

May 19, 2025

Memorandum from President Murdaugh

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

The following meeting Agenda and items requiring approval by the District Board of Trustees is provided for your use at the Monday, May 19, 2025 Board Meeting.

The meeting will be held at the Center for Innovation, 350 South Duval Street, Tallahassee, FL 32301, at 2:30 p.m.

Should you have any questions, please contact me.

Sincerely,

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

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
350 South Duval Street
Tallahassee, FL 32301
Monday, May 19, 2025
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

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

COMMENTS

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

APPROVAL OF MINUTES

- 1. 2025 April Board Minutes
Approve minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

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

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

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

2. Attorney Invoices – Bryant Miller Olive (April 2025)

Authorize payment of invoices as presented.

3. Human Resource Report

TSC Foundation

4. TSC Foundation Update

Presented as an information item only.

Administrative Services

5. Construction Status Report

Presented as an information item only.

6. Fund Analysis - April

Presented as an information item only.

7. Architect Invoice(s)

Authorize payment of architectural invoices as presented.

8. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

BOARD OF TRUSTEES

PUBLIC COMMENT

WORKSHOP- Enrollment Update

VP Sheri Rowland, VP Shelly Bell, and Executive Director Janet Hartman

PRESIDENT'S REPORT

NEXT MEETING DATE

June 16, 2025

Location: **Main Campus**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee State College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Monday, April 21, 2025
Business Meeting – 2:30 PM**

CALL TO ORDER

On Monday, April 21, Chair Karen Moore called the Tallahassee College District Board of Trustees meeting to order at 2:30 p.m.

Chair Moore asked everyone to stand for a moment of silence in memory of the recent tragedy at Florida State University and the Pledge of Allegiance.

Members Present: Chair Karen Moore, Trustees Monesia Brown, Jonathan Kilpatrick, Frank Messersmith, and Monte Stevens.

By Phone: Vice Chair Eugene Lamb

Absent: Trustee Charlie Ward

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Bertie Culbreath, Nyla Davis, Dustin Frost, Heather Mitchell, Sean McGovern, Sila Lott, Cerissa Fondo, Angela Long, Trevoris McDaniel, Wayne Almy, Calandra Stringer, Mark Mustian, Kalynda Holton, Brendie Hawkins, Chuck Moore, Frank Mix, Shelly L. Bell, Barbara Wills, Katie Bahmann, Alison Fleischmann, Lei Wang, Christen Givens, Amany Hilario, Jason Fowler, Sheri Rowland, Marissa Mainwood, Janet Hartman, Nicolette Constantino, Riley Landy, Amanda Clements, Melissa Scalzi and, Donmetrie Clark.

COMMENTS

- i. Chair's Remarks: Chair Moore thanked Vice Chair Lamb for joining the meeting by phone. She noted that many great developments are happening, including the unveiling of the new SIM HCA Florida Healthcare Simulation Center at the Ghazvini Center for Healthcare Education, which provides significant benefits for our students, the medical community, and the college. She addressed the tragic events at Florida State University and noted that representatives from the TSC Police Department and others would provide additional information

later in the meeting. She asked everyone to please keep our sister institution and the families of the victims in our thoughts.

ii. Trustee Remarks:

- a. Trustee Messersmith commented on the recent press release about the addition of the Undergraduate Research Journal. He suggested that a future board workshop be presented on the topic. He expressed his appreciation for the opportunity to speak with members of the President's Leadership Institute. He reflected on his participation in TSC Day at the Capitol, where he enjoyed connecting with attendees and appreciated the opportunity to sit in the Senate and House galleries.
- b. Trustee Kilpatrick noted that unveiling the new Simulation Center at the Ghazvini Center for Healthcare Education was fantastic, highlighting the college's strong community outreach and meaningful impact. He expressed his appreciation for being able to attend the President's Leadership Institute and noted how honored he felt to engage with the incredibly talented and capable members of the cohort.
- c. Trustee Brown congratulated the team that organized TSC Day at the Capitol, recognizing the effort that went into producing such an event. She was pleased to learn that plans are underway for 2026. She shared that she recently had the opportunity to present before the Senate Higher Education Appropriations Subcommittee, which was the first step in her confirmation process. She noted that the hearing went well and the next step would be her formal confirmation.
- d. Trustee Stevens shared that he and Trustee Kilpatrick had advanced to the second phase of the confirmation process and hoped they would complete the process soon. He congratulated Trustee Ward on his selection as the Men's Head Basketball Coach for FAMU, noting that Trustee Ward and his family are deeply invested in this community. He expressed gratitude for Trustee Ward's service and hopes he can remain on the Board. Trustee Stevens congratulated John Schultz and the Forensics Team, which earned their 25th consecutive team sweepstakes award.
- e. Trustee Eugene Lamb extended his thoughts and prayers to the Florida State University community following last week's tragedy. He also congratulated Trustee Ward on his recent appointment as the Men's Head Basketball Coach for FAMU.

- iii. President's Remarks: President Murdaugh congratulated Trustee Ward on his selection as FAMU Head Basketball Coach, noting that FAMU is indeed fortunate to have him in that role. He commended Trustee Ward as an exceptional role model for young men and hopes he will be able to remain on the board despite his new responsibilities. He also acknowledged Trustee Brown's birthday on April 2.

He then introduced Mark Mustian from Word of South. Mr. Mustian shared a brief update about the Word of South (WOS) festival and shared his appreciation for the longstanding collaboration with Tallahassee State College, which began at the festival's inception. This year, WOS celebrated a sold-out show on Friday night featuring the Violent Femmes alongside the Tallahassee Symphony Orchestra. The *Eyrie* contributed to the festival by showcasing student readings and art. Sarah Marshessault, a faculty member at TSC, directs the festival. Mr. Mustian emphasized the festival's unique national reputation, noting that the 2026 event will take place during the last weekend in April.

President Murdaugh then invited TSC Police Chief Sean McGovern to address the Board regarding the recent tragedy at FSU and our on-campus law enforcement response. Chief McGovern described the heroic response by first responders during the incident, which was contained in less than five minutes. He commended the coordination of law enforcement and emergency personnel and acknowledged the bravery of students and staff whose actions saved lives. He shared that TSC PD closely monitored the events as they unfolded. TSC PD increased security presence, promptly deployed an additional officer to Tallahassee Collegiate Academy, called in the night shift early, and conducted high-visibility campus patrols to ensure our campus safety. He affirmed TSC PD's commitment to confront danger head-on to protect the college community.

President Murdaugh clarified that TSC did not initiate a lock down, explaining that the threat at FSU was quickly neutralized, posing no threat to TSC. He stressed that if the threat had remained active with the suspect at large, immediate lockdown protocols would have been followed. He emphasized that our focus was on addressing fear while remaining calm.

Trustee Stevens asked about classroom door locks. Vice President Barbara Wills shared that most classrooms do lock from the inside, and that those that do not lock from the interior are located in a hallway that locks. The college is now evaluating whether that is sufficient and is reviewing door labeling and locking mechanisms campus-wide.

Trustee Brown asked about communication protocols during incidents. Chief McGovern explained that critical incidents evolve rapidly with updates every few minutes. Misinformation is frequently shared on social media, and law enforcement works diligently to provide the public with the best information they can as soon as they can.

Chair Moore praised Chief McGovern and his team for their effective practices and drills, emphasizing their strong adherence to established protocols. She expressed confidence in the leadership of both Chief McGovern and President Murdaugh, and appreciation for their transparent communication with the Board.

President Murdaugh asked Vice President Calandra Stringer to provide information on academic accommodations for impacted students. VP Stringer shared that a faculty forum was already scheduled for that day at 2:30 p.m., which provided a timely opportunity for discussion and support. Chief McGovern participated in the forum to address safety concerns. Faculty were encouraged to demonstrate compassion, empathy, and flexibility, offering incompletes or alternative final exam arrangements as needed. The administration is dedicated to supporting students in any way possible to help them successfully navigate and complete the semester.

President Murdaugh asked Vice President Sheri Rowland to provide an update on mental health support services for students. She noted that we received a request from FSU to send any available counselors to the Civic Center to help, and Dean of Students, Dr. Jennifer Carr, and all of our counseling staff immediately went to provide emotional support on-site. TSC messaging directed students to our Counseling Center and Mantra Health, which is available 24 hours a day online. All offices remained open to provide one-on-one support. She shared that Florida Blue has offered free counseling for anyone who needs them. VP Rowland thanked the Communications Department for their timely dissemination of resource information.

President Murdaugh thanked Chief McGovern and Vice Presidents Wills, Stringer, and Rowland for their efforts.

President Murdaugh welcomed Nicolette Costantino, TSC English faculty member and advisor for *The Eyrie*. She was joined by *Eyrie* staff members Zoe Senior, Emily Kramer, Alana Cavanagh, and Rachel Rivers. Nicolette shared that the publication won eleven awards from the Community College Humanities Association. She expressed gratitude for the chance to be a part of Word of South and noted the pride her students felt in being among the celebrated authors and artists at the festival.

President Murdaugh announced that the college was named one of the 2025 Most Promising Places to Work in Community Colleges by the National Institute for Staff and Organization Development (NISOD). He credited Director of Human Resources Nyla Davis and the results of anonymous staff surveys for the recognition and emphasized the college's commitment of one percent of the budget for professional development to growth opportunities for faculty and staff.

President Murdaugh congratulated Vice President Candice Grause, who received the Distinguished College Administrator Award from Phi Theta Kappa, honoring her commitment to fostering student achievement and creating opportunities for academic and personal growth.

He concluded his remarks by highlighting the Classroom of the Future event hosted in collaboration with Florida's K-12 AI task force—a remarkable event held at the Center for Innovation and thanked Dr. Angela Long and the AI task force for their contributions. He also recognized Associate Vice President Anthony Jones and the Tallahassee History Festival Committee on their recent event. He noted that both events engaged prospective students and highlighted the college's innovation and outreach. He reiterated the impact of the Undergraduate Research Symposium and the groundbreaking achievement of hosting the first TSC Day at the Capitol, the first of its kind among Florida colleges.

APPROVAL OF MINUTES

1. 2025 March Board Minutes

Approve minutes as presented.

MOTION: Trustee Kilpatrick

SECOND: Trustee Brown

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Vice President Candice Grause noted that the Communications team has handled numerous media requests in the past week. The department has issued 12 media releases and alerts in the last month.

Highlights include:

- Chair Karen Moore is featured on the cover of the April/May issue of Tallahassee Woman magazine. Provost Calandra Stringer is also highlighted in this issue.
- TSC named one of the Most Promising Places to Work in Community Colleges for the fifth time.
- Dr. Iris Pendleton, TSC alum and assistant professor of education, recognized as one of the "25 Women You Need to Know" for 2025 for her advocacy for domestic violence survivors.
- Dual enrollment graduate, Godby valedictorian, and first-generation college student Tolu Binitie was featured in the Tallahassee Democrat. A member of the National Honor Society, Tolu has been accepted to FSU to study medicine. His favorite school year memory was attending Worlds of Work.
- Broadcast clips included a feature on the new firefighter dual-enrollment program at Leon High School, coverage of recent donations from Thomas Howell Ferguson and HCA Florida Healthcare, TSC Day at the Capitol, and Theatre TSC's production of Alice By Heart.

PRESENTATIONS

VP Heather Mitchell introduced Marissa Mainwood, TSC Business faculty member. Marissa and her family have established a scholarship in memory of Rick Frazier, a beloved TSC colleague and mentor who had a profound impact on her life. Rick was known for his unwavering commitment to students and supporting those in need. The scholarship will support students in workforce career and technical education (CTE) programs and those pursuing an AS degree in the Applied Sciences and Technology fields, with an emphasis on business and industry-related degrees.

NEW BUSINESS

Approval of Consent Agenda

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

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2. Attorney Invoices – Bryant Miller Olive (March 2025)

Authorize payment of invoices as presented.

3. Human Resource Report

Approve the report as presented.

Motion to Approve Consent Agenda

MOTION: Vice Chair Lamb

SECOND: Trustee Stevens

Motion passed unanimously.

TSC Foundation

4. TSC Foundation Update

Presented as an information item only.

Academic Affairs

5. Regional Career Pathways Agreements 2024-2025

Approve the Regional Career Pathways Agreements 2024-2025.

MOTION: Trustee Stevens

SECOND: Vice Chair Lamb

Motion passed unanimously.

6. Laboratory/Course and Distance Learning Fees for 2025-2026

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

MOTION: Trustee Messersmith

SECOND: Trustee Brown

Motion passed unanimously.

President Murdaugh provided an overview of the proposed changes to the 2025-26 laboratory course and distance learning fees. He noted that during Governor Rick Scott's administration, a statewide freeze on tuition and statutory fees was implemented and has remained in place for the past 14 years. The statutory fees include the technology, student activities, financial aid, and capital improvement fees, which are set by law to support critical functions such as technology upgrades. The college has no plans to increase these fees.

President Murdaugh clarified the distinction between statutory fees and course-specific laboratory fees, which are reviewed annually as required by law. Most lab fees remain unchanged, but transparency about their purpose is essential to avoid confusion.

Trustee Messersmith remarked on the modest change in fees over time, noting that only 15% have increased, 33% have decreased, and 41% remain unchanged.

Trustee Brown thanked the president for the clarification and asked how the students are notified about fee changes. VP Stringer explained that students must be notified at least 28 days prior to the proposed changes being presented to the board. All students received an email containing the spreadsheet detailing the proposed fees for the 2025-26 academic year. Once the fees are approved, they will be uploaded into Workday and will automatically populate for each class. The fees go into effect for classes beginning in August, so students have time to plan for those payments.

Trustee Stevens asked about the wide range of fee adjustments and whether the college benchmarks against peer institutions. VP Stringer explained that faculty and administrators review the costs annually. Fees are calculated based on usage, supply costs, and enrollment. The college seeks vendor quotes and leverages statewide contracts to minimize costs, negotiating lower prices where possible.

Administrative Services

7. Fund Analysis - March 2025

Presented as an information item only.

8. Policy Manual Changes

Approve revision of College policies as presented.

MOTION: Trustee Stevens

SECOND: Vice Chair Lamb

Motion passed unanimously.

Comments:

Trustee Messersmith commented on the relevance and effectiveness of Policy 6110 -- Sponsored Programs, highlighting its timely use of audits to monitor financial inflow and outflow. He expressed satisfaction with the program's effectiveness in managing various state agency operations but also raised questions about the level of oversight in light of recent fraud-related concerns. He concluded by expressing his support for the changes proposed.

9. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

MOTION: Trustee Kilpatrick

SECOND: Trustee Stevens

Motion passed unanimously.

10. Architect Invoices

Authorize payment of architectural invoices as presented.

MOTION: Vice Chair Lamb

SECOND: Trustee Stevens

Motion passed unanimously.

11. Construction Status Report

Presented as an information item only.

12. Contracts In Excess Of \$325,000

Approve the proposed contract renewals.

MOTION: Vice Chair Lamb

SECOND: Trustee Kilpatrick

Motion passed unanimously.

Comments:

Trustee Messersmith emphasized the importance of understanding the terms of the Workday contract, noting that the system operates on an annual subscription model tied to its ongoing functionality. He acknowledged the significant cost involved and asked for confirmation regarding the six-year renewal period.

VP Wills explained that Workday was selected through a comprehensive competitive procurement process. Since its selection as TSC's enterprise resource planning (ERP) system, contract renewals have been negotiated as needed with a preference for multi-year agreements to secure cost savings. She noted that the cost over the upcoming six-year term exceeds the \$325,000 threshold, with a projected total of approximately \$3.4 million. Board approval is required due to the cumulative cost. The renewal is based on projected student growth and continued utilization of all components, including human capital management (HCM), finance, and the student module, which includes support for student enrollment, student financial services, and student management functions.

PUBLIC COMMENT- No comments.

WORKSHOP- No workshop today.

PRESIDENT'S REPORT

President Murdaugh shared the following upcoming events:

- Student Athlete Banquet: Monday, April 21, 6 p.m. in the Workforce Development building.
- TSC Dual Enrollment Graduates Recognition Ceremony: Tuesday, April 29.
- Veterans Cord and Coin Ceremony: Wednesday, April 30, 10 a.m. in the Richard and Karen Moore Veterans Success Center (Computer Technology Building #41).
- Healthcare Professions Pinning Ceremonies: April 30, in the Lifetime Sports Complex. At 5:30 p.m., we will honor 93 graduates from our respiratory care, dental hygiene, EMS, and surgical technology programs. At 6:30 p.m., we will honor 106 nursing program graduates-- 96 receiving AS degrees and ten receiving bachelor's degrees.
- Spring 2025 Commencement, Thursday, May 1, 6 p.m. at the Tucker Center. Trustees, please arrive by 5:15 p.m.
- TCA Graduation, Tuesday, May 13.
- Heroes in Public Safety Awards Banquet, Wednesday, May 14.

NEXT MEETING DATE

May 19, 2025

Location: **Wakulla Environmental Institute**

ADJOURNMENT

Chair Moore called for adjournment at 4:02 p.m.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Attorney Invoices – Bryant Miller Olive (April 2025)

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$535.00 for April 2025.

Recommended Action

Authorize payment of invoices as presented.



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

Invoice Date: May 1, 2025
Invoice No. 85777
Client No. 25480.002

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

Statement of Legal Services

			Hours	
04/04/2025	DMH	Review email from Union / grievance	0.10	
04/09/2025	DMH	Review email from client / grievance	0.10	
04/23/2025	DMH	Review and reply to emails from/to Union and client / grievance	0.10	
Current Services			0.30	\$75.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.30	\$250.00	\$75.00

Payments

04/30/2025	Payment	ACH rec'd 4/30/25 Invoice 85589	1,042.50
			1,042.50

Total Current Work	\$75.00
Previous Balance Due	\$0.00
Balance Due	\$75.00

Tallahassee State College

Invoice Date:

May 01, 2025

Invoice No.

85777

Client No.

25480.002

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:

1545 Raymond Diehl Road, Suite 300

Tallahassee, FL 32308

850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688

for credit to Bryant Miller Olive, Account #2132834901

Thank you for your business



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

Invoice Date: May 1, 2025
Invoice No. 85778
Client No. 25480.006

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

Purchase Order No. PO-021103

Statement of Legal Services

	Hours	
04/10/2025 DMH Draft email to Union and review reply	0.10	
04/10/2025 DMH Attend pre-bargaining meeting and bargaining	1.50	
04/10/2025 BRR Merge bargaining proposals for attorney use	0.20	
04/22/2025 DMH Review and reply to emails	0.10	
Current Services	1.90	\$460.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.70	\$250.00	\$425.00
Beatriz R. Ramirez	0.20	\$175.00	\$35.00

Payments

04/30/2025	Payment	ACH rec'd 4/30/25 Invoice 85588	25.00
			25.00

Total Current Work	\$460.00
Previous Balance Due	\$0.00
Balance Due	\$460.00

Tallahassee State College

Invoice Date:

May 01, 2025

Invoice No.

85778

Client No.

25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:

1545 Raymond Diehl Road, Suite 300

Tallahassee, FL 32308

850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688

for credit to Bryant Miller Olive, Account #2132834901

Thank you for your business

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Human Resource Report

Item Description

This item requests Board approval for personnel actions.

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

This item is funded by the 2024-2025 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

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

Original Appointments - Classified Staff

Name	Position	Department	Effective Date	
Anna Morgan	Store Manager, FPSI	FL Public Safety Institute	April 7, 2025	
Jeremy Nix	Facilities Maintenance Superintendent	Facilities Operations	April 7, 2025	
Spencer Eliacin	Accounting Specialist	Financial Services	April 7, 2025	
Juan Gonzalez	Assistant Director, Financial Aid Operations and State	Student Financials	April 21, 2025	
Paul Rice	Career and Academic Advisor	Advising	May 1, 2025	
Satina Clark	Administrative Assistant	President's Office	May 5, 2025	
Letia Hughes	Learning Commons Specialist	Learning Commons Specialist	May 5, 2025	

Original Appointments - Faculty

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

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date	
Conner Albert	Regional Civics Coach	DOE Civics Literacy Program - Region 2	April 7, 2025	
Lorena Vasquez	Statewide Program Reviewer	Workforce Development	April 8, 2025	
Alison Tillman	Career and Technical Education (CTE) Program	Workforce Development	April 21, 2025	
Burcu Demarco	Career and Technical Education (CTE) Program	Workforce Development	May 5, 2025	
Donald Bringht	Training Specialist II	DJJ - Right Interactions	May 5, 2025	
Sabrina Williams	Regional Coordinator-Northwest	DJJ Statewide Regional	May 5, 2025	

Seeking to Hold Political Office Requests (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
<i>None to Report</i>				

Separations

Name	Position	Department	Effective Date	Separation Type
Ira Miller	Custodial Services Specialist	Facilities	April 9, 2025	Resigned
Rowena Ford	FPSI Accounting Manager	Financial Services	April 9, 2025	Dismissed
Veronica Foster	Career Development Specialist	100 Hour - Hamilton C.I.	April 11, 2025	Dismissed
Melissa Hamrick	Program Lead	FDOT	April 15, 2025	Resigned
Brandy Harris	Campus Police Officer	TSC Campus Police	April 16, 2025	Resigned
Stuart Dalton	Landscape Services Supervisor	Facilities	April 23, 2025	Dismissed
Tonya Hardaway	Career and Academic Advisor	Advising and Retention	April 24, 2025	Resigned
Heather Lasher	Career Development Specialist	100 Hour - Century CI	April 28, 2025	Dismissed
Peyton Addison	Sponsored Programs Coordinator	Sponsored Programs	April 28, 2025	Resigned
Alicia Casey	Career Pathways Specialist	Adult Education Programs	April 30, 2025	Resigned
Jarrett Clifton	Assistant Coach, Men's Basketball	Athletics	April 30, 2025	Resigned
Candice Grause	Vice President of Communications and Marketing	Communications and Marketing	May 23, 2025	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Summer Dusek	Associate Dean	Social Science	Lamar State College - Orange	Adjunct

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
Tamares Cockfield	Manager, Career Services and Specialized Student	Advising and Retention	April 11, 2025	Career and Academic Advisor
Faraday Diaz	Program Specialist - Rebuild Florida	Student Success and Retention	April 17, 2025	Staff Assistant Rebuild Florida
Kyle Cooper	Scholarship Coordinator	Assistant Director of State Programs & Scholarships	May 1, 2025	Student Financial Advisor
Jayhsen Lee	Maintenance Technician I	Facilities	May 1, 2025	Maintenance Support Worker
Chelsea Waters	Head Coach, Women's Basketball	Athletics	May 1, 2025	Assistant Coach, Women's Basketball

Contract Recommendations - Executive*

Name	Position	Department	Effective Date	
Albert Wynn	Executive Director Wakulla Environmental Institute	Wakulla Environmental Institute	July 1, 2025	
	Vice President Administrative Services & Chief			
Barbara Wills	Business Officer	Administrative Services	July 1, 2025	
Bobby Jones	Associate Vice President Administrative Services	Administrative Services	July 1, 2025	
Calandra Stringer	Vice President Academic Affairs & Provost	Academic Affairs	July 1, 2025	
	Vice President Institutional Advancement & Executive			
Heather Mitchell	Director, TSC Foundation	Institutional Advancement & Foundation	July 1, 2025	
Janet Hartman	Executive Director, Florida Public Safety Institute	Florida Public Safety Institute	July 1, 2025	
Jason Fowler	Vice President Information Technology	Information Technology	July 1, 2025	
Lei Wang	Vice President Institutional Effectiveness	Institutional Effectiveness	July 1, 2025	
Shelly Bell	Vice President Workforce Development	Workforce Development	July 1, 2025	
Sheri Rowland	Vice President Student Affairs	Student Affairs	July 1, 2025	

Contract Recommendations - Administrative*

Name	Position	Department	Effective Date	
Anthony Jones	Dean	Academic Affairs	July 1, 2025	
Bryan Hooper	Dean, Social Sciences	Social Sciences	July 1, 2025	
Donmetrie Clark	Dean, Communications & Humanities	Communications and Humanities	July 1, 2025	
Melissa Scalzi	Associate Dean, Communications & Humanities	Communications and Humanities	July 1, 2025	
Kalynda Holton	Dean, Science & Mathematics	Science & Math	July 1, 2025	
Angie Gruber	Associate Dean, Healthcare Professions	Healthcare Education	July 1, 2025	
Ken Tellis	Planning	Healthcare Education	July 1, 2025	
Jessica Jones	Associate Dean, Applied Science and Technology	Applied Science and Technology	July 1, 2025	
Nicholas Vick	Dean, Applied Science and Technology	Applied Science and Technology	July 1, 2025	
Ross Brooks	Associate Dean, Science & Mathematics	Science & Math	July 1, 2025	
Stephanie Solomon	Education & Dean, Healthcare Professions	Healthcare Education	July 1, 2025	
Summer Dusek	Associate Dean, Social Sciences	Social Sciences	July 1, 2025	
Tricia Rizza	Associate Dean	Academic Affairs	July 1, 2025	

Contract Recommendations - Managerial & Professional*

Name	Position	Department	Effective Date	
Alison Fleischmann	Director of Development	TSC Foundation	July 1, 2025	
Amanda Clements	Director of Strategic Communications	Communications and Marketing	July 1, 2025	
Amanda Wallace	TSC Online Director	Academic Affairs	July 1, 2025	
Amber Oconnell	Director of Marketing	Communications and Marketing	July 1, 2025	
Angela Long	Chief Engagement Officer	President's Office	July 1, 2025	
Angelina Kuleshova	Director of Institutional Research and Planning	Institutional Research	July 1, 2025	
Arnel Bacani	Director of Hospitality	FPSI	July 1, 2025	
Bill Spiers	Director of Student Financial Services	Administrative Services	July 1, 2025	
Brendie Hawkins	Grants and Special Projects Director	TSC Foundation	July 1, 2025	
Cerissa Fondo	Director of Business & Workforce Development	Workforce Development	July 1, 2025	
Chip Singletary	Director of IT Consulting Services	Information Technology	July 1, 2025	
Christen Givens	Dean of Enrollment Services	Student Affairs	July 1, 2025	
Chuck Moore	Director of Athletics and Campus Recreation	Athletics	July 1, 2025	
David Hoover	Director of Teaching and Learning Academy	Academic Affairs	July 1, 2025	
Dione Geiger	Associate Director, Sterling Council	Sponsored Programs	July 1, 2025	
Don Herr	Director of Facilities, Planning and Construction	Administrative Services	July 1, 2025	
Dustin Frost	Director of Purchasing and Auxiliary Services	Administrative Services	July 1, 2025	
Emily Mick	Director of Advising	Student Affairs	July 1, 2025	
Freddy Menendez	Director, Information Technology Infrastructure	Information Technology	July 1, 2025	
Hope Childree	Associate Director	Wakulla Environmental Institute	July 1, 2025	
Jennifer Carr	Dean of Student Services	Student Affairs	July 1, 2025	
Jennifer Peavy	Director of Financial Services	Administrative Services	July 1, 2025	
Jessica Griffin	Director of Continuing Workforce Education	Workforce Development	July 1, 2025	
Kelly Warren	Executive Director, FCSAA	Sponsored Programs	July 1, 2025	
Logan Lane	Director, Continuing Education Programs	FPSI	July 1, 2025	
Margaret Bowman	Director of Transfer Services	Student Affairs	July 1, 2025	
Michelle Peddie	Director of Recruiting & Admissions	Student Affairs	July 1, 2025	
Mike Robeck	Director of Enterprise Applications	Information Technology	July 1, 2025	
NinaFe Awong	Director of Special Projects and Innovation	Workforce Development	July 1, 2025	
Nyla Davis	Director of Human Resources	Administrative Services	July 1, 2025	
Pamela Johnston	Dean of Career and Academic Planning	Student Affairs	July 1, 2025	
Racquel Harrell	Executive Director	Sponsored Programs	July 1, 2025	
Renae Tolson	Director of Business Process Improvement	Administrative Services	July 1, 2025	

Renee Gordon	Director, STEM Program and Honors Program	Academic Affairs	July 1, 2025	
Rob Chaney	Associate Director, FCSAA	Sponsored Programs	July 1, 2025	
Samantha Dudley	Director of CTE Outreach & Recruitment	Sponsored Programs	July 1, 2025	
Sean McGovern	Chief of Campus Police	Administrative Services	July 1, 2025	
Sheila Chapel	Director of Simulation Programs	Academic Affairs	July 1, 2025	
Sherri Winsett	Director of Assessment and Accreditation	Institutional Research	July 1, 2025	
Sila Lott	Director, Library Services	Academic Affairs	July 1, 2025	
Tammy Kinsey	Director of Call Center	Student Affairs	July 1, 2025	
Troy Mahler	College Registrar	Student Affairs	July 1, 2025	

Contract Recommendations - Managerial & Professional*

Name	Position	Department	Effective Date	
Bryan Henry	Head Coach - Baseball	Athletics	July 1, 2025	
Brynn Baca	Head Coach - Softball	Athletics	July 1, 2025	
Corey Hendren	Head Coach - Men's Basketball	Athletics	July 1, 2025	

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

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: TSC Foundation Update

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

TSC Foundation - Financial Update FY 24-25

April 1, 2025 - May 1, 2025

		YTD 23/24	YTD 24/25	YTD 25/26
TCC Foundation	Total Received	\$158,319.68	\$180,016.33	\$120,982.94
	Facility Support	\$1,223.58	\$265.90	\$20,073.67
	Program Support	\$47,878.79	\$64,199.36	\$61,013.46
	Scholarship Support	\$82,434.37	\$61,238.23	\$16,429.15
	Unrestricted Support	\$26,782.94	\$54,312.84	\$23,466.66
	Net Assets	\$20,765,254.84	\$23,181,147.47	\$26,083,024.60

		YTD 23/24	YTD 24/25	YTD 25/26
TCC Foundation	Number of Donors	244	298	305
	Number of Gifts	277	360	421

		YTD 23/24	YTD 24/25	YTD 25/26
TCC Foundation	Total Received for Alumni	\$7,045	\$6,358	\$8,361
	Number of Donors	57	56	55
	Number of Gifts	63	73	83

		YTD 23/24	YTD 24/25	YTD 25/26
\$	Cash	\$145,319.68	\$180,016.33	\$120,982.94
	Gifts in Kind	\$13,000.00	\$0.00	\$0.00
	Total Raised - Pledges Received	\$0.00	\$30,000.00	\$0.00
	Planned Gifts Confirmed	0	1	0
	Planned Gift Amount	\$0.00	\$1,000,000.00	\$0.00
	Grants Applied For			6
	Grants Received			\$0.00
	Pledges Expected by March 31, 2026			\$59,721.67

The Foundation's Fiscal Year is April - March

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Construction Status Report

Item Description

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

Overview and Background

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

Past Actions by the Board

None.

Funding/ Financial Implications

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

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – MAY 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0530	Workforce Development Bldg#38 Roof	15%	July 2025	Materials received
PJ-0534	SMA 140 - Classroom Renovations	5%	August 2025	TBD
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,660 Trip Hazards Replaced 77 sections of Sidewalk Repaired 156' of new curb
N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0428	Library (LB) Bldg#30 - AHU 1 Replacement	95%	May 2025	Installing Desigo Controls
PJ-0544	LB Bldg#30 – AHU 9	5%	TBD	PO Issued for equipment
PJ-0517	FPAC Bldg#12 – AHU 2 VFD	5%	TBD	Underway
PJ-0517	EN Bldg#01 – VFD Hot Water Pumps	100%	April 2025	Complete
PJ-0517	Trane Chiller #5 Repair	5%	TBD	PO issued
PJ-0428	Replace Smardt Chiller	95%	May 2025	Installing controls
PJ-0341	Softball Field House (SO#34) Duct Heater Replacement	5%	May 2025	Parts on order
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	35%	June 2025	In progress
PJ-0558	Fuel Tanks Relocation at SS 17	15%	May 2025	Underway
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
PJ-0414	Parking Garage Bldg#37 Repairs	20%	June 2025	Repairs started 4/7/25
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0544	AC/TCA Bldg#08 Renovations	15%	Summer 2025	PO & NTP issued 4/22/2025
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	20%	August 2025	Underway
N/A	Replace Wooden Handrails	10%	TBD	Replacing with aluminum fabricated handrails by AMTC Welding Shop Students
PJ-0436	Solar Powered Covered Walkways	75%	May 2025	Construction in progress
PJ-0378	C-Cure Locks / NIST 800-171	95%	June 2025	In progress

MAIN CAMPUS (SITE 1) – CONTINUED

TSC Project#	task / project name	%COMPLETE	Due date	notes / status
PJ-0547	WD 141, 140 & 125 Classroom Consolidation	50%	August 2025	In progress
PJ-0548	WD 131 Classroom Expansion	50%	August 2025	In progress
PJ-0549	WD 129 Classroom Expansion	50%	August 2025	In progress
PJ-0550	WD 126 Classroom Expansion	50%	August 2025	In progress
PJ-0551	WD 128 Classroom Expansion	50%	August 2025	In progress
PJ-0552	WD 123 Classroom Renovation	90%	June 2025	AV install scheduled for 4/21/25
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	5%	July 2025	Obtaining quotes
PJ-0517	AMTC HVAC Replacement	100%	April 2025	Complete
PJ-0546	FPAC 207 Remodel	100%	April 2025	Complete
N/A	Indoor Room Identification/Door Lock Audit/Evacuation Route Map	10%	August 2025	Classrooms, restrooms, breakrooms, offices, etc. (normally occupied)
PJ-0522	HSS Painting – Rooms 108-112, 118	50%	May 2025	Repainting chair rails
PJ-0522	CT Bldg#41 Exterior Soft Scrub	100%	May 2025	Complete
PJ-0522	WD Bldg#38 Exterior Soft Scrub	100%	May 2025	Complete
PJ-0522	HSS Bldg#39 Exterior Soft Scrub	100%	May 2025	Complete
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 800,144 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 40,007 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	95%	May 2025	Pending approval from City of Quincy
PJ-0554	HVAC Course Expansion (CAP Grant)	5%	Fall 2025	Planning and design underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 1,976 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 99 lbs. of CO2 emissions into atmosphere

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing/Dorm Modernization	45%	August 2025	Replacing toilets, beds, etc. Lights complete
N/A	Central Utility Plant Boiler Replacement	30%	May 2025	Boiler replacement, obtaining quotes
N/A	Housing Boiler Repairs	15%	June 2025	Researching
PJ-0489	FPSI Dorm Wing Windows South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing Windows North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0486	FPSI Stormwater Drainage	60%	July 2025	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	July 2025	Commenced repairs
TBD	Lighting Road and Pathway	10%	July 2025	Obtaining quotes for lighting
N/A	Driving Track Modular Remodel	90%	May 2025	In progress
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
N/A	Paving Parking Lot DM Building#09	100%	April 2025	Complete
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 221,231 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 11,062 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	35%	August 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	40%	August 2025	Project underway
PJ-0497	CFI – 3 rd Floor Renovation	98%	June 2025	Pending final furniture delivery
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 15,355 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 768 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0517	Chiller Repairs Module #6	5%	May 2025	Obtaining quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 60,550 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,028 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
PJ-0557	Pole Barn	15%	August 2025	In progress
PJ-0559	Classroom Renovation 108A	5%	July 2025	New AV, flooring, painting, furniture
PJ-0560	Classroom Renovation 108B	5%	July 2025	New AV, flooring, painting, furniture
TBD	AG Pole Barn – Enclose	5%	TBD	Obtaining quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 6,566 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 328 lbs. of CO2 emissions into the atmosphere

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Fund Analysis - April

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 4/30/2025.

Overview and Background

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

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of April is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of April 30, 2025

REVENUE	April Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 3,464,906	\$ 2,654,057	\$ 32,248,394	26,540,565	\$ 31,848,678	101%
State Support	4,376,641	3,589,169	34,943,124	35,891,686	43,070,023	81%
Federal Support	45,697	62,500	429,079	625,000	750,000	57%
Other Revenue	275,795	145,833	2,601,247	1,020,833	1,750,000	149%
TOTAL REVENUE	8,163,039	6,451,558	70,221,844	64,078,084	77,418,701	91%
EXPENSES	April Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	309,882	320,833	3,294,728	3,208,333	3,850,000	86%
Instructional	1,200,644	1,291,667	12,442,261	12,916,667	15,500,000	80%
Non-Instructional	1,602,587	1,541,667	15,448,846	15,416,667	18,500,000	84%
OPS	841,087	708,333	6,900,545	7,083,333	8,500,000	81%
Personnel Benefits	1,379,632	1,172,392	12,674,425	11,723,918	14,068,701	90%
TOTAL PERSONNEL COSTS	5,333,832	5,034,892	50,760,805	50,348,918	60,418,701	84%
<u>CURRENT EXPENSES</u>						
Services	280,112	370,213	4,148,131	3,702,126	4,442,551	93%
Material & Supplies	176,256	285,224	2,710,298	2,852,238	3,422,685	79%
Other Current Charges	606,082	761,230	7,467,679	7,612,303	9,134,764	82%
TOTAL CURRENT EXPENSES	1,062,450	1,416,667	14,326,108	14,166,667	17,000,000	84%
CAPITAL OUTLAY	-	166,667	17,103	1,666,667	2,000,000	1%
TOTAL EXPENSES	\$ 6,396,282	\$ 6,618,225	\$ 65,104,016	\$ 66,182,251	\$ 79,418,701	82%

Purchase Orders from \$100,000 to \$324,999 +					
Issued in April 2025					
Purchase Order	PO Issue Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-022763	4/1/2025	Marlins Stadium Operator, LLC	175,000.00	Advertising and promotional benefits with Marlins Stadium	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-022970	4/9/2025	Santa Fe College	122,261.85	TSC Student Insurance, including Student Athlete.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives software.
PO-023097	4/25/2025	Dell Marketing	190,152.82	143 OptiPlex All-In-One Computers.	Dell Computer Equipment (State of Florida Contract Number 43210000-23-NASPO-ACS)
PO-023100	4/25/2025	Dell Marketing	104,504.40	105 OptiPlex Small Form Factor Computers and Monitors.	Dell Computer Equipment (State of Florida Contract Number 43210000-23-NASPO-ACS)
PO-023132	4/29/2025	Gaumard Scientific Company, Inc.	132,262.39	Advanced Pediatric package with 2 child simulators.	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.

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoice(s)

Item Description

This item requests that the Board approve the architect invoice submitted for the month of April 2025.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$2,029.91

Past Actions by the Board

The Board last authorized architect invoices at the April 21, 2025 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0325
Date 03/31/2025

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development	9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever	2,000.00	100.00	2,000.00	2,000.00	0.00
Permit Documents	6,025.00	100.00	6,025.00	6,025.00	0.00
Permit Documents - Kever	4,500.00	100.00	4,500.00	4,500.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	100.00	6,650.00	6,650.00	0.00
Subtotal	41,005.00	100.00	41,005.00	41,005.00	0.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	100.00	35,406.00	35,406.00	0.00
Basic Design-Build Service					
Bidding and Negotiation/GMP	5,908.80	100.00	5,908.80	5,908.80	0.00
Construction Phase	23,635.46	58.62	11,824.65	13,854.56	2,029.91
Subtotal	29,544.26	66.89	17,733.45	19,763.36	2,029.91
Total	105,955.26	90.77	94,144.45	96,174.36	2,029.91

Invoice total 2,029.91

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0325	03/31/2025	2,029.91	2,029.91				
	Total	2,029.91	2,029.91	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0325

Date 03/31/2025

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

May 19, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Sponsored Programs – Provider

Item Description

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

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Transportation - Florida Teen Traffic Safety - Amendment 1

This amendment reallocated funds from Postage to add an OPS position. The award amount remains the same.

Florida Department of Corrections - Perkins Continuing Educational Courses for Certified Teachers (CECCT) - Amendment 2

This amendment reallocated funds from Global Supply Chain Logistics to CNC Machining Equipment. The award amount remains the same.

National Association for Community College Entrepreneurship, Inc (NACCE) -2025-2026
Verizon Innovative Learning STEM Achievers Program

This award will provide 175 students at Tallahassee State College with an immersive summer program experience. Plus, host one fall and one spring full-day workshop to expose 300 new students to learn more about STEM during the academic year. The award amount is \$139,205 with 10% indirect cost. The award period 7/1/25 - 6/30/26.

II. Commitments, Expenditures, Contracts for Service

None at this time

Past Actions by the Board

Florida Department of Transportation - Florida Teen Traffic Safety - Amendment 1

Initial award was listed on the August 2024 BOT agenda.

Florida Department of Corrections - Perkins Continuing Educational Courses for Certified Teachers (CECCT) - Amendment 2

Amendment 1 was listed on the February 2025 BOT agenda.

National Association for Community College Entrepreneurship, Inc (NACCE) -2025-2026 Verizon Innovative Learning STEM Achievers Program

This is initial award.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$12,655.

Recommended Action

Authorize funding for the awards and contracts as presented.