



January 16, 2024

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees are provided for your use at the Tuesday, January 16, 2024 Board Meeting.

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

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Tuesday, January 16, 2024
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

1. 2023 November Special Board Meeting
Approve minutes as presented.
2. 2023 November 27 Minutes
Approved minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus their time and attention on action items that require more

elaboration, information, and/or discussion. The intent of the consent agenda is to support the efficiency and effectiveness of the meeting.

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

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

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

TCC Foundation

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

Administrative Services

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

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

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Rippee Construction, Inc., for the TCC Ghazvini Center for Healthcare Education Solar Patio Panel System Project.
12. Architect Renewal – Year 2 of 3

Approve renewal recommendation for year two of three for architectural contracts.
13. FPSI Dorm Building Roofing

Approve the attached proposal no. 25-FL-231250 from Garland/DBS, Inc. as presented.
14. Disposition of Surplus Property Assets

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

BOARD OF TRUSTEES

PUBLIC COMMENT

PRESIDENT’S REPORT

NEXT MEETING DATE

February 19, 2024
Education

Location: **Ghazvini Center for Healthcare**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee Community College
Student Union Ballroom
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, November 14, 2023
Special Board Meeting – 2:30 PM**

On November 14, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Jonathan Kilpatrick at 2:30 p.m.

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

Others Present: President Jim Murdaugh, Candice Grause, Craig Knox, Bertie Culbreath, Calandra Stringer, Lei Wang, Wesley S. Hardin, Amanda Clements, Janet Hartman, Bill Spiers, Pam Johnston, Moseline Augustin, Jennifer Carr, Suzi Baugh, Taylor Pratt, Dustin Frost, Shelly Bell, Christen Givens, Logan Lane, Alissandra Enriquez, Janay Masses, Amy Bradbury, Jarred Stewart, Nyla Davis, Barbara Wills, Tammy Kinsey, Heather Mitchell, Josh Willoughby, Sila Lott, Caitlin Bradbury, Isabella Rios, Tricia Rizza, Alison Fleischmann, Glenn Alston, Bret Ingerman, Calvin Cheung, and Ken Brown.

CALL TO ORDER

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

COMMENTS

- i. Chair Kilpatrick welcomed everyone to the Special Board meeting on rebranding. He shared that Chief Wesley Hardin was leaving to take a new job and he wished him well and said his work and personality would be missed.
- ii. Board Members: Trustee Stevens shared that the President's Leadership Institute in Crawfordville last week was great, thanked Bob, Angela, and the team responsible for putting it on, and mentioned that it reinforces what we already know that we have the best staff, faculty, administration of any college in the country. Vice Chair Moore acknowledged that Aspen Institute has once again recognized our institution, and we deserve to be number one.

- iii. President Murdaugh thanked the Trustees for attending the President Leadership Institute in Crawfordville at the Wakulla Environmental Institute. He asked VP Grause to share the news of our national ranking for transfer rates. VP Grause shared that the U.S. Department of Education has prioritized transfer success rates and TCC was recognized as a top two-year institution for our transfer rates, and we are also the top institution along with Florida State University for our transfer relationship. President Murdaugh asked VP Rowland to share how Student Affairs is helping our students celebrate Thanksgiving next week. VP Rowland shared that the Hope Center at Temple University says three out of five college students deal with food or homeless insecurity. TCC has Talon's Market and a social worker to help our students manage their needs internally and externally with Second Harvest of Big Bend. This Fall, 689 students have been served in October alone through Talon's Market and their events. VP Rowland thanked the team, Dr. Jennifer Carr, Deirdre Green, and Kayla Dover. For Thanksgiving, this Friday, forty students will go home with a Thanksgiving bag that includes a \$30.00 gift card, stuffing, cranberries, and desserts. She invited everyone to attend the Harvest Lunch where four hundred students will receive a hot Thanksgiving meal. Of those students, one hundred and fifty will also be given a Thanksgiving bag to take home and be able to help feed their families or roommates. President Murdaugh asked VP Grause to lead the Workshop for the Rebranding and introduce the Pace Company team.

WORKSHOP

REBRANDING PROJECT - VP Grause

VP Grause: Back in June, TCC convened a task force at the request of the President to review and assess the need for a change in the college's name to reflect better our evolving institutional status and broadening impact in the state. This came about in the spring after announcing our three new bachelor's degrees for this fall. The task force was comprised of faculty, staff, administrators, and the entire Executive Team, as well as a strong core of alumni, community members, and the Student Government Association. The College put out a Request for Proposals for consulting services and ended up getting twenty-four proposals. But we were impressed from the beginning with Pace. VP Grause introduced the Pace team, Diana Riser, Principal at Pace, Octavio De Guzman, Creative Director, and Merri Starr, Account Manager. They first came to campus right after Labor Day and were here every week into October. Their research efforts touched every stakeholder group, culminating in our Town Hall series that we did in each of our service district counties. What you will see today is the product of all that research. We are excited with the product that they came up with.

PowerPoint presented by Pace.

Diana Riser: This has been a fantastic process and a collaborative one. We will present it in three parts. We will start with the rationale, perimeters, and processes. Then go over the overall results in feedback and tell you about our recommended names for the rebrand. We are taking the college into the future, with the new bachelor's degree and the opportunity to add future bachelor's degrees, and this allows us to tell the college's story.

Per our findings, students don't want a bachelor's degree from a community college. In considering a name change, we have two options. One is a complete diversion, to go a very different direction, and the other is a subtle evolution, and we had to ponder which direction we should take. Going with a different name is for if there is something to fix. It was overwhelming the case that there was really nothing to fix, not a poor brand reputation, quite the opposite, and that was loud and clear. Then we looked toward a subtle evolution, and the case for that. There is a lot here to support brand continuity. The brand is strong, the brand is successful, and there is a strong reputation in the community, and nationally.

In our main parameters, the one thing that stood out is that Tallahassee is extremely important as a sense of place, and the current brand colors must stay.

Merri Starr: We surveyed over two thousand people, had town halls, and spoke with as many stakeholders as we possibly could to make sure we had well-rounded answers and well-rounded findings to help make the decision. Overwhelmingly, from the students, guidance counselors, President's Circle, and alumni, everyone was very positive about this change. Their only major concern was that we not lose sight of the mission. The mission will not change. We are going to help with the rollout plan and make sure that if you choose to change the name, the change is smooth and efficient.

Octavio De Guzman: We will present the three recommended names and logos.

Chair Kilpatrick: We're not voting on logos, correct?

VP Grause: Yes, correct.

Trustee Messersmith: Are we going to be given one name, or several names to look at?

President Murdaugh: They are going to propose three names, and any of the three names are strong, but I feel obliged to make a recommendation and to tell you why.

Names and logos are shown:

Tallahassee College

Tallahassee State College

The State College of Tallahassee

Chair Kilpatrick: Trustees, do you have questions for Pace?

Vice Chair Moore: Thank you for the incredible research that you have done on this. We take this as a Board very seriously, and for you all to talk to two thousand-plus individuals shows commitment. I wanted to acknowledge that and thank you for that effort.

Trustee Stevens: There is no doubt that the community at large, the Board, and the administration have been well served by Pace and the team you put together to go through this rebranding effort. Well-done everybody. Is the budget the same for all the three choices? Compared to other colleges that have changed their names and we are competing with, if we divided them into buckets, which stands out?

VP Grause: There is no difference in cost.

President Murdaugh: I divided the colleges into buckets. If you count the colleges that completely changed their whole name, there are eight. If you used the format of "College of" there are five. If you use "State College", there are thirteen.

Chair Kilpatrick: The process has been deliberate. It is very much appreciated. My biggest concern with the name change is that the folks in Jefferson County will get it, as well as the folks in South Florida and North Georgia. In all of the choices, I see that you have taken that into consideration. Thank you for that.

President Murdaugh: You may recall in previous meetings, that sixty percent of our student body come from outside of our service district, so I think their focus on continuing to use "Tallahassee" in the name is well placed.

Trustee Lamb: Did we include any regular citizens in this process?

VP Grause: We hosted Town Halls in each of our service districts' counties and invited the entire community, including elected officials. We did have moderate participation in those. What we learned through this process is that people trust us and believe that we are going to do a good job because they know us, and that speaks about the reputation of our College.

Trustee Lamb: I want to thank you for allowing everyone to have input. And I want to congratulate the firm for doing a good job.

Trustee Stevens: Have students or alumni tested these names? Any feedback from that?

VP Grause: I will have Diana answer those questions in more detail. We strongly emphasized to all our stakeholders that ultimately this decision is yours.

Diana Riser: A lot of the focus groups, the surveying, the conversations, that we had asked a lot of questions about where were heading with our recommendations. Overall, the goal was to roll out the plan, so people understand it is transparent and clear and people understand who we are.

Trustee Stevens: Your evaluation of the research shows that the community at large trusts the administration at the College and this Board to make the right decision. Is that right?

Diana Riser: Yes.

Vice Chair Moore: What we are really looking at today is the name, so do not make the assumption that the logo is final. As trustees, we need to focus on is we want to honor our past and move us into the future. That is what the name has to do.

Trustee Ward: I am a big proponent of the work of the College. I am big on processes, going through processes correctly and with the right spirit. I think the outcome is digestible. As long as our mission isn't drifting in a different direction, then we are good. As you know, ladies, when you get married you change your name, but it does not change who you are. I think it is important that we all understand that when there is a name change, it shouldn't change our focus.

Trustee Messersmith: I want to thank all the faculty, staff, and Pace for working together. I agree there is a lot of work that has been done. It would be interesting to go through it all. There was one of these I liked more than the others.

Chair Kilpatrick: Can you walk us through the timeline?

VP Grause: If you decide to move forward with the name change, then it does have to be approved by the Florida Legislature and that would be no earlier than March 2024. The earliest we can begin to look at beginning an implementation if approved, would be late March or early April 2024. We asked the students would they like to be the first class with the new name or the last class with the old name. A lot of students wanted the new name. From this point today, about a year and a half out.

Trustee Stevens: Would the first diplomas be next Spring?

VP Grause: We do want to capitalize on the momentum. I would not want to go any later than that.

Chair Kilpatrick: For the legislative process, when does the request need to be submitted?

VP Grause: The timelines are tight, but our delegates are aware of the process, and have draft legislation ready to go. Both Senator Corey Simon and Representative Jason Shoaf are very excited.

President Murdaugh: It was difficult to set up town halls, as we wanted to make sure we complied with the Sunshine Law. Trustee Stevens suggested that we do this workshop, to give you all the opportunity to talk it through amongst yourselves in public. The announcement for this workshop was published to give you the ability to vote if you so choose instead of having to wait two weeks.

Chair Kilpatrick: Do you see changes in donations in other colleges that have changed their name?

VP Grause: No institution was willing to point directly to a percentile-point increase in enrollment or donations. But anecdotally, most colleges that do this see a growth in their brand recognition and, by extension, an increase in enrollment and donations.

President Murdaugh: We can say with some degree of confidence that one of the reasons colleges started changing their names a few years ago, was because of the introductions of baccalaureate degrees at colleges across the state. That drove significant enrollment increases at those institutions. If we intend to add additional baccalaureate degrees, I think it is in our best interest to change our name. I do not have any concerns in the quality of our fundraising efforts with the Foundation or our Communications team with marketing us around the country to make sure people know who we are.

Chair Kilpatrick: I completely understand, it is having to explain a bachelor's degree from a community college.

Trustee Messersmith: I was thinking that the community part is what we needed to change, for the impression of the degree name.

President Murdaugh: This is not a decision that I am recommending easily. I have been at Tallahassee Community College for twenty-four years and am proud to be the president of this community college for thirteen years. There is an emotional commitment a lot of people in this room have to this institution. This is about the future.

Trustee Lamb: At the town hall in Gadsden County, there were no objections to it. They felt like since we are offering new baccalaureate degrees now, we can offer more in the future, and they all went along, as long as they felt like the new name would be the right one for the college.

Trustee Ward: Yes, we are ready to vote, I think we are at a point where the process has been done well, and the explanations have been shared, and so I just think as a matter of us saying what your recommendation is then allowing us to vote upon.

President Murdaugh: My recommendation is that we rename the college to Tallahassee State College.

I like the idea that we were TJC, now we are TCC, and we could be TSC. I think it rolls off the tongue easily. I think it continues to sell the Tallahassee brand no matter where you are. It is a subtle difference. That is the recommendation I would make.

Trustee Lamb Chair Kilpatrick: Is there any public comment?

President Murdaugh: No public comment.

MOTION: Trustee Lamb: I would like to enter a motion to accept the recommendation from our President that we rename our college TSC, Tallahassee State College.

SECOND: Vice Chair Moore

Motion passed unanimously.

President Murdaugh: The next meeting date will be at the Center for Innovation on November 27. I look forward to seeing you all there and hope you have a great Thanksgiving. If you can make it on Monday, please do. And before we leave, I want to thank our friends from Pace, they bring the heart along with the game. We have had great deep conversations about how important this is to me, you, and everybody who is affected by the decision. Thank you so much.

Chair Kilpatrick: We are adjourned.

ADJOURNMENT: 3:35 p.m.

NEXT MEETING DATE

November 27, 2023 – Center for Innovation

**Minutes
District Board of Trustees
Tallahassee Community College
Center for Innovation
300 West Pensacola Street
Tallahassee, FL 32301
Monday, November 27, 2023
Business Meeting – 2:30 PM**

On November 27, 2023, the Tallahassee Community College District Board of Trustees meeting was called to order by Chair Jonathan Kilpatrick at 2:30 p.m.

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

Joined by Phone: Trustee Charlie Ward

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Rob Hall, Trevoris McDaniel, Bob Ballard, Craig Knox, Bertie Culbreath, Calandra Stringer, Lei Wang, Wesley S. Hardin, Brendie Hawkins, Nyla Davis, Janet Hartman, Suzi Baugh, Kalynda Holton, Moseline Augustin, Shelly Bell, Amanda Clements, Dustin Frost, Marckus Harden, Bret Ingerman, Jennifer Carr, Tom Gleason, Anthony Jones, Bill Spiers, Barbara Wills, Alison Fleischmann, Angela Long and Sheri Rowland.

CALL TO ORDER

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

Chair Kilpatrick asked for a motion for Trustee Ward to vote remotely by phone.

Approve Trustee Ward to vote remotely by phone.

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

COMMENTS

- i. Chair Kilpatrick asked the Trustees if they had any comments.
- ii. Board Members: Trustee Messersmith attended the Donor Scholarship Luncheon with great interaction with students and donors. Vice Chair Moore congratulated VP Heather Mitchell and her team for doing an outstanding job of seeing to it to match the scholarship to the recipient. It

was incredibly special to meet the recipient. She thanked the staff for providing the Harvest Luncheon for the students. The students were so thankful to have an opportunity to receive food to take home. Vice Chair Moore shared she has heard only positive comments about the new name for the college. Trustee Lamb mentioned that he has heard a lot of good comments about the name change from people in Gadsden and Leon Counties, and he is looking forward to the commencement ceremony. Chair Lamb heard from the mother of a student what a warm welcome, and smooth registration it was for her daughter. Trustee Stevens commended VP Grause and her staff who took the lead on the rebrand project. With public hearings, campus surveys, and stakeholders, everything was managed well. Trustee Ward apologized that he could not attend the board meeting in person.

iii. President Murdaugh shared:

- 2025 Aspen Prize for Community College Excellence. TCC is one of 150 community colleges out of approximately 1,000 nationwide that has been invited to apply for the \$1 million Aspen Prize, a testament to the college's high, improving, and equitable student outcomes. Dr. Murdaugh asked Dr. Long to explain the application process and deadlines. Dr. Long shared that in April of 2024, Aspen will announce the top twenty-five and then complete interviews. In June 2024, Aspen will announce the top ten colleges. The narrative we will submit will cover the new student advising model, workforce development, the highest rate of student transfers, and our professional development in Florida.
- Attended the National Association of Community College Entrepreneurship (NACCE) in Nashville, TN
- Attended the Student Government Association luncheon with students for a Q-A session.
- Harvest Luncheon with students, thanks to Trustees Moore and Stevens attending.
- Dinner with students in the Southern Scholarship Foundation house.
- Public Safety Housing at the Florida Public Safety Institute (FPSI) has once again been recognized by the Florida Department of Environmental Protection (DEP) as a Green Lodging Facility. Public Safety Housing has held this designation since 2011. The 200-room housing facility provides on-site housing for the Institute's various training programs. He thanked Janet Hartman for continuing to have this designation for this facility.
- TCC Gadsden Center Expansion--- Senator Corey Simon, his staff, Representative Jason Shoaf's team, and Representative Gallop Franklin were in attendance.

- There will be a discussion about assuming a role with Gadsden Technical College.
- Congratulated Vice Chair Moore who was recognized as a legacy member of the Florida 500 by Florida Trend.

APPROVAL OF MINUTES

1. October 2023 Minutes
Approve minutes as presented.
MOTION: Vice Chair Moore **SECOND:** Trustee Messersmith
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

VP Candice Grause shared that it was an incredible month with the rebrand and recent media coverage this month. She mentioned that the president was named one of Florida's most influential leaders in the state by Florida Trend. The TCC Foundation continues to get coverage for the Cork and Cleaver event. Still receiving coverage for the Worlds of Work (W.O.W) event that VP Bell and her team pulled together, which hosted three thousand students, parents, and teachers on our campus. The Aspen prize will be a huge public relations item for us. TCC also inducted six new members into the Athletics Hall of Fame. We are hosting a prominent Florida State University professor, an American surreal artist, Carrie Ann Baade, at our Fine Arts Gallery. We were also featured in a highlight story for Danfoss Turbocor. We were recently recognized by the United States Department of Education as the top transfer college in the state of Florida for our transfer partnership with Florida State University. The rebranding has taken up a lot of our news cycle. We have received coverage from every local outlet in our MSA. We also received several stories from statewide publications. Everyone is extremely interested in the historic vote the District Board of Trustees made on November 14, and we are seeing the same thing on our social media. Broadcast clips were shown. The next step in the rebranding process is finalizing the details of the logo, and an implementation plan.

UNFINISHED BUSINESS

None

PRESENTATIONS

Director of Development, Alison Fleischmann, shared two presentations.

Kay Corbett Nursing Scholarship

Contact: Peggy Harris

Attending: Peggy Harris

Amount of Donation: \$10,000

Use: Nursing Scholarship

Donor Intent: This fund was created to honor the life of Catherine Elizabeth Casey Corbett, affectionately known as Kay Corbett. Kay was the beloved mother of Peggy Corbett Harris. She was a caring and kind individual who found her calling in the nursing profession. This scholarship was created to provide tuition assistance to nursing students at Tallahassee Community College. This scholarship will be provided to a "B" student who holds a GPA between 2.75 and 3.0 – because those students make great nurses too.

Brian Thomas Gleason Scholarship

Contact: Thomas & Jennifer Gleason

Attending: Thomas & Jennifer Gleason

Amount of Donation: \$10,000

Use: FPSI Law Enforcement Academy Student Scholarship

Donor Intent: In memory of Pvt. Brian T. Gleason, who died in the line of duty with the 519 Military Police Battalion, Fort Polk, La.

NEW BUSINESS

Approval of Consent Agenda

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2. Attorney Invoice–Bryant Miller Olive (September 2023 and October 2023)
Authorize payment of invoices as presented.

3. Human Resource Report
Approve the report as presented.
Motion to Approve Consent Agenda.

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

4. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.

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

5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

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

TCC Foundation

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

Academic Affairs

7. Academic Curriculum Changes
Approve the proposed curriculum changes.

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

Administrative Services

8. Fund Analysis – October
Presented as an information item only.

9. Policy Manual Changes
Approve revision of College policies as presented.

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

10. Guaranteed Maximum Price – TCC Dental Hygiene Simulation Lab Project
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Allstate Construction, Inc. for the TCC Dental Hygiene Simulation Lab Project.

MOTION: Trustee Lamb **SECOND:** Trustee Messersmith
Motion passed unanimously.
11. Gorman (GOR) Building No. 46 Roofing
Approve the attached proposal no. 25-FL-230981 from Garland/DBS, Inc. as presented.

MOTION: Trustee Stevens **SECOND:** Trustee Lamb
Motion passed unanimously.
12. RFQ 2023-10 Award Recommendation

Approve the recommended construction manager at risk, Southern Standard Construction LLC, for the TCC English Building Restroom Renovations project.

MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.
13. Construction Status Report
Presented as an information item only.
14. Architect Invoices
Authorize payment of architectural invoices as presented.

MOTION: Trustee Lamb **SECOND:** Trustee Stevens
Motion passed unanimously.
15. Changes to Salary Schedule
Approve updates to the 2023 – 2024 Salary Schedule as presented.

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

PUBLIC COMMENT

None

WORKSHOP

None

PRESIDENT'S REPORT

December 6, HCP Fall 2023 Pinning Ceremony in the Lifetime Sports Complex 6 p.m.

December 7, Veterans Cording Ceremony 10:00 a.m. Richard and Karen Moore Veterans Success Center, reception to follow.

December 7, Dale Mabry AAF Museum, TCC Campus on Progress Drive. Ribbon cutting, and first flag-raising ceremony for the Dale Mabry Army Airfield Museum. 12:00 – 12:30 p.m.

December 7, Holiday Open House, Administration Building, 1-3 p.m.

December 8, Commissioner Diaz will be our commencement speaker for our Summer and Fall Commencement Ceremony. Please arrive at 5:00 p.m., the program starts at 6:00 p.m. An invitation has been emailed to you by Student Affairs.

December 15, TCC Winter Break begins, and the campus will re-open on Tuesday, January 2, 2024.

January 15, 2024, TCC will be closed for Martin Luther King Day.

January 17, 2024, The State Board of Education will be meeting on campus with the commissioner and board, on January 17, 2024.

All upcoming events will be emailed to the Trustees.

NEXT MEETING DATE

Tuesday, January 16, 2024

Location: Main Campus, Administration Building, 2:30 p.m.

ADJOURNMENT

Chair Kilpatrick called for adjournment at 3:15 p.m.

Jonathan Kilpatrick
Chair

Jim Murdaugh, Ph.D.



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

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

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$1,317.50 for November 2023.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: December 8, 2023
 Invoice No. 82294
 Client No. 25480.006

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

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
11/01/2023	DMH	Draft email to client	0.10
11/01/2023	DMH	Prepare for bargaining	0.30
11/01/2023	DMH	Attend bargaining	1.30
11/03/2023	DMH	Review and reply to email from UFF	0.10
11/03/2023	DMH	Draft email to client	0.10
11/06/2023	DMH	Review emails from client and respond	0.10
11/06/2023	DMH	Draft emails to client and Union	0.10
11/20/2023	DMH	Prepare for and attend zoom bargaining and meetings with client	2.60
11/21/2023	DMH	Telephone conference with client (C. Grause)	0.40
11/22/2023	BRR	Review email confirming bargaining/zoom	0.10
11/22/2023	DMH	Review and reply to email	0.10
Current Services			5.30
			\$1,317.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	5.20	\$250.00	\$1,300.00
Beatriz R. Ramirez	0.10	\$175.00	\$17.50

Total Current Work	\$1,317.50
Previous Balance Due	\$1,360.00

Tallahassee Community College

Invoice Date: December 08, 2023

Invoice No. 82294

Client No. 25480.006

Balance Due

\$2,677.50

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



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Fiscal Agent

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 - Holocaust Education Task Force FY 23/24

This award will support the activities related to the Holocaust Education Task Force committee members including travel reimbursement and subgrants to designated sites. The award amount is \$100,000 with an indirect cost of 0%. The funding period is 7/1/23 through 6/30/24.

Florida Department of Education - Adults with Disabilities FY 23/24

This award will provide fiscal support for the 2023-2024 Adults with Disabilities appropriation. This funding will provide support through a partnership with the Florida Outdoor Association in preparation and development of the SportsAbility Program. The amount of this award is \$25,000. Indirect costs are not allowed. The funding period is 7/1/23 through 6/30/24.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Education - Holocaust Education Task Force

This is an annual renewal.

Florida Department of Education - Adults with Disabilities

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$0.

Recommended Action

Authorize funding for the awards and contracts as presented.



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Division of Public Schools K-12 Augment Positions - TCC - Amendment 2

This amendment designates one (1) Program Specialist IV within the Bureau of Standards and Instructional Support, Office of STEM to support the Office of Social Studies and the Arts; and one (1) Program Specialist IV within the Bureau of Family and Community Outreach to support the Bureau of Federal Education Programs. The award amount remains the same.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education 23/24

This award supports general adult education services, literacy education, as well as civics education in Leon and Gadsden Counties. The award is for \$382,232 including an indirect cost rate of 5%. The funding period is from 7/1/23 through 6/30/24.

Florida Department of Education – Adult Education and Family Literacy, Integrated English Literacy and Civics Education (IELCE) 23/24

This award supports integrated English and Civics literacy education services in Leon and Gadsden Counties. The award is for \$75,682 including an indirect cost rate of 5%. The funding period is from 7/1/23 through 6/30/24.

Florida Department of Education - Youth Mental Health Awareness and Training (YMHAT) 23/24

This award provides funding for Charter School and LEA absences for professional development training in Youth Mental Health Awareness. The award amount is \$244 including an indirect cost rate of 0%. The funding period is 7/1/23 through 6/30/24.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids - TCC - Staff Augment Positions

This award provides funding for two (2) contracted professional staff positions to build capacity and implement the Pathway to Career Opportunity Grant in Regions 4 and 6. The award amount is \$182,622 including an indirect rate of 5%. The award period is 7/1/23 through 6/30/24.

Florida A & M University - Rural Equitable and Accessible Transportation Center 23/24

This award provides funding to collaborate in forming a UTC Tier 1 Center at FAMU to be known as REAT Center to conduct research, education, and workforce development in support of U.S. DOT Statutory Research Priority Area A: Improving Mobility of People and Goods with particular focus on rural transportation. The award amount is \$75,000 with an indirect rate of 0%. The award period is 6/1/23 through 5/31/24.

II. Commitments, Expenditures, Contracts for Service

No at this time.

Past Actions by the Board

Florida Department of Education - Division of Public Schools K-12 Augment Positions
Amendment 1 was approved at the September 2023 Board of Trustees meeting.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education

This is an annual renewal.

Florida Department of Education – Adult Education and Family Literacy, Integrated English Literacy and Civics Education (IELCE) 23/24

This is an annual renewal.

Florida Department of Education - Youth Mental Health Awareness and Training (YMHAT)
Initial award.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids
Initial award.

Florida A & M University - Rural Equitable and Accessible Transportation (REAT) Center
Initial award.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$14,101.

Recommended Action

Authorize funding for the awards and contracts as presented.



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item 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 2023-2024 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
David Gardner	Production Coordinator	Communications and Humanities	November 9, 2023
Thomas Darby	Admissions Navigator	Admission and Records	November 13, 2023
Brian Marquez	Donor Stewardship Officer	TCC Foundation	November 15, 2023
Doug Scanlan	Contracts and Grants Coordinator	Sponsored Programs	December 7, 2023
Douglas Luciani	Corporate Solutions Manager	Workforce Development	January 2, 2024
Walter Thompson Jr	Event Support Specialist	FPSI	January 2, 2024
Shanova Paul	Manager of Accounting	Financial Services/Business Office	January 2, 2024
Augustus Kelly Mosley	Welding Technologies Instructor	Advancement Manufacturing	January 2, 2024

Original Appointments - Faculty

Name	Position	Department	Effective Date
Jim Quinn	Computer Programming Faculty	Engineering & Technology	November 20, 2023
Noble Sissle	Animation and Game Design Faculty	Engineering & Technology	December 1, 2023

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Anessa Candidate	Program Specialist – Rebuild Florida	DEO - Rebuild Florida	November 6, 2023
Katelyn Rodd	Regional Civics Coach	Civics Literacy Program - Regions 2	November 6, 2023
John Gendron	Regional Civics Coach	Civics Literacy Program - Regions 2	November 6, 2023
Robert Blackledge	Nonprofit Resources Center Coordinator	WD - INIE	November 6, 2023
Judy Barber	Career Development Specialist	Compass 180 DOC - Liberty C.I.	November 13, 2023
Gerry Barrett	Coordinator (Grant)	FPSI Contracts and Grants	November 13, 2023
Brance Chiadikobi	Career Development Specialist	Compass 180 DOC - Union CI	December 4, 2023
Michelle Langford	Professional Development Coordinator	DJJ - Professional Development & Succession Planning	December 8, 2023
Dawn Betts-Green	Production Editor	DOE - Test Development Center	December 11, 2023

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
William Roth	Commercial Vehicle Driving Lead Instructor	CDL Program	November 6, 2023	Resigned
Wayne G Rabon	Campus Police Lieutenant	Campus Police	November 10, 2023	Retired
Aaron Sowders	Career Development Specialist	Compass 180 DOC - Reception and Medical Center	November 17, 2023	Resigned

Hakeem E Holmes	Program Manager, Rebuild Florida	Business and Industry Services	November 17, 2023	Resigned
Mechelle Henderson	Campus Police Dispatcher	Campus Police	November 17, 2023	Dismissed
Eddie Carter	Environmental Services Technician	Facilities	November 20, 2023	Resigned
Angela Rabon	Staff Assistant	Testing Services	November 24, 2023	Resigned
Antionette Williams	College Admissions Recruiter	Recruiting and Admissions	November 24, 2023	Resigned
Samantha Harvey	Call Center Representative	Call Center	November 24, 2023	Resigned
Lynne Hyre	CLSD Grants Manager	CLSD Grant	November 29, 2023	Resigned
Wesley Hardin	Chief of Police	Campus Police	November 29, 2023	Resigned
Teresa R McMillon	Accounting Specialist	Financial Services/Business Operations	November 30, 2023	Retired
Derrick R Young	HVAC Program Specialist	Advanced Manufacturing	December 1, 2023	Dismissed
Cindy Pouca- Marcelin	Regional Civics Coach	Civics Literacy Program - Region 4	December 20, 2023	Resigned
Sydney Campagna	Lead Career Navigator	DJJ - Project Anchor	December 22, 2023	Resigned
Marty Walker	Associate Dean	Healthcare Professions	December 29, 2023	Resigned
Brenda Anthony	Business Faculty	Business, Accounting & Recreation Management Faculty	December 31, 2023	Retired
Catherine Toole	Learning Commons Specialist	Learning Commons Specialist	December 31, 2023	Resigned
James Emerick	Staff Assistant	Student Services (International Student Program)	December 31, 2023	Resigned
James Henry	Senior Science Lab Assistant	Science Lab	December 31, 2023	Resigned
Al Austin	Academy Program Coordinator (Defensive Tactics)	FPSI High Liability Training	December 31, 2023	Retired

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Nancy Simmons	Purchasing Specialist	Procurement	Dollar Tree	Cashier
Carol Lynne Andersen	Radiologic Technology Faculty	Health	Environmental Health and Safety FSU	Radiology Technician

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
Daisy Garcia	Program Coordinator	CWE	November 20, 2023	Student Success Specialist
Worth Corn	Production Editor	DOE - Test Development Center	November 20, 2023	Social Studies Editor
Nick Vick	Dean	Applied Sciences and Technology	December 1, 2023	Associate Dean
Sydney Campagna	Regional Workforce Education Coordinator	Project Anchor	December 11, 2023	Lead Career Navigator
Cayla Cummings	Testing Specialist	Testing Services	January 2, 2024	Staff Assistant
Alicia Casey	Career Pathways Specialist	Adult Education Programs	January 2, 2024	OPS
Michael Trim	Facilities Maintenance Superintendent	FL Public Safety Institute	January 2, 2024	Maintenance Technician II



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: TCC Foundation Update

Item Description

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

Overview and Background

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

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

- January 30 – President’s Circle Reception, 5:30 – 7:00 pm, TCC Ghazvini Center
Featuring the New Simulation Center

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

TCC Foundation - Financial Update FY 23-24

July - December 31, 2023

		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Total Received	\$2,291,001.33	\$1,661,190.83	\$1,052,786.15
	Facility Support	\$35,980.00	\$127,412.88	\$127,825.78
	Program Support	\$469,613.94	\$447,457.37	\$121,464.99
	Scholarship Support	\$482,745.34	\$624,672.45	\$430,665.65
	Unrestricted Support	\$302,662.05	\$461,648.13	\$372,829.73
	BluePrint Donation	\$1,000,000.00	\$0.00	\$0.00
	Net Assets	\$23,658,225.00	\$19,493,122.00	\$22,597,310.00

		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Gift Count	2,039	1,867	1,700
	Unique Donors	695	644	605
	Alumni	118	90	84
	Faculty & Staff	180	167	147
	Student	2	0	1
	Other	395	387	373

		YTD 21/22	YTD 22/23	YTD 23/24
TCC Foundation	Cash	\$1,285,548.33	\$1,651,989.43	\$1,044,710.48
	Gifts in Kind	\$5,228.00	\$1.00	\$905.00
	Total Raised - Pledges Received	\$390,908.35	\$667,890.03	\$80,056.96
	Planned Gifts Confirmed			1
	Grants Received			17 for \$5,837,657
	Grants Applied For			15 for \$28,153,867
	Pledges Expected by 06/30/24			\$227,882.95



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - December

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 12/31/2023.

Overview and Background

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

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

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

Past Actions by the Board

N/A.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

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

REVENUE	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$1,663,256	\$2,411,094	\$21,123,487	\$14,466,562	\$28,933,124	73%
State Support	2,927,961	3,642,644	17,964,518	21,855,862	43,711,723	41%
Other Revenue	112,892	-	941,402	-	-	N/A
TOTAL REVENUE	4,704,109	6,053,737	40,029,407	36,322,424	72,644,847	55%
EXPENSES	December Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	290,386	363,735	2,062,595	2,182,410	4,364,820	47%
Instructional	1,064,837	1,279,552	6,741,206	7,677,310	15,354,620	44%
Non-Instructional	1,393,224	1,450,527	8,413,125	8,703,164	17,406,328	48%
OPS	686,255	551,162	3,492,569	3,306,974	6,613,948	53%
Personnel Benefits	1,046,632	1,069,178	6,275,055	6,415,066	12,830,131	49%
TOTAL PERSONNEL COSTS	4,481,334	4,714,154	26,984,550	28,284,924	56,569,847	48%
<u>CURRENT EXPENSES</u>						
Services	232,125	376,888	2,065,303	2,261,326	4,522,651	46%
Material & Supplies	67,048	243,322	1,664,975	1,459,933	2,919,866	57%
Other Current Charges	482,139	677,707	3,918,665	4,066,242	8,132,483	48%
TOTAL CURRENT EXPENSES	781,312	1,297,917	7,648,943	7,787,500	15,575,000	49%
CAPITAL OUTLAY	7,198	41,667	20,258	250,000	500,000	4%
TOTAL EXPENSES	\$5,269,844	\$6,053,737	\$34,653,751	\$36,322,424	\$72,644,847	48%

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

Issued in November and December 2023

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-019015	11/1/2023	Clarity Activation Partners	110,000.00	Advertising and promotional benefits with Clarity Activation Partners	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole source.
PO-019034	11/3/2023	HESI-Division of Elsevier, Inc	258,123.75	Proctored academic testing for nursing and healthcare programs	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
PO-019035	11/3/2023	HPI Torchlight LLC	250,560.00	Leasing for Student Athlete Housing	Renewal of current agreement.
PO-019047	11/7/2023	Seminole Sports Properties	120,000.00	Advertising and promotional benefits with Seminole Sports Properties	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019048	11/7/2023	IMG COLLEGE LLC	120,000.00	Advertising and promotional benefits with IMG College for Univeristy of Florida	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019052	11/8/2023	VSG Enterprises LLC	225,000.00	Advertising and promotional benefits with Vinik Sports Group	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019053	11/8/2023	Miami Dolphins Ltd	175,000.00	Advertising and promotional benefits with Miami Dolphins	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019055	11/8/2023	Legends Sales & Marketing LLC	120,000.00	Advertising and promotional benefits with Legends Sales & Marketing	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019095	11/15/2023	NASCAR Enterprises, LLC/Daytona International Speedway, LLC	100,000.00	Advertising and promotional benefits with NASCAR Enterprises, LLC	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-019122	11/20/2023	Bally Sports Florida	200,000.00	Advertising and promotional benefits with Fox Sports Florida/Sun Sports	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(h) - Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
PO-019134	11/21/2023	Hyland Software, Inc.	139,723.87	Subscription and hosting fees	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-019142	11/22/2023	Miami Heat Limited Partnership	175,000.00	Advertising and promotional benefits with Miami Heat	Exempt from the solicitation process, per 2CFR 200.320 (c)(2) for federal awards - Services or commodities available only from a single or sole source.
PO-019273	12/14/2023	Integrated Facility Systems, Inc.	133,936.00	FPSI Dining Facilities Furniture	Solicitation via OMNIA Partner contract #R191804.



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – AS OF *DECEMBER 2023 & JANUARY 2024*

MAIN CAMPUS (SITE 1)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	5 Year Educational Plant Survey	75%	June 2024	New Survey 3.1 Underway
N/A	Master Plan – Main Campus	95%	June 2024	Underway – DAG Architects
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	25%	April 2024	Project commenced 12/14/2023
N/A	AP 2 nd Floor Renovation	5%	April 2024	Renovate Academic Support offices to BIT
PJ-0493	DH Room 138 Remodel	5%	March 2024	Room Remodel scheduled for Spring Break
PJ-0417 PJ-0430 PJ-0429	CH 141,144,145 Foreign Language Labs Conversion to New Classroom	65%	TBD	Construction in progress Waiting on AV Proposals
PJ-0357	SM 114 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0165	SM 118 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0260	SM 129 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0360	SM 211 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0355	CH 233 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0356	CH 234 - Classroom Renovations	15%	TBD	Waiting on AV
PJ-0449	Administration Bldg#27 Lobby	50%	March 2024	Construction in progress
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards Replaced 62 sections of Sidewalk Repaired 156' of new curb
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg#1,2,5,6,8,9,11N,11S,12,18,27,30,35,39,41	90%	01/31/2024	COMPLETED: Bldg. 02 SMA, Bldg. 35 SU, Bldg. 08 AC, Bldg. 06 DH, Bldg. 27 AD, Bldg. 39 HSS See other individual building updates below
PJ-0422	Elevator Upgrades at TPP-N Bldg#11	100%	12/31/2023	Complete
PJ-0422	Elevator Upgrades at TPP-S Bldg#11	100%	12/31/2023	Complete
PJ-0342	Athletics – LS Interior Renovation	50%	April 2024	Construction underway
PJ-0447	LSC – Metal Coping/Roofing	45%	February 2024	Construction underway

PJ-0341	Athletics –Softball / Baseball Complex Improvements	10%	TBD	CM Awarded to Southern Standard Construction GMP Pending
PJ-0428	CUP Renovation and Infrastructure/Roof	55%	April 2024	Materials ordered
PJ-0365	CUP Control Room and ADA Restrooms	20%	June 2024	GMP approved Mobilization in progress
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	15%	March 2025	PO Issued, Submittal Review in Progress – Equipment ordered and expected by Fall 2024
N/A	Truck Driving Testing Course Striping	10%	TBD	Course to be redesigned to meet new regulations
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TCC BOT approval
PJ-0414	Parking Garage Bldg#37 Inspection (100%) / Survey / Repairs	20%	January 2024	Elevation Survey Completed Awaiting final structural report
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0427	AC Bldg#08 Soffit Repairs	100%	December 2023	Complete
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	10%	February 2024	Updating, Commencing December
PJ-0440	AC Bldg#08 Voice Evacuation System	10%	February 2024	On order, Commencing December
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	5%	Fall 2024	Design underway by BKJ
PJ-0436	Solar Powered Covered Walkways	15%	August 2024	Bid schedule in development
PJ-0390	Solar Light Pole	15%	February 2024	Engineering in progress
PJ-0445	English Bldg#01 IAQ, Moisture Control & Sealing of Exterior Walls – EN 120	15%	TBD	Seal exterior walls
PJ-0445	English Bldg#01 Restrooms Renovation	10%	TBD	CM Awarded to Southern Standard Construction Awaiting GMP
PJ-0378	C-Cure Locks / NIST 800-171	5%	December 2024	Parts for 8 locations on order Total 28 to be accomplished 8 In progress 5 completed

TCC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 610,021 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,168,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 30,501 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0491	Vacate Kent Street	5%	TBD	Underway – PO to DAG Architects
PJ-0458	EFIS	50%	January 2024	Soft scrubbing, sealing and painting EFIS

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TCC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Master Plan	95%	June 2024	Underway – DAG Architects
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	55%	February 2024	2 of 3 Chillers and Pumps received and installed Remaining chiller and controls to be completed in January
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	25%	March 2024	Parts on order
PJ-0413	Range Building Erosion Control	95%	TBD	Gravel backfill TBD
PJ-0439	Conference Center Chiller Repairs and Upgrades	100%	December 2023	Complete
PJ-0448	Dining Facility HVAC Renovations	100%	December 2023	Complete
PJ-0448	Housing HVAC Renovations	80%	February 2024	Outside Air Units – Repairs in Progress
N/A	Housing/Dorm Modernization	5%	June 2024	Replacement of lights, toilets, beds, etc.
PJ-0448	Dining Facility Renovations	75%	February 2024	LVT installed during Winter Break
PJ-0448	Dining Facility Renovations	10%	TBD	Roof Access, Awaiting Drawings

PJ-0478	Defensive Tactics HVAC Renovations	75%	January 2024	HVAC/Infrastructure Upgrades Parts on order
N/A	Defensive Tactics Mezzanine Access	10%	TBD	New ladder installation
PJ-0478	Defensive Tactics Plumbing Modifications	90%	January 2024	Piping repairs and cleaning, Plumbing fixture upgrades
PJ-0480	FPSI Housing Elevator Modernization	5%	January 2024	PO Issued, Materials on order
PJ-0483	FPSI Dorm Annex Windows	5%	TBD	Obtaining multiple quotes
PJ-0489	FPSI Dorm Wing South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0484	FPSI Bridge and Sidewalks	15%	March 2024	Repairs in progress
PJ-0486	FPSI Stormwater Drainage	20%	March 2024	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	15%	June 2024	Commenced repairs
PJ-0492	FPSI Roof at Dorm Wings South and North	10%	TBD	Obtaining quotes
N/A	Awning and Draining Dining Hall Rear Entrance	90%	January 2024	Awning installed and correcting drainage issues
N/A	Gutters and Downspouts at Firing Ranges	100%	January 2024	Complete
N/A	East Exterior Classroom Bldg. Entrances Awnings at Two	20%	January 2024	Materials on order
N/A	East Exterior Classroom Bldg. Entrances Awnings at Two	20%	January 2024	Materials on order
N/A	Awnings at Housing Bldg.	20%	January 2024	Materials on order
N/A	Awnings at Administration Bldg.	100%	January 2024	Complete; Awning installed
N/A	Lift Stations	5%	February 2024	Survey complete Awaiting proposal
N/A	Water pressure Regulating Valves	5%	TBD	Installing valves at Dining Hall, Defensive Tactics, Administration Bldg, Classroom Building, Dorm Bldg, Conference Center and Housing Bldg.
N/A	Classroom Building Bathroom Partitions	5%	TBD	Survey complete Awaiting proposals

CENTER FOR INNOVATION (SITE 4)

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

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

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

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

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

FOUNDATION CLASSROOM RENOVATION SUMMARY

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



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the months of November and December 2023.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$20,776.00
BKJ, Inc. Architecture - \$7,767.65
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$7,287.50
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the November 27, 2023 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016125 Project Name: CFI Stair Tower Improvements
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	DATE: 11/29/2023

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	Schematic Design	\$10,912.00	100%	\$0.00	\$10,912.00	\$0.00
	Design Documents	\$32,736.00	100%	\$0.00	\$32,736.00	\$0.00
	Construction Documents	\$38,192.00	100%	\$0.00	\$38,192.00	\$0.00
	Bid / Permitting	\$5,456.00	100%	\$0.00	\$0.00	\$5,456.00
	Construction Administration	\$21,824.00	0%	\$21,824.00	\$0.00	\$0.00
Line 2	Printing	\$535.00	100%	\$0.00	\$535.00	\$0.00
GRAND TOTALS		\$109,655.00		\$21,824.00	\$82,375.00	\$5,456.00
Invoice Total						\$5,456.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-016125
Purchase Order Date	08/18/2022
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-0401 CFI Exterior Envelope and Staircase - State DM; Stair Tower Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@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	109,655.00	0.00	109,655.00

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-016125
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional services for TCC Center for Innovation Stair Tower Improvements. Scope Includes: Design, documentation, permitting and construction administration of repair and exterior improvements to the stair towers of the building located at 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Repair for structural components. 3. New door / gate systems 4. New exterior screen and finish systems 5. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				109,120.00
2		Additional Services - Printing				535.00

Messages

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

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

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

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

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



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-06124 Project Name: CFI Exterior Envelope & Staircase
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	DATE: 11/29/2023

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	Schematic Design	\$29,120.00	100%	\$0.00	\$29,120.00	\$0.00
	Design Documents	\$87,360.00	100%	\$0.00	\$87,360.00	\$0.00
	Construction Documents	\$101,920.00	100%	\$0.00	\$101,920.00	\$0.00
	Biod / Permitting	\$14,560.00	100%	\$0.00	\$0.00	\$14,560.00
	Construction Administration	\$58,240.00	0%	\$58,240.00	\$0.00	\$0.00
Line 2	Printing	\$760.00	100%	\$0.00	\$0.00	\$760.00
GRAND TOTALS		\$291,960.00		\$58,240.00	\$218,400.00	\$15,320.00
Invoice Total						\$15,320.00

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-016124
Purchase Order Date	08/18/2022
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-0401 CFI Exterior Envelope and Staircase - State DM; Envelope Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@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	291,960.00	0.00	291,960.00

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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional services for TCC Center for Innovation Exterior Envelope Improvements. Scope Includes: Design, documentation, permitting and construction administration of new exterior envelope improvements to the entire exterior (with exception of the stair towers) of the building located at TCC's Site 4 Campus, 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Re-establishment of the building envelope and air/water barrier. 3. New door and window systems 4. New shading devices 5. New exterior masonry along base of building 6. New exterior finish systems 7. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				291,200.00
2		Additional Services - Printing				760.00

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

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-016124
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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. 2



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-018832

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

Project Name:
AC Building #8 Third Floor Renovations/Upgrades
- Preliminary Schematic
Date: 12/12/2023

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					
Existing Conditions	\$3,730.00	100%	\$3,730.00	\$3,730.00	\$0.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,430.00	100%	\$5,430.00	\$0.00	\$5,430.00
GRAND TOTALS	\$9,160.00		\$9,160.00	\$3,730.00	\$5,430.00
Total due Architect/Engineer					\$5,430.00

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 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-018832
Purchase Order Date	10/12/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - Preliminary Schematic Design Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	9,160.00	0.00	9,160.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the preliminary schematic design drawings of the proposed improvements to the 3rd floor of the AC Building at Tallahassee Community College located at 444 Appleyard Drive in Tallahassee, FL. PROJECT DATA AND SCOPE OF SERVICES: The scope of work for the subject project includes the preparation of the existing conditions drawings and preliminary schematic design floor plans for the proposed improvements. BKJ will prepare up to 3 concepts of the proposed improvements. Specifics per attached proposal dated October 11, 2023.				9,160.00

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-018832
Purchase Order Date	10/12/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-016394

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

Project Name:
 Administration Building Lobby/Professional Services
 Date: 12/12/2023

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					
Existing Conditions	\$1,455.00	100%	\$1,455.00	\$1,455.00	\$0.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,465.00	100%	\$5,465.00	\$5,465.00	\$0.00
Lobby Improvements					
Design Development	\$6,615.00	100%	\$6,615.00	\$6,615.00	\$0.00
100% Construction Documents	\$8,605.00	100%	\$8,605.00	\$8,605.00	\$0.00
Permitting/Bid	\$2,570.00	100%	\$2,570.00	\$2,570.00	\$0.00
Construction Administration	\$9,345.00	30%	\$2,803.50	\$1,401.75	\$1,401.75
ADA Restroom Improvements					
Design Development	\$7,753.50	100%	\$7,753.50	\$7,753.50	\$0.00
100% Construction Documents	\$7,638.50	100%	\$7,638.50	\$7,638.50	\$0.00
Permitting/Bid	\$1,857.00	100%	\$1,857.00	\$1,857.00	\$0.00
Construction Administration	\$2,906.00	30%	\$871.80	\$435.90	\$435.90
Additional Services (MEP)	\$2,300.00	100%	\$2,300.00	\$1,800.00	\$500.00
Additional Services No. 1- Budget	\$3,315.00	100%	\$3,315.00	\$3,315.00	\$0.00
OTHER PROJECT COST					
Reimbursable Expenses (attached)	\$250.00	92.39%	\$230.97	\$230.97	\$0.00
GRAND TOTALS					
	\$60,075.00		\$51,480.27	\$49,142.62	\$2,337.65
Total due Architect/Engineer					\$2,337.65

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)

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-016394 - 2
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu
Change Order No. 2 - Adding new Line 3 in the amount of \$3,315.00 for Add Services#1 as outlined in Proposal dated 03/08/23. NEW PO TOTAL: \$60,075.00
Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00
REF: TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting
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	60,075.00	0.00	60,075.00

Director of Procurement and Auxiliary Services
 Dustin Frost

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

Change Order

Purchase Order Number	PO-016394 - 2
Purchase Order Date	10/06/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022.				6,920.00
2		Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				49,840.00
3		Additional Services #1 to develop an opinion of probable cost for the design development phase drawings. Specifics per attached proposal dated 03/08/23.				3,315.00

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



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

Invoice number 22058_1123
 Date 11/30/2023
 Project 22058 TCC - GADSDEN CENTER
 MASTERPLANNING

Professional Architectural Services

PO-019224

Hourly Architectural Services

Professional Fees

	Hours	Rate	Billed Amount
Senior Principal Jack D. Baker	26.50	275.00	7,287.50
		Invoice total	7,287.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22058_1123	11/30/2023	7,287.50	7,287.50				
	Total	7,287.50	7,287.50	0.00	0.00	0.00	0.00

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



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Certificate of Final Inspection – Ghazvini Center for Healthcare Education Solar Patio Panel System

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the TCC Ghazvini Center for Healthcare Education Solar Patio Panel System Project, located in the Ghazvini Center for Healthcare Education (GCHE) Building #01 at the TCC Site 5 Campus.

Overview and Background

In accordance with *TCC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects* and the *State Requirements for Educational Facilities (SREF) Chapter 4 Section 3*, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. The Construction Manager at Risk (CMAR) for this project, Rippee Construction, Inc., has completed all required close-out documents and has confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded by local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the September 19, 2022 District Board of Trustees meeting.

Recommended Action

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

**FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities**

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 4668-1 OEF Assigned Project Number
TALLAHASSEE COMMUNITY COLLEGE (School District Florida College)
GHAZVINI CENTER FOR HEALTHCARE EDUCATION - TCC SITE 5 (School Name Campus)
27 (School College) Code Number
GHAZVINI SOLAR PANELS - PATIO Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on _____

Name (Type or Print) _____

Signature: _____ Date: _____
(Superintendent President)

SECTION B: (ARCHITECT ENGINEER) CERTIFICATION

As PROJECT (ARCHITECT ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: [Signature] Date: September 7, 2023

Firm Name: Fitzgerald Collaborative Group, LLC

Address: 850 S. Gadsden Street, Suite 140 Tallahassee, FL 32312
Street/P.O. Box City State Zip

SECTION C: (Building Official Other (Specify) Certification

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) G.F. Kimbrel III BU2140

Signature: [Signature] Date: 12/6/23
 Building Official Certified Inspector

SECTION D: FACILITY INFORMATION

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input type="checkbox"/> Renovation <input checked="" type="checkbox"/> Other	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input type="checkbox"/> Local <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>\$1,452,513.12</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>9,242</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>\$157.00</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: 10/03/2022 COMPLETION DATE: 7/31/23

9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).

C.O. No. <u>1</u>	\$ <u>-68,843.72</u>	C.O. No. _____	\$ _____
C.O. No. <u>2</u>	\$ <u>-127,462.03</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____

10. Date of Occupancy: 7/31/23

11. Additional Information:



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Renewal – Year 2 of 3

Item Description

This item requests year two of three renewal for the recommended list of Architects previously selected and approved for Architectural Services.

Overview and Background

The District Board of Trustees approved the below six Architectural firms for projects valued at \$4 million dollars or less on January 17, 2023, under RFP 2022-11. The RFP contract terms outline one initial year with the option of extending the term for an additional two, one-year periods for a total three-year contract. TCC Facilities has verified the applicable licensure and insurance for each firm ensuring they continue to meet the criteria for RFP 2022-11.

- Architects| Lewis + Whitlock, PA (ALW)
- BKJ, Inc. (BKJ)
- Clemons, Rutherford & Associates Inc. (CRA)
- DAG Architects, Inc. (DAG)
- Elliot Marshal Innes, PA (EMI)
- Fitzgerald Collaborative Group, LLC. (FCG)

Funding/ Financial Implications

Architectural fees are funded from local TCC College funds.

Past Actions by the Board

The Board previously approved this list of Architects for projects valued at \$4 million dollars or less at the January 17, 2023 District Board of Trustees meeting.

Recommended Action

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



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: FPSI Dorm Building Roofing

Item Description

This item requests approval of the attached roofing material and services proposal No. 25-FL-231250 for the FPSI Dorm Building No. 9, 10 & 11 Roof Hugger Framing System.

Overview and Background

The roof of the Dorm Building #9, 10 & 11 on the Florida Public Safety Institute Campus, TCC Site 3, is in need of structural improvements and requires repairs.

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

- ACME Roofing & Sheet Metal Co., Inc.
- Burnette Roofing & Construction
- Crawford Roofing, Inc.

Crawford Roofing, Inc. was selected to perform the work.

The attached proposal no. 25-FL-231250 in the amount of \$640,814.00 received from Garland/DBS, Inc. is recommended for all roofing materials and labor required for the roof repairs. This proposal is provided under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges

Funding/ Financial Implications

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

Past Actions by the Board

None

Recommended Action

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



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Tallahassee Community College
Florida Public Safety Institute
75 College Drive
Havana, FL 32333

Date Submitted: 01/03/2024
Proposal #: 25-FL-231250
MICPA # PW1925

Florida General Contractor License #: CGC1533467

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Old Dorm Building B & C

Roof Hugger Framing System

1. Mark the purlins on the top side of the roof
 - a. Spacing must not exceed Garland Engineering Wind Uplift Spacing
2. Do not remove any existing panels or clips
3. Install roof hugger system by aligning above roof framing with the existing purlin system
4. Press the roof hugger system down firmly and align with previously marked purlins
 - a. GreenLock XL sealant must be installed on the entire underneath side of the contact surface of Roof Hugger to provide temporary waterproofing
5. Fasten down hugger system using TFC ¼-14 DP3 fastener or approved equal
6. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
7. Fasteners should be placed in ALL pre-punched holes
8. Cross webbing maybe required in zone 2 and zone 3 per engineer drawing (provided by Roof Hugger)

R-Mer Span as Wall Panel

1. Install hat channel over existing wall system
 - a. Fasten at each panel rib of existing wall panel
 - b. Fasteners in hat channel will be on both top and bottom of the hat
 - i. 2 fasteners per existing panel rib
 - c. Install custom sil plate on the lower hat channel
 - i. Sil plate must have a ½" minimum 180 degree hem on the exterior edge

R-Mer Span Panel Installation (Gutter Box should be installed prior to panels)

****Shop Drawing must be ordered prior to the start of work****

1. Identify the center line for the area of work
 - a. Work may proceed in two directions from the centerline
2. Remove all film from the panel daily
3. Install eave trim cleat
 - a. Fasten every 12" o.c.
4. Install eave trim
 - a. Fasten every 12" o.c.
 - b. Minimum 3" away from roof edge
 - c. Eave foam installed over fasteners
5. Prior to installing panel the top end must be folded using the "pan end tool"
6. Clips on eave and ridge will be inset 8"
7. Follow clip spacing per Garland Uplift (maximum)
 - a. Zone One- 4'11" o.c
 - b. Zone Two(e)- 4'11" o.c
 - c. Zone Two(n)-3'8" o.c
 - d. Zone Two(r)- 3'8" o.c
 - e. Zone Three (e)- 3'8" o.c
 - f. Zone Three(r)- 2'11"
 - i. Spacing subject to be modified prior to bid date
8. Install clip using 2 fasteners per clip
 - a. Fasteners must be TFC 1/4-14 DP3
 - b. Fasteners must be attached to roof hugger
 - c. Drill bit extenders must be used to ensure fasteners are "not" driven at an angle
9. Use 6" step over clamps to hold clips in place while fastening
 - a. Use caution not to damage panel finish with clamp
10. Before securing panel install two rows of butyl sealant over foam
11. Panel must overhang eave edge by 1.5" to allow for thermal expansion and contraction
12. Install two rows of butyl sealant on inside of rib before installing the subsequent panel
13. Anchor centerline panel using a #30 drillbit and #44 1/8' pop rivets
14. Install subsequent panels
 - a. Panel alignment should be checked every 3 to 4 panels
15. Install gable clips 1" from roofs edge
16. Trimming the panel will likely be required to fit
17. Seam Cap will be installed
 - a. Factory applied butyl has already been installed
 - b. Ensure proper positioning before allowing solid contact
 - c. 3/4" overhang is require on eave edge
 - d. Hand crimp the top, bottom, and all clip locations of seam cap
18. Install edge stiffener
 - a. Hold in place using small step over clamps
 - b. Rivet into place using Garland color match rivets
19. Ridge cap should be test fit and proper location marked on the panel rib

20. Install factory provided head closure
a. These detail cannot be field fabricated
b. Fasten into place with 1/8" pop rivets
c. Caulk the backside of head closure
21. Installing ridge cap
a. Install butyl tape over the head closure
b. Install ridge cleat fastening to head closure every 6" o.c.
22. Gable end rake edge install
a. Dry fit rake edge to mark location for rake edge cleat
b. Field modify rake edge to ensure proper fit
c. Instruction will be located in the FT Section of the Shop Drawings
23. Mechanically seam clip
a. Fold down 3/4" over hang with duck bill vice grip
b. Tap flush with rubber mallet
- Install new gutter and down spouts
1. Install new gutters box
2. Install new downspouts
a. Tie into ground level plumbing where existing
- *If clip spacing and Roof Hugger discrepancies occur the most aggressive spacing will prevail*

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
14.01.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing; Over Retrofit Framing; Over an Existing Roof Using Steel Furring - No Insulation	\$ 2.93	16,500	SF	\$ 48,345.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 8.75	16,500	SF	\$ 144,375.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.77	16,500	SF	\$ 12,705.00
14.02.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.39	16,500	SF	\$ 22,935.00

14.02.34	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - Installed Over Retrofit Framing System Below 3:12 Slope	\$ 18.61	16,500	SF	\$ 307,065.00
Sub Total Prior to Multipliers					\$ 535,425.00
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	535,425.00	%	\$ 53,542.50
22.03	MULTIPLIER - MULTIPLE MATERIAL STAGINGS Multiplier is applied when labor production is effected by the time it takes to stage a roof multiple times. Situations include, but are not limited to staging materials to perform work on multiple roof levels, planned shutdowns and restarts, portion of the job is over sensitive work areas requiring staging from more than one point, etc.	25	535,425.00	%	\$ 133,856.25
Total After Multipliers					\$ 722,823.75

Base Bid Total Maximum Price of Line Items under the MICPA: \$ 722,823.75
Proposal Price Based Upon Market Experience: \$ 640,814.00

Garland/DBS Price Based Upon Local Market Competition:

Crawford Roofing	\$ 640,814.00
ACME Roofing	\$ 709,113.14
Burnette Roofing	\$ 846,355.72

Crawford Roofing - Unforeseen Site Conditions:

Decking Replacement	\$ 22.80 per Sq. Ft.
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Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Sales and use taxes are excluded.
2. Permits are excluded. If permits are required this will be addressed via change order.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.

5. Masonry work is included to which it obtains to the scope of work.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Hurricane Demobilization is excluded.
9. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Joshua Perry

Joshua Perry
Garland/DBS, Inc.
(216) 430-3635



January 16, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Disposition of Surplus Property Assets

Item Description

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

Overview and Background

The College has the responsibility to periodically dispose of accumulated surplus property assets which are obsolete and serve no useful function or their continued use is not economically feasible. As part of the healthcare program facilities renovations and equipment refurbishment, these items were deemed obsolete and were replaced.

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

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

Funding/ Financial Implications

There are no funding or financial implications.

Past Actions by the Board

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

Recommended Action

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

Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Asset Code
BA-000017245	DENTAL CHAIR W/BACKREST	1/1/1969	8,511.00	0.00	1
BA-000017263	DENTAL CHAIR W/BACKREST	1/1/1969	8,750.00	0.00	1
BA-000017264	DENTAL CHAIR W/BACKREST	1/1/1969	8,750.00	0.00	1
BA-000017281	DENTAL CHAIR W/BACKREST	1/1/1969	9,203.11	0.00	1
BA-000017282	DENTAL CHAIR W/BACKREST	1/1/1969	9,203.11	0.00	1
BA-000017296	DENTAL CHAIR W/BACKREST	10/1/2004	8,450.00	0.00	1
BA-000017297	DENTAL CHAIR W/BACKREST	10/1/2004	8,450.00	0.00	1
BA-000017344	DENTAL CHAIR W/BACKREST	1/1/1969	8,560.00	0.00	1
BA-000017345	DENTAL CHAIR W/BACKREST	8/1/2006	8,560.00	0.00	1
BA-000017346	DENTAL CHAIR W/BACKREST	8/1/2006	8,560.00	0.00	1
BA-000017347	DENTAL CHAIR W/BACKREST	8/1/2006	8,560.00	0.00	1
BA-000017348	DENTAL CHAIR W/BACKREST	8/1/2006	8,560.00	0.00	1
BA-000017349	DENTAL CHAIR W/BACKREST	8/1/2006	8,560.00	0.00	1
BA-000017350	DENTAL CHAIR W/BACKREST	8/1/2006	9,105.00	0.00	1
BA-000017485	SIMLATION MANNEQUIN	2/2/2011	63,210.00	0.00	4
BA-000017486	SIMLATION MANNEQUIN	2/2/2011	63,210.00	0.00	4
BA-000017487	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4
BA-000017488	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4
BA-000017489	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4
BA-000017490	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4
BA-000017491	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4
BA-000017492	SIMLATION MANNEQUIN	2/2/2011	38,220.00	0.00	4

Asset Codes:

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