPIRATORY CARE	\$50.00	\$50.00	
HCP	RTE 1804	Radiographic Clinical Education I	\$17.00	\$17.00	
HCP	RTE 1814	Radiographic Clinical Education II	\$17.00	\$17.00	
HCP	RTE 1824	Radiographic Clinical Education III	\$17.00	\$17.00	
HCP	RTE 2834	Radiographic Clinical Education IV	\$17.00	\$17.00	
HCP	RTE 2844	Radiographic Clinical Education V	\$17.00	\$17.00	
HCP	RTE 2854	Radiographic Clinical Education VI	\$17.00	\$17.00	
HCP	STS 2944	Surgical Technologist Clinical I	\$18.00	\$18.00	
HCP	STS 2945	Surgical Technologist Clinical II	\$18.00	\$18.00	
SM	BSC 1084C	Human Biology: Essentials of Anatomy and Physiology	\$5.00	\$5.00	
SM	CHM 1045	General Chemistry I	\$35.00	\$35.00	
SM	CHM 1046	General Chemistry II	\$35.00	\$35.00	
SM	ESC 1000L	Earth Science Laboratory	\$16.00	\$16.00	
SM	MAC 1105	College Algebra	\$35.00	\$35.00	
SM	MAC 1105C	College Algebra with Corequisites	\$35.00	\$35.00	
SM	MAC 1114	Precalculus Trig	\$35.00	\$35.00	
SM	MAC 1140	Precalculus Algebra	\$35.00	\$35.00	
SM	MAC 2311	Calculus I	\$35.00	\$35.00	
SM	MAC 2312	Calculus II	\$35.00	\$35.00	
SM	MAC 2313	Calculus III	\$35.00	\$35.00	
SM	MAT 0018	Foundations of Mathematics I	\$35.00	\$35.00	
SM	MAT 0028	Foundations of Mathematics II	\$35.00	\$35.00	
SM	MCB 2004L	Microbiology Laboratory	\$60.00	\$60.00	
SM	STA2122	Introduction to Applied Statistics	\$25.00	\$25.00	
WD	ACR 0000	Introduction to HVAC/R	\$145.00	\$145.00	
WD	ACR 0001	HVAC/R Fundamentals	\$128.00	\$128.00	
WD	ACR 0012	HVAC/R Service Practices	\$95.00	\$95.00	
WD	ACR 0013	HVAC/R Intermediate Service Practices	\$100.00	\$100.00	
WD	ACR 0044	A/C, Refrigeration and Heating Technician	\$100.00	\$100.00	
WD	ATE 0006	Veterinary Assistants and Laboratory Animal Caretakers 1	\$100.00	\$100.00	
WD	ATE 0070	Veterinary Assistants and Laboratory Animal Caretakers 2	\$100.00	\$100.00	
WD	ATE 0072	Veterinary Assistant	\$410.00	\$410.00	
WD	MEA 0520	Phlebotomist	\$400.00	\$400.00	
WD	OTA 0040	Information Technology Assistant	\$20.00	\$20.00	

WD	PMT 0071	Welder Assistant 2	\$225.00	\$225.00	
WD	PMT 0073	Welder, SMAW 2	\$675.00	\$675.00	
WD	PMT 0074	Welder	\$975.00	\$975.00	

Laboratory Fees Increased

Division	Course ID	Course Name	24-25 Amount	Requested Amount for 25-26	Comments
FPSI	CJK 0040	Criminal Justice Firearms	\$495.00	\$535.00	Increase in certification fee and ammunition cost
FPSI	CJK 0281	Criminal Justice Officer Physical Fitness Training (CPO)	\$127.00	\$150.00	Increase in cost of materials
FPSI	CJK 0340	Criminal Justice Officer Physical Fitness Training (Corrections)	\$112.00	\$150.00	Increase in cost of materials
FPSI	CWE 0003	CJS Academy Block Examination and End of Course Examination Review	\$50.00	\$60.00	Increase in cost of materials
HCP	DES 2100L	Dental Materials Lab	\$151.00	\$193.00	Increase in cost of materials
HCP	EMS 1119	Emergency Medical Technician Lecture	\$33.00	\$65.00	Increase in cost of materials
HCP	EMS 2605	Paramedic 3 Lecture	\$193.00	\$226.00	Increase in cost of materials
HCP	HSC 1000L	Orientation to Perioperative Services Lab	\$67.00	\$78.00	Increase in cost of materials
HCP	NUR 1021C	Nurse Processing 1	\$160.00	\$232.00	Increase in cost of materials
HCP	NUR 1241C	Nursing Processing 2	\$160.00	\$174.00	Increase in cost of materials
HCP	NUR 2243C	Nursing Processing 3	\$149.00	\$169.00	Increase in cost of materials
HCP	NUR 2350C	Pediatric Health	\$29.00	\$67.00	Increase in cost of materials
HCP	NUR 2818C	Nursing Processing 4	\$162.00	\$173.00	Increase in cost of materials
HCP	RET 1874	Clinical Practice I	\$22.00	\$172.00	Increase in cost of materials
HCP	STS 1302L	Introduction to Surgical Technology Lab and Clinical	\$67.00	\$95.00	Increase in cost of materials
HCP	STS 1310L	Surgical Techniques and procedures Lab and Clinical	\$67.00	\$95.00	Increase in cost of materials
HCP	STS 2323L	Surgical Procedures I Simulation Lab	\$336.00	\$382.00	Increase in cost of materials
HCP	STS 2324L	Surgical Procedures II Simulation Lab	\$49.00	\$95.00	Increase in cost of materials
SM	BSC 2010L	Biology for Science Majors Laboratory I	\$26.00	\$33.00	Increase in cost of materials
SM	BSC 2011L	Biology for Science Majors Laboratory II	\$21.00	\$23.00	Increase in cost of materials
SM	BSC 2086L	Anatomy and Physiology Laboratory II	\$23.00	\$26.00	Increase in cost of materials
SM	PHY 2053L	College Physics Laboratory	\$35.00	\$40.00	Increase in cost of materials
SM	PHY 2054L	College Physics Laboratory II	\$35.00	\$40.00	Increase in cost of materials
WD	CTS 0019	Information Security Manager	\$254.00	\$262.00	Increase in certification fee.
WD	OTA 0651	Medical Administrative Specialist	\$155.00	\$403.00	Increase in cost of materials and certification exam fee
WD	PMT 0072	Welder, SMAW 1	\$225.00	\$265.00	Increase in cost of materials

New Laboratory Fees

Division	Course ID	Course Name	24-25 Amount	Requested Amount for 25-26	Comments
HCP	EMS 0110	Emergency Medical Technician	\$0.00	\$57.00	New Course, lab supplies
WD	HCP 0020	Patient Care Assistant	\$0.00	\$30.00	New Course, lab supplies
WD	HCP 0121	Nurse Aide and Orderly	\$0.00	\$30.00	New Course, lab supplies
WD	HCP 0332	Advanced Home Health Aide	\$0.00	\$30.00	New Course, lab supplies
WD	HSC 0003	Basic Healthcare Worker	\$0.00	\$147.00	New Course, lab supplies and certification exam fee

WD	HSC 0016	Allied Health Assistant	\$0.00	\$408.00	New Course, lab supplies and certification exam fee
WD	MEA 0580	Advanced Allied Health Assistant	\$0.00	\$40.00	New Course, lab supplies
WD	MTE 0003	Marine Rigger	\$0.00	\$100.00	New Course, lab supplies and certification exam fee
WD	MTE0056	Inboard Diesel Technician	\$0.00	\$10.00	New Course, lab supplies
WD	MTE 0074	Outboard Engine Diagnostics Technician	\$0.00	\$110.00	New Course, lab supplies and certification exam fee
WD	MTE0090	Outboard Engine Technician	\$0.00	\$10.00	New Course, lab supplies
WD	MTE0092	Inboard Gas Engine Technician	\$0.00	\$10.00	New Course, lab supplies
WD	MTE0093	Drive Train Technician	\$0.00	\$10.00	New Course, lab supplies
WD	ORH 0802	Landscape and Grounds Keeping	\$0.00	\$210.00	New Course, lab supplies
WD	ORH 0803	Landscape and Grounds Keeping Supervisors	\$0.00	\$210.00	New Course, lab supplies
WD	ORH 0862	Nursery Workers	\$0.00	\$210.00	New Course, lab supplies
WD	PMT 0075	Advanced Welder 1	\$0.00	\$910.00	New Course, lab supplies and certification exam fee
WD	PMT 0076	Advanced Welder 2	\$0.00	\$710.00	New Course, lab supplies and certification exam fee
WD	PRN 0094	Patient Care Technician	\$0.00	\$245.00	New Course, lab supplies and certification exam fee

April 21, 2025

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 - March

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 3/31/2025.

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 March is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of March 31, 2025

REVENUE	March Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 2,250,982	\$ 2,654,057	\$ 27,422,425	\$ 23,886,509	\$ 31,848,678	86%
State Support	4,376,639	3,589,169	30,389,817	32,302,517	43,070,023	71%
Federal Support	21,629	62,500	347,532	562,500	750,000	46%
Other Revenue	533,209	145,833	2,331,311	1,312,500	1,750,000	133%
TOTAL REVENUE	7,182,459	6,451,558	60,491,085	58,064,026	77,418,701	78%
EXPENSES	March Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	481,018	320,833	2,984,847	2,887,500	3,850,000	78%
Instructional	1,148,611	1,250,000	11,241,617	11,250,000	15,000,000	75%
Non-Instructional	1,590,416	1,541,667	13,856,278	13,875,000	18,500,000	75%
OPS	691,089	625,000	6,060,338	5,625,000	7,500,000	81%
Personnel Benefits	1,375,971	1,130,725	11,298,781	10,176,526	13,568,701	83%
TOTAL PERSONNEL COSTS	5,287,105	4,868,225	45,441,861	43,814,026	58,418,701	78%
<u>CURRENT EXPENSES</u>						
Services	257,733	370,213	3,817,229	3,331,913	4,442,551	86%
Material & Supplies	66,844	285,224	2,510,019	2,567,014	3,422,685	73%
Other Current Charges	449,952	761,230	6,061,796	6,851,073	9,134,764	66%
TOTAL CURRENT EXPENSES	774,529	1,416,667	12,389,044	12,750,000	17,000,000	73%
CAPITAL OUTLAY	14,748	166,667	42,887	1,500,000	2,000,000	2%
TOTAL EXPENSES	\$ 6,076,382	\$ 6,451,558	\$ 57,873,792	\$ 58,064,026	\$ 77,418,701	75%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in March 2025					
Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022763	3/7/2025	Trane, Inc.	138,896.41	Library Air Handling Unit Replacement	OMNIA Racine contract #3341
PO-022767	3/17/2025	7 Red Hills Consulting, LLC	268,692.00	Development of a Comprehensive Local Needs Assessment and an alternative CTE teacher certification program	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022768	3/17/2025	Livingstone Scools, Inc.	195,000.00	To create, facilitate, and maintain compliance with DJJ programs for trainees enrolled Florida Youth College.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-022789	3/19/2025	MicroSoft Corporation	135,205.00	Enterprise Service Support	Microsoft Master Services Agreement #U6914902 (Florida State Contract Number 43230000-15-01)
PO-022812	3/20/2025	Ward International Trucks, LLC	157,602.44	2025 International LT625 6X2 Tandem Axle Truck - GATE Grant	Sourcewell Contract #032824-NVS
PO-022867	3/27/2025	Ward International Trucks, LLC	157,602.44	2025 International LT625 6X2 Tandem Axle Truck - Perkins Grant	Sourcewell Contract #032824-NVS

April 21, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College's Policy Manual: revisions of policies within chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 2000 - Instructional, 3000 – Noninstructional, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Highlights of these changes include:

0161 – Agendas and Meetings of the District Board of Trustees – Policy revised to include new public meeting exemption.
1140, 2140, 3140 – Conflict of Interest – Policy revised to include agents of the College.
6110 – Sponsored Programs – Policy revised to include expanded audit requirements for federal awards.
6322 – Construction Projects, Contracting, Bidding, and Advertising – Policy revised to include day-labor contracts and requirements.
6325 – Procurement – Federal Grants/Funds – Policy revised to include new guidance from the Office of Management and Budget regarding procurement of recovered materials and contract/price analysis.
6330 – Acquisition of Professional Architectural, Engineering, Landscape Architectural, or Land Surveying Services – Policy revised to adjust the definition of continuing contract.
7450 – Property Asset Inventory – Policy revised to update equipment acquisition requirements.
8620 – Authorized Drivers – Policy revised to include College rented vehicles.
8650 – Travel and Expenses – Policy revised to include limits regarding employee travel.

The policies may be reviewed at:

<https://www.tsc.fl.edu/about/college/district-board-of-trustees/public-notices/upcoming-policies>

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in November 2024.

Recommended Action

Approve revision of College policies as presented.

April 21, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Tallahassee Community College - Staff Augment Positions - Amendment 2 & 3

These amendments added three positions and reallocated funds to increase salaries and fringe. The new award amount is \$732,320.

Florida Department of Education - Support for Implementation and Maintenance of Charter Schools Federal Grant - Technical Assistant - Amendment 11

This amendment reallocated funds from contracted services lines to another within technical assistance. The award amount remains the same.

Florida Department of Juvenile Justice - Project Anchor FY 22 - 25 - Amendment 4

This amendment reallocated funds from Tuition Fees & Support to Software, Equipment and Office Supplies. The award amount remains the same.

Florida A&M University/National Science Foundation - HBCU - RISE 22-25 - Amendment 3

This amendment reallocated funds from Materials & Supplies to Personnel. The award amount remains the same.

Florida Department of Education - GATE Startup Grant Program FY 24/25

This award will align with the Florida Adult Education Frameworks, as well as the identified Career and Technical Education Frameworks. The program will utilize state-endorsed

assessments, industry certification objectives, and annual professional development plans to improve instructional effectiveness, and will work towards implementing a solid accountability system for student successes and career preparation. The funding period is 7/24/24 through 6/30/25. The award amount is \$397,070 with an indirect cost rate of 0%.

Florida Department of Education - Workforce Development Capitalization Incentive Grant (CAP) FY 24 - 27

This award aims to expand career dual enrollment opportunities in Wakulla County focused on the agricultural industry. The funding period is 7/24/24 through 6/30/27. The award amount is \$1,350,786 with an indirect cost rate of 0%.

Florida Department of Education - District Threat Management Coordinators FY 24 - 27

This award will fund a position that will provide guidance and coordination of all school level threat management training and liaise with the Florida Department of Education. The funding period is 7/24/24 through 6/30/27. The award amount is \$55,000 with an indirect cost rate of 0%.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

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

Initial award was listed on the August 2024 BOT agenda.

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

Amendment 10 was listed on the March 2025 BOT agenda.

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

Amendment 3 was listed on the November 2023 BOT agenda.

Florida A&M University/National Science Foundation - HBCU - RISE 22 – 25

Amendment 2 was listed on the January 2025 BOT agenda.

Florida Department of Education - GATE Startup Grant Program FY 24/25

This is initial award.

Florida Department of Education - Workforce Development Capitalization Incentive Grant (CAP) FY 24 - 27

This is initial award.

Florida Department of Education - District Threat Management Coordinators FY 24 - 27

This is initial award.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$13,975.

Recommended Action

Authorize funding for the awards and contracts as presented.

April 21, 2025

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 March 2025.

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 - \$22,143.04
BKJ, Inc. Architecture - \$10,030.75
Clemons, Rutherford & Associates, Inc. - \$11,751.00
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 March 17, 2025 meeting.



Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

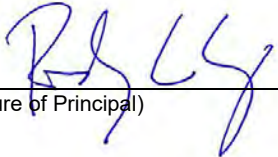
INVOICE NO. 20390.7.6

TO: 	Trey Kimbrel Jenny Shuler 444 Appleyard Drive Tallahassee, FL 323-4 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
	FROM: 	Susan Goodwin, 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302

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 Documents	\$49,020.00	100%	\$0.00	\$49,020.00	\$0.00
	100% Construction Documents	\$73,530.00	100%	\$0.00	\$73,530.00	\$0.00
	Bid / Permitting	\$8,170.00	100%	\$0.00	\$8,170.00	\$0.00
	Construction Administration	\$32,680.00	100%	\$0.00	\$13,072.00	\$19,608.00
Line 2	Field Measurements	\$3,840.00	100%	\$0.00	\$3,840.00	\$0.00
Line 3	Additional Civil Engineering	\$77,478.00	64%	\$28,237.80	\$49,240.20	\$0.00
Line 4	Printing	\$760.00	73%	\$200.00	\$560.00	\$0.00
Line 5	Additional Srvcs #1 - Owner Req'd Changes	\$25,800.00	75%	\$6,450.00	\$19,350.00	\$0.00
Line 6	Additional Srvcs #2 - Geotechnical Services	\$32,402.71	100%	\$0.00	\$32,402.71	\$0.00
GRAND TOTALS		\$303,680.71		\$34,887.80	\$249,184.91	\$19,608.00
Invoice Total						\$19,608.00

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



Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 1 of 2

Supplier:

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

Ship To:

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

Comments:

Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees
 Contact: Don.Herr@tcc.fl.edu , 850-201-6168

 Change Order No. 1 - Add Services#1 Construction Documents;
 Creating new line in the amount of \$25,800.00.
 NEW PO TOTAL: \$271,278.00

****REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	271,278.00	0.00	271,278.00

Purchasing & General Services Director

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

Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 2 of 2

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00

Messages

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

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

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

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

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

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



Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 1 of 3

Supplier:

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

Ship To:

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

Comments:

Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees
Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Change Order No. 2 - Add Services#2 Geotechnical Services;
Creating new line in the amount of \$32,402.71.
NEW PO TOTAL: \$303,680.71

Change Order No. 1 - Add Services#1 Construction Documents;
Creating new line in the amount of \$25,800.00.
NEW PO TOTAL: \$271,278.00

****REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	303,680.71	0.00	303,680.71

Director of Procurement and Auxiliary Services

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

Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 2 of 3

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00
6		Additional Services #2 to complete geotechnical services for the project site as well as reimbursement for City of Tallahassee permitting fees paid by the A/E team on behalf of TCC.				32,402.71

Messages

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

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

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

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



Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

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

INVOICE NO. 23480.2.3

TO:  Trey Kimbral Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-019793
FROM:  Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302	Project Name: CFI - 3rd Floor Improvements DATE: 3/5/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TSC 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	\$14,912.00	\$0.00
	Construction Documents	\$13,048.00	100%	\$0.00	\$13,048.00	\$0.00
	Bid / Permitting	\$1,864.00	100%	\$0.00	\$1,864.00	\$0.00
	Construction Administration	\$7,456.00	34%	\$4,920.96	\$0.00	\$2,535.04
GRAND TOTALS		\$37,280.00		\$4,920.96	\$29,824.00	\$2,535.04
Invoice Total						\$2,535.04

CERTIFIED TRUE AND CORRECT BY:



Rodney L. Lewis, Principal

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

INVOICE NO. 5
Project Invoice No. 6



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
Library Improvements - Makerspace

Date: 4/4/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	50%	\$4,675.00	\$0.00	\$4,675.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$19,680.00	\$0.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$0.00	\$692.00
GRAND TOTALS					
	\$294,825.00		\$248,917.00	\$243,550.00	\$5,367.00
Total due Architect/Engineer					\$5,367.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

A handwritten signature in black ink that reads 'Bonnie Davenport'.
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)



East Store
850-671-2714
eaststore@scmbduc.com
29151 East Park Ave.
Tallahassee, FL 32301
www.scmbduc.com

BILL TO
BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

INVOICE 118870
DATE 02/10/2025
TERMS Card on File
DUE DATE 02/28/2025

JOB REFERENCE
TSC Library Makerspace

INVOICED BY
JKN

ORDERED BY
Seth Campbell

24 x 36 B&W Copy	152	1.85	281.20T
8.5 x 11 B&W Copy	1,964	0.18	353.52T
GBC Bind with Covers	2	4.50	9.00T

Thank you for your business.

Tax ID# 20-8045535

There will be a \$35 fee for all returned checks.

A Finance Charge of 2% per month may be assessed on all 90 day past due balances.

In the event of non payment, collection fees and/or reasonable attorney fees will be charged to the customer.

SUBTOTAL	643.72
TAX	48.28
TOTAL	692.00
BALANCE DUE	\$692.00

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

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

Ship To:

Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0496 Library Improvements - Maker Spaces - 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

CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request.
NEW PO TOTAL: \$294,825.00

CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request.
NEW PO TOTAL: \$275,145.00

Bill To:

Tallahassee State 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	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages

Tallahassee State 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

Director of Procurement and Auxiliary Services
Dustin Frost

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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 State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

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

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

INVOICE NO. 2



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-022268

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

Project Name:
Tallahassee State College | AC Building 1st Floor
Improvements
Date: 4/4/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
100% Construction Documents	\$10,381.25	100%	\$10,381.25	\$10,381.25	\$0.00
Permitting/Bid	\$1,413.75	100%	\$1,413.75	\$0.00	\$1,413.75
Construction Administration	\$3,490.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$990.00	100%	\$990.00	\$990.00	\$0.00
Other Project Cost	\$100.00	100%	\$100.00	\$0.00	\$100.00
GRAND TOTALS	\$16,375.00		\$12,885.00	\$11,371.25	\$1,513.75
Total due Architect/Engineer					\$1,513.75

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)



East Store
850-671-3714
eaststore@semblueinc.com
29151 East Park Ave.
Tallahassee, FL 32301
www.semblueinc.com

BILL TO
BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

INVOICE 118869
DATE 02/10/2025
TERMS Card on File
DUE DATE 02/28/2025

JOB REFERENCE
TCC - AC Building

INVOICED BY
JKN

ORDERED BY
Jonathan Hornock

24 x 36 B&W Copy	42	1.85	77.70T
24 x 36 Color Plan	16	3.50	56.00T

Thank you for your business.

Tax ID# 20-8045535

There will be a \$35 fee for all returned checks.

A Finance Charge of 2% per month may be assessed on all 90 day past due balances.

In the event of non payment, collection fees and/or reasonable attorney fees will be charged to the customer.

SUBTOTAL	133.70
TAX	10.03
TOTAL	143.73
BALANCE DUE	\$143.73

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

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

Ship To:

Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0543 TCA (AC) Bldg#08 - 1st Floor Renovations/Upgrades - A/E Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu
REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting

Bill To:

Tallahassee State 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	16,375.00	0.00	16,375.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 1st floor of the TCA (AC) building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated December 11, 2024.				16,375.00

Messages

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

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

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

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

Director of Procurement and Auxiliary Services
Dustin Frost

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

INVOICE NO. 4
PROJECT INVOICE NO.: 6



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-020982

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

Project Name:
AC Building #8 Second Floor
Renovations/Upgrades - Full AE
Date: 4/4/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Phase 3- Design Development	\$20,130.00	100%	\$20,130.00	\$20,130.00	\$0.00
Phase 4- 100% Construction Documents	\$25,300.00	100%	\$25,300.00	\$25,300.00	\$0.00
Phase 5- Permitting/Bid	\$3,150.00	100%	\$3,150.00	\$0.00	\$3,150.00
Phase 6- Construction Administration	\$11,710.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00
Reimbursable Expenses	\$500.00	90%	\$449.17	\$449.17	\$0.00
Add Service 1- Pre Test & Balance	\$5,840.00	100%	\$5,840.00	\$5,840.00	\$0.00
GRAND TOTALS	\$69,470.00		\$57,709.17	\$54,559.17	\$3,150.00
Total due Architect/Engineer					\$3,150.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

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



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:

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

Ship To:

Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0498 AC Bldg#08 - 2nd Floor Renovations/Upgrades - A/E Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu
REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 1 - Adding new Line#2 in the amount of \$5,840.00 for Additional Services Number 01.
NEW PO TOTAL: \$69,470.00

Bill To:

Tallahassee State 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	69,470.00	0.00	69,470.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 2nd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated July 18, 2024.				63,630.00

Director of Procurement and Auxiliary Services
Dustin Frost

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



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
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
2		Additional Services Number: 01 to Provide Pre Test and Balance report for the 2nd and 3rd floor of the AC Building on the TSC campus. See the attached proposal from H2 Engineering for clarification of the scope of work. Specifics per attached proposal dated 10/25/2024.				5,840.00

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



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

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

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

www.craarchitects.com

March 13, 2025

Project No: 22041.00

Invoice No: 16733

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

Project 22041.00 TCC 15KV ELECTRICAL INFRASTRUCTURE

PURCHASE ORDER# PO-015653

Professional Services from June 1, 2023 to February 28, 2025

Fee

Billing Phase	Fee	Percent Complete	Earned
DESIGN PHASE SERVICES	140,210.00	100.00	140,210.00
BIDDING PHASE SERVICES	7,095.00	100.00	7,095.00
CONSTRUCTION PHASE SERVICES	39,170.00	30.00	11,751.00
PRE-DESIGN SERVICES MEASURED DRAWINGS	4,800.00	100.00	4,800.00
POST DESIGN SERVICES RECORD DRAWINGS	4,130.00	0.00	0.00
ADD SERVICE#1 - LIMITED SCOPE 'A'	35,512.50	100.00	35,512.50
Total Fee	230,917.50		199,368.50
		Previous Fee Billing	187,617.50
		Current Fee Billing	11,751.00
		Total Fee	11,751.00
		Total this Invoice	\$11,751.00

Billings to Date

	Current	Prior	Total
Fee	11,751.00	187,617.50	199,368.50
Totals	11,751.00	187,617.50	199,368.50

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-015653
Purchase Order Date	06/29/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Page 1 of 2

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

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

Comments:
PJ-0374 15KV Electrical Infrastructure - A/E Design Services Contact: Don.Herr@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	214,945.50	0.00	214,945.50

Director of Procurement and Auxiliary Services

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

Purchase Order

Purchase Order Number	PO-015653
Purchase Order Date	06/29/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Page 2 of 2

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Scope "B" Architectural and Engineering Design services for TCC 15KV Electrical Infrastructure project; Per attached proposal dated May 16, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				214,945.50

Messages

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

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

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

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

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

April 21, 2025

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 TSC 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 – APRIL 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0530	Workforce Development Bldg#38 Roof	15%	June 2025	Materials received
PJ-0534	SMA 140 - Classroom Renovations	5%	August 2025	TBD
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,660 Trip Hazards Replaced 77 sections of Sidewalk Repaired 156' of new curb
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0428	Library Bldg#30 - AHU 1 Replacement	95%	May 2025	Installing Desigo Controls
PJ-0544	Library Bldg#30 – AHU 9	5%	TBD	PO Issued for equipment
PJ-0428	Replace Smardt Chiller	90%	May 2025	Test run complete and installing controls
TBD	Cooling Tower Medium Replacement	100%	March 2025	Complete
TBD	Softball Field House (SO#34) Duct Heater Replacement	5%	TBD	Parts on order
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	35%	June 2025	In progress
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
PJ-0414	Parking Garage Bldg#37 Repairs	20%	June 2025	Repairs started 4/7/25
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-0544	AC/TCA Bldg#08 – 2 nd and 3 rd Floor Renovations/Improvements	15%	Summer 2025	Contracts executed
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	20%	August 2025	GMP Approved
PJ-0436	Solar Powered Covered Walkways	70%	May 2025	Construction in progress
PJ-0378	C-Cure Locks / NIST 800-171	90%	June 2025	In progress
N/A	Learning Commons Micro Food Mart	100%	April 2025	Complete
PJ-0545	DH Lobby and Clinic Improvements	90%	May 2025	In progress

PJ-0547	WD 141, 140 & 125 Classroom Consolidation	25%	August 2025	In progress
PJ-0548	WD 131 Classroom Expansion	25%	August 2025	In progress
PJ-0549	WD 129 Classroom Expansion	25%	August 2025	In progress
PJ-0550	WD 126 Classroom Expansion	25%	August 2025	In progress
PJ-0551	WD 128 Classroom Expansion	25%	August 2025	In progress
PJ-0552	WD 123 Classroom Renovation	80%	June 2025	In progress
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	5%	July 2025	Obtaining quotes
PJ-0517	AMTC HVAC Replacement	5%	July 2025	Obtaining quotes
PJ-0546	FPAC 207 Remodel	75%	June 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 779,608 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 38,980 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	95%	May 2025	Pending approval from City of Quincy
n/a	Install Weather STEM Station	100%	April 2025	Complete
Tbd	HVAC Course Expansion	5%	Fall 2025	Planning and design underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,857 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 93 lbs. of CO2 emissions into atmosphere

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing/Dorm Modernization	45%	August 2025	Replacing toilets, beds, etc. Lights complete
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	100%	March 2025	Complete
N/A	Central Utility Plant Boiler Repairs	30%	May 2025	Piping complete
N/A	Housing Boiler Repairs	15%	June 2025	Researching
PJ-0480	FPSI Housing Elevator Modernization	100%	March 2025	Complete
PJ-0489	FPSI Dorm Wing Windows South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing Windows North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0486	FPSI Stormwater Drainage	60%	June 2025	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	June 2025	Commenced repairs
TBD	Lighting Road and Pathway	10%	May 2025	Obtaining quotes for lighting
N/A	Driving Track Modular Remodel	25%	May 2025	In progress
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
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 214,652 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 10,733 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	35%	August 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	40%	August 2025	Project underway
PJ-0497	CFI – 3 rd Floor Renovation	95%	May 2025	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 15,126 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 756 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
	None			
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 60,104 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,005 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
TBD	Pole Barn	10%	August 2025	In progress
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 6,410 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 321 lbs. of CO2 emissions into the atmosphere

April 21, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Contracts In Excess Of \$325,000

Item Description

This item requests Board approval for contracts in excess of \$325,000 that were exempt from the College's solicitation process but still require Board approval.

Overview and Background

In accordance with Board policy (6320), the Board shall approve all contracts on behalf of the College involving expenditures of public funds "in excess of the threshold amount as specified by F.S. 287.017, Category Five", which is currently set at \$325,000.

Contracts in excess of \$325,000 are executed after a solicitation process and Board approval. The contracts in this agenda item were exempt from the solicitation process per the Florida Administration Code 6A-14.0734 or were previously approved by the Board.

Supplier	Services	Renewal Period	Total Obligated
Workday	Annual Subscriptions for Student Module	6 Years	3,440,099
HonorLock	AI + Live Pop-In Monitoring Services for exams and proctoring.	4 Years	780,625
Lumen Learning	Lumen Courseware access	1 Year	403,865

Past Actions by the Board

The original Workday Master Service Agreement was approved by the Board on August 19, 2013.

Funding/ Financial Implications

The annual funding is budgeted in Fund 1, the Current Unrestricted Fund.

Recommended Action

Approve the proposed contract renewals.