

November 17, 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, November 17, 2025 Board Meeting.

The meeting will be held at 2:30 p.m. at the Florida Public Safety Institute, 75 College Drive, Havana, FL. 32333.

Should you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Murdaugh", with a stylized flourish at the end.

Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
Florida Public Safety Institute
75 College Drive
Havana, FL 32333
Monday, November 17, 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 October 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 (October 2025)

Authorize payment of invoices as presented.

3. Human Resource Report

Approve the report as presented.

TSC Foundation

4. TSC Foundation Update

Presented as an information item only.

Administrative Services

5. Policy Manual Changes

Approve revision of College policies as presented.

6. Fund Analysis - October

For information only, no Board action required.

7. Construction Status Report

Presented as an information item only.

8. Annual SREF Fire, Sanitation and Casualty Inspection

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

9. Certificate of Final Inspection – TCA (AC) Bldg#08 – Renovations

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to RAM Construction & Development, LLC, for the Main Campus TCA (AC) Bldg#08 – Renovations project.

10. Architect Invoices

Authorize payment of architectural invoice(s) as presented.

PUBLIC COMMENT

WORKSHOP -- Dr. Tricia Rizza

PRESIDENT'S REPORT

NEXT MEETING DATE

January 20, 2026 **TUESDAY**

Location: **Center for Innovation**
350 South Duval, Tallahassee, FL.

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee State College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 20, 2025
Business Meeting & Workshop 2:30 PM**

CALL TO ORDER

On Monday, October 20, Chair Eugene Lamb called the Tallahassee State College District Board of Trustees meeting to order at 2:30 p.m.

Chair Lamb asked everyone to stand for a moment of silence to honor the memory of Jean English-Hurst, followed by the pledge of allegiance. Jean passed on October 5. She joined the college in 1969 and founded the theatre program. She helped design Turner Auditorium, created the Signature Seat Program to raise funds for the theatre program, and generously established the Ralph and Jean Hurst Collection here at the College.

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

Absent: None.

Others Present: President Jim Murdaugh, Amanda Clements, Mike Robeck, Tricia Rizza, Christen Givens, Janet Hartman, Heather Mitchell, Katie Bahmann, Anthony Jones, Hope Childree, Bryan Bacallao, Jennifer Carr, Kayla Dover, Kataryna Henley, Lauren Launikitis, Julianne Thomas, Steve Nettles, Mindy Gentry, Angela Long, Dustin Frost, Cerissa Fondo, Brendie Hawkins, Glennie C. Bench, Nyla Davis, Riley Landy, Gabriel Rios, Kevin Rivas-Sasvin, Marcellus Holmes, Kosi Ekezie, Bella Feijoo, Tavarius Leverson, Wayne Almy, Camden Smit, Krystal Bowden, Calandra Stringer, Bobby Jones, Jennifer Peavy, Shelly L. Bell, Alison Fleischmann, Barbara Wills, Bill Spiers and Bertie Culbreath.

TRUSTEE COMMENTS

I. Chair Remarks:

Chair Lamb thanked VP Heather Mitchell and her team for the beautiful Alumni & Friends Hall of Fame Dinner and congratulated Jonathan Kilpatrick and Christian Caban on their induction.

II. Trustee Remarks:

- a. Trustee Brown shared that she attended StuFac and described it as an excellent opportunity to interact with the students. She is looking forward to participating again.
- b. Vice Chair Messersmith mentioned that he enjoyed the Alumni & Friends Hall of Fame Dinner, congratulated Trustees Kilpatrick and Caban on their induction, commended the Forensics team for winning a national title, and recognized that TSC was named by the National Association for Community College Entrepreneurship (NACCE) as the Entrepreneurial College of the Year.
- c. Trustee Moore echoed praise for the Alumni & Friends Hall of Fame Dinner and congratulated President Murdaugh for receiving the Thinking Outside the Box Award and the Entrepreneurial College of the Year, both from NACCE. She noted that the president was included on Florida Trend magazine's list of the 500 Most Influential Leaders in Florida. She also thanked Dr. Long for an incredible, professional development day at the President's Leadership Institute.
- d. Trustee Caban congratulated all those who were inducted into the TSC Alumni & Friends Hall of Fame. He expressed his honor at being inducted and extended thanks to VP Mitchell and her staff. He also highlighted the significance of the Entrepreneurship College of the Year award.
- e. Trustee Stevens congratulated Trustees Kilpatrick and Caban, as well as the Forensic Team. He also mentioned that the athletic programs are preparing to start their seasons and expressed pride in seeing our student-athletes representing the College.
- f. Trustee Kilpatrick reflected on the meaningfulness of the Alumni & Friends Hall of Fame Dinner and thanked the staff for their efforts. He also commented on the College's social media team for its strong strategic direction and execution.

III. President's Remarks

President Murdaugh thanked the trustees for their kind comments regarding this leadership and the College. He invited Dr. Jennifer Carr, Dean of Student Services, to introduce members of the TSC Student Government Association.

He noted that more than 1,200 people attended StuFac and noted a recent visit from the Chancellor of the Florida Department of Education and a representative from the State University System, who visited our Transfer Services Office.

President Murdaugh also shared that the TSC Foundation has launched the Heroes in Healthcare award program, modeled after the successful Heroes in Public Safety initiative. He concluded by asking Amanda Clements, Interim Vice President and Director of Communications, to introduce the College's new Director of Marketing, Mindy Gentry-Stranburg.

APPROVAL OF MINUTES

1. 2025 September Minutes

Approve Minutes as presented.

MOTION: Trustee Moore

Motion passed unanimously.

SECOND: Trustee Caban

INFORMATION AND NEWS ITEMS

Amanda Clements, Interim Vice President and Director of Communications, shared recent media coverage for the College.

Highlights included:

- Press conference recognizing 50 years of dental programs, the new testing site designation, and the launch of Heroes in Healthcare.
- Features from WFSU and 850 Business Magazine spotlighting President Murdaugh and the College's leadership in Artificial Intelligence.
- Coverage of the TSC Alumni and Friends Hall of Fame induction.
- Florida Chamber Data Hub event with Dean Nick Vick as a panelist.
- Recognition in Florida Politics and Tallahassee Reports for the Entrepreneurial College of the Year award.
- Florida Politics mentions *And Then There Were None* and recognition for Janet Hartman and Chief Sean McGovern graduating from the Florida Department of Law Enforcement's Chief Executive Seminar, Class 58.
- 850 Business Magazine coverage of Worlds of Work including remarks from Dr. Murdaugh on the event's value to the community.
- Broadcast clips were shown.

UNFINISHED BUSINESS

None.

PRESENTATIONS

VP Heather Mitchell announced a \$250,000 gift from an anonymous donor for the expansion of the Gadsden Center.

Alison Fleischmann, Director of Development, announced a new partnership with SunStop Stores, a company with a strong commitment to the community and education. SunStop was the presenting sponsor for STUFAC this fall and is set to sponsor again in 2026. The company has also donated \$25,000 to establish an endowed scholarship for students pursuing a business degree. Ms. Fleischmann introduced Glennie Bench, President of SunStop Stores at Southwest Georgia Oil Company. Ms. Bench expressed appreciation for the College's work to strengthen Tallahassee and the surrounding region and affirmed SunStop's pride in supporting TSC.

NEW BUSINESS

Approval of Consent Agenda

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2. Attorney Invoices – Bryant Miller Olive (September 2025)
3. Human Resource Report

Motion to Approve Consent Agenda

MOTION: Trustee Brown
Motion passed unanimously.

SECOND: Trustee Caban

TSC Foundation

4. TSC Foundation – Gift Acceptance

Accept gift as presented.

MOTION: Trustee Moore
Motion passed unanimously.

SECOND: Trustee Kilpatrick

5. TSC Foundation Update

Presented as an information item only.

Academic Affairs

6. Dual Enrollment Articulation – Liberty County School District

Approve the 2025-2026 dual enrollment articulation agreement with Liberty County School District.

MOTION: Trustee Stevens

SECOND: Vice Chair Messersmith

Motion passed unanimously.

Administrative Services

7. Certificate of Final Inspection – Main Campus Solar Panel Canopy Walkways

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to Fitzgerald Collaborative Group, LLC, for the Main Campus Solar Panel Canopy Walkways Project.

MOTION: Trustee Moore

SECOND: Trustee Stevens

Motion passed unanimously.

8. Fund Analysis - September

For information only, no Board action required.

9. Renewal of Professional Services Contract – Legal Services

Approval of the renewal of the professional services agreement with Andrews, Crabtree, Knox, and Longfellow, LLP for one (1) year.

MOTION: Trustee Stevens

SECOND: Trustee Caban

Motion passed unanimously.

10. Construction Status Report

Presented as an information item only.

11. Architect Invoices

Authorize payment of architectural invoice(s) as presented.

MOTION: Trustee Caban

SECOND: Trustee Moore

Motion passed unanimously.

12. Salary Increase Allocation 2025-26 Distribution Plan

Approve the Salary Increase Allocation Distribution Plan for 2025-26.

MOTION: Trustee Stevens

SECOND: Trustee Caban

Motion passed unanimously.

PUBLIC COMMENT

None.

WORKSHOP

Dr. Jennifer Carr and Kayla Dover, Student Services– Holistic Student Support

PRESIDENT'S REPORT

Upcoming Events

- Unveiling of Eagle Ballpark – Tuesday, October 21, 4 p.m.
- Worlds of Work – Thursday and Friday, October 23 and 24. Seven counties will participate, with more than 3,500 ninth-grade students expected. Community WOW will be held on Thursday from 2 to 5 p.m. and is open to the public.
- Tallahassee Science Festival – Saturday, November 8, 10 a.m. to 2 p.m.
- Veterans Cord and Coin Celebration – Wednesday, December 3, 1 p.m.
- Healthcare Professionals Fall 2025 Pinning Ceremony – Wednesday, December 3, at 5:30 p.m. in Turner Auditorium, honoring graduates in EMS (60), Radiological Technology (25), and BSN (10).
- Fall Commencement – Thursday, December 4, at 6 p.m. Our commencement speaker will be Commissioner Anastasios Kamoutsas.

Board Leadership Discussion

Chair Lamb requested a summary from Counsel Riley Landy regarding options for electing the Board Chair and Vice Chair. Counsel Landy provided multiple models, noting three key areas for consideration: rotation, term length (one year or an option for

a second year), and selection procedures. President Murdaugh highlighted that TSC's structure is unique among the other 28 colleges due to the tri-county service area.

Trustee Caban moved to include the leadership selection options on the agenda for the next meeting. Trustee Moore seconded. Following the discussion, Trustee Caban amended the motion to hold a workshop during the next meeting to consider options. The motion carried.

NEXT MEETING DATE

November 17, 2025

Location: **Florida Public Safety Institute**

ADJOURNMENT 3:50 p.m.

Eugene Lamb
Chair

Jim Murdaugh, Ph.D.
President

November 17, 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 (September 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 \$152.50 for October 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: November 3, 2025
Invoice No. 86958
Client No. 25480.006

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

Purchase Order No. PO-023898

Statement of Legal Services

			Hours	
10/13/2025	DMH	Review and reply to email from UFF	0.10	
10/13/2025	DMH	Review and reply to email from client	0.10	
10/23/2025	BRR	Review email from client (C. Stringer) regarding next bargaining session	0.10	
10/23/2025	DMH	Review and reply to email from client	0.10	
10/23/2025	DMH	Draft email to UFF	0.10	
10/24/2025	BRR	Exchange emails with client (C. Stringer) (x2) and prepare zoom for pre-negotiations game plan meeting	0.20	
Current Services			0.70	\$152.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.40	\$250.00	\$100.00
Beatriz R. Ramirez	0.30	\$175.00	\$52.50

Payments

10/29/2025	Payment	ACH rec'd 10/29/25 Inv 86775, 86776	917.50
			917.50

Tallahassee State College

Invoice Date: November 03, 2025
Invoice No. 86958
Client No. 25480.006

Total Current Work	\$152.50
Previous Balance Due	\$0.00
Balance Due	\$152.50

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

November 17, 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 2025-2026 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date	
Mindy Gentry-Stranburg	Director of Marketing	Communications and Marketing	October 1, 2025	
Nichole Mitchell	Director of Recruiting and Admissions	Recruiting and Admissions	November 3, 2025	

Original Appointments - Classified Staff

Name	Position	Department	Effective Date	
Shanteria Brown	Custodial Services Specialist	Facilities	October 1, 2025	
Heather Dyer	Accounting Specialist	Accounting Specialist	October 1, 2025	
Precious Hall	Athletics and Campus Recreation Manager	Campus Recreation and Athletics	October 6, 2025	
Isaiah Telusca	Campus Police Officer	TSC Campus Police	October 6, 2025	
Garrett Enfinger	Sponsored Programs Coordinator	Financial Services	October 9, 2025	
Benjamin Carmen	Veterans Success Center Coordinator	Student Affairs	November 3, 2025	
Jonathan Brantley	Administrative Assistant	Student Support Services	November 3, 2025	

Original Appointments - Faculty

Name	Position	Department	Effective Date	
Sarah McCarty	Nursing Clinical Faculty	Healthcare Programs	November 3, 2025	

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date	
Kason Reed	Human Resources Specialist II	Human Resources	October 6, 2025	
Antonio Wright	Career Navigator	DJJ - Project Anchor	October 20, 2025	
Keandra Farmer	Career Development Specialist	100 Hour - South Florida Reception Center	November 3, 2025	
Jazzmin Swager	Career Development Specialist	100 Hour - Santa Rosa C.I.	November 3, 2025	
Shermanda Ramsay	Career Development Specialist	100 Hour - Columbia C.I.	November 3, 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
Marshall Roberts	Welding Technologies Instructor	Workforce Development	October 6, 2025	Resigned
Emun Rivers	Custodial Servies Specialist	FPSI Custodial Services	October 7, 2025	Resigned
Leah Haas	Sponsored Programs Coordinator	Financial Services	October 10, 2025	Resigned
Tianna Morey	Student Financial Advisor	Student Financial Services	October 10, 2025	Resigned
Natasha Mitchell	Student Accessibility Advisor	Student Support Services	October 16, 2025	Resigned
Jessi Edens	Program Specialist I	DOE - Charter Schools II	October 17, 2025	Resigned
Calvin Cheung	Graphic Designer	Communications and Marketing	October 27, 2025	Resigned
Scott Dierksheide	Facilities Maintenance Superintendent - BAS/HVAC	Facilities	October 30, 2025	Resigned

Alexander Love	Testing Specialist	Testing Services	October 31, 2025	Dismissed
Donald Sears	Manager of Network Infrastructure	Information Technology	October 31, 2025	Retired
James Barton	Career Development Specialist	100 Hour - Florida Women's Reception Center	October 31, 2025	Dismissed
Albert Wynn	Executive Director	Wakulla Environmental Institute	October 31, 2025	Retired
William Montgomery	Maintenance Technician II	Facilities	October 31, 2025	Retired
Anya Yocum	Assessment Analyst	Institutional Research & Planning	November 1, 2025	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Kamiah Redding	Healthcare Instructor	Workforce Development	Florida State University Tallahassee Memorial Hospital	Skills Instructor Registered Nurse

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
Dorothy Hurst-Tedrow	Career Development Specialist	100 Hour - FWRC	October 1, 2025	Career Development Specialist
Johanna Paredes	Employee Navigator	100 Hour - SFRC	October 6, 2025	Career Development Specialist
Socorey Denson	Career Development Specialist	100 Hour - Hamilton C.I.	October 20, 2025	Career Development Specialist
Amanda Clements	Vice President of Communications & Marketing	Communications & Marketing	October 23, 2025	Director of Communications
John Cummings	Campus Police Officer	TSC Campus Police	November 1, 2025	Campus Police Sergeant

November 17, 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.

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

- December 9 – TSC Foundation Holiday Hob Nob, 6:00 – 8:00 pm
- January 22 – President’s Circle Reception, 5:30 – 7:00 pm, TBD
- January 29 – Heroes in Healthcare: The Golden Mirror Awards, 5:30 – 8:00 p.m., TBD
- February 12 – TSC Day at the Capitol

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 25-26

April 1, 2025 - November 3, 2025

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received	\$1,044,395.89	\$1,574,442.83	\$1,069,133.34
	Facility Support	\$127,182.94	\$110,799.18	\$120,861.02
	Program Support	\$358,159.62	\$738,956.18	\$605,120.38
	Scholarship Support	\$429,085.87	\$534,556.47	\$215,884.38
	Unrestricted Support	\$129,967.46	\$194,438.24	\$127,267.56
	Net Assets	\$20,198,085.90	\$25,557,766.12	\$30,328,877.51

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Number of Donors	664	621	459
	Number of Gifts	2288	2365	2092

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received for Alumni	\$83,639	\$46,429	\$53,281
	Number of Donors	91	87	72
	Number of Gifts	467	480	408

		YTD 23/24	YTD 24/25	YTD 25/26
\$	Cash	\$1,030,490.89	\$1,578,750.07	\$1,063,233.34
	Gifts in Kind	\$13,905.00	\$0.00	\$5,900.00
	Total Raised - Pledges Received	\$81,239.27	\$114,237.28	\$250,000.00
	Planned Gifts Confirmed	0	1	1
	Planned Gift Amount	\$0.00	\$1,000,000.00	\$0.00
	Grants Applied For			27
	Grants Received			\$20,539,607.00
	Pledges Expected by March 31, 2026			\$104,822.74

The Foundation's Fiscal Year is April - March

November 17, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 3000 – Noninstructional, 4000 – Program, 5000 – Students, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College's Policy Manual: revisions of policies within chapters 0000 – Governance, 1000 – Executive-Administrative-Managerial Professional, 3000 – Noninstructional, 4000 – Program, 5000 – Students, 6000 – Finances, 7000 – Property, and 8000 – Operations.

Highlights of these changes include:

0131 - Policymaking - Includes information regarding policymaking notices.
0141 - Board Conflict of Interest - Includes additional standards of ethical conduct outlined in statute.
0164 - Notices of Meetings, Hearings, and Workshops – New policy that outlines notice requirements for meetings, hearings, and workshops of the DBOT.
0169.1 - Public Participation at Board Meetings - Renumbered from 0165 - Clarifies requirements for public input at DBOT meetings.
1115/3115 - Employee Recruitment and Selection - Revises Equity Statement for compliance with DOE.
1121/3121 - Background Screenings - Clarifies the College is a registered employer with the Care Provider Background Screening Clearinghouse.
1200/3200 - Employee Standards of Conduct - Includes additional standards of conduct outlined in Florida Statutes.
1320/3320/5320 - Title IX Sexual Harassment - Includes revised definition of fondling.

1425/3425 - Employee Attendance and Leave - Both policies clarify sick leave transfer for Grant funded positions. Policy 3425 also outlines compensatory time payout.
1430.02/3420.02 - Lactation/Nursing Mothers - Rescinded and moved to 8280.
4140 - Transfer of Academic Credit - Clarifying credit/clock hours for military experience equivalency.
5330 - Hazing - Clarifies requirements of the Stop Campus Hazing Act.
6110 - Sponsored Programs - Clarifies prohibited agreements and partnerships with foreign countries and principals of concern.
6152 - Student Activity and Service Fees - Clarifies the requirement for the money-back guarantee program.
7510 - Use of College Facilities - Clarifies priority use of College properties, facilities, and equipment.
8110 - Florida's Right to Know Law - Policy name change and clarification regarding asbestos.
8280 - Lactation/Nursing Mothers - Policy moved to Operations Chapter/Clarifies procedures for nursing mothers.
8420 - EA/EO, Discrimination, Sexual Misconduct, and Unlawful Harassment - Revises Equity Statement for compliance with DOE.
8460 - Identity Theft Prevention Program - Rescind due to non-creditor status.

The policies may be reviewed at:

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

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College's Policy Manual in April 2025.

Recommended Action

Approve revision of College policies as presented.

November 17, 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 - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/31/2025.

Overview and Background

As directed in the Florida College System 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 October 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

For information only, no Board action required.

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

REVENUE	October Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 4,764,740	\$ 2,661,291.50	\$ 18,530,083	\$ 10,645,166	\$ 31,935,498	58%
State Support	4,064,009	3,869,324	15,064,466	15,477,296	46,431,887	32%
Federal Support	37,349	62,500	202,012	250,000	750,000	27%
Other Revenue	513,528	41,667	623,192	166,667	500,000	125%
TOTAL REVENUE	9,379,625	6,634,782	34,419,753	26,539,128	79,617,385	43%
EXPENSES	October Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	287,168	291,667	1,159,783	1,166,667	3,500,000	33%
Instructional	1,201,355	1,333,333	5,172,936	5,333,333	16,000,000	32%
Non-Instructional	1,628,165	1,541,667	6,502,055	6,166,667	18,500,000	35%
OPS	948,496	625,000	2,668,131	2,500,000	7,500,000	36%
Personnel Benefits	1,420,551	1,259,782	5,572,976	5,039,128	15,117,385	37%
TOTAL PERSONNEL COSTS	5,485,734	5,051,449	21,075,881	20,205,795	60,617,385	35%
<u>CURRENT EXPENSES</u>						
Services	339,951	358,333	1,652,074	1,433,333	4,300,000	38%
Material & Supplies	429,746	283,333	1,605,436	1,133,333	3,400,000	47%
Other Current Charges	484,900	775,000	3,322,692	3,100,000	9,300,000	36%
TOTAL CURRENT EXPENSES	1,254,597	1,416,667	6,580,202	5,666,667	17,000,000	39%
CAPITAL OUTLAY	7,328	166,667	7,328	666,667	2,000,000	0%
TOTAL EXPENSES	\$ 6,747,659	\$ 6,634,782	\$ 27,663,411	\$ 26,539,128	\$ 79,617,385	35%

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

Issued in October 2025

Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-024421	10/3/2025	American Audio Visual, Inc.	140,000.00	Audio and video support for DOE's Florida Charter School Conference.	2 CFR 200.320 (c) (4) Noncompetitive Procurement: The recipient requests to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.
PO-024438	10/7/2025	RAM Construction & Development, LLC.	118,956.00	Services to complete structural wall and siding repairs to the Gorman Building (#46).	TSC RFQ 2024-02 Recommendation for Construction Manager Services; Approved at 1/17/23 BOT Meeting.
PO-024452	10/8/2025	North America Fire Equipment Co., Inc.	100,435.80	Materials, equipment and supplies for FPSI Fire Academy.	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-024521	10/20/2025	Legends Sales & Marketing, LLC.	120,000.43	Advertising and promotional benefits with Florida State University Athletics.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-024537	10/21/2025	Sunburst Entertainment Group, LLC.	175,000.00	Advertising and promotional benefits with Tampa Bay Rays Baseball.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-024566	10/24/2025	HESI-Division of Elsevier, Inc.	228,809.29	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-024567	10/24/2025	HPI Torchlight, LLC.	277,200.00	Leasing for Student Athlete Housing.	Renewal of current agreement.
PO-024575	10/24/2025	Miami Dade College	159,890.00	FDOE Charter School Grant for development of Instructional and Educator Support program.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-024597	10/29/2025	Legends Sales & Marketing, LLC.	120,000.00	Advertising and promotional benefits with University of Miami Athletics.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-024599	10/29/2025	IMG College, LLC.	120,000.00	Advertising and promotional benefits with University of Florida Athletics.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.
PO-024621	10/31/2025	Legends Sales & Marketing, LLC.	120,000.00	Advertising and promotional benefits with Florida State University Athletics.	2 CFR 200.320 (c) (2) for federal awards - Services or commodities available only from a single or sole source.

November 17, 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.

FACILITIES & CONSTRUCTION STATUS REPORT – NOVEMBER 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0561	Library Bay Windows – Reseal / Repair	100%	October 2025	Complete
PJ-0561	CT, WD & HSS Storefront Windows	100%	October 2025	Complete
N/A	Admin Window Replacement	100%	October 2025	Complete
PJ-0544	LB Bldg#30 – AHU 9	90%	November 2025	Controls underway
PJ-0291	SM Bldg#18 AHU 5 & 6 Replacements	20%	December 2025	#5 AHU ESD 11/10
PJ-0292	TCA Bldg#08 AHU 1-6 Replacement	20%	December 2025	Delivery TBD
N/A	TCA Upgrade & Replacement of 5 Dampers	5%	TBD	In house
N/A	SU Bldg#35 Hot Water Valve on FTUS	100%	October 2025	Complete
N/A	Transfer of Parcel(s) Electrical Bldg#16 to LCSB	45%	TBD	Pending LCS and TSC BOT approval
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0592	Centre (CB 9) Ground Floor Renovations	15%	September 2026	Design Scheduled FY 26/27
PJ-0544	TCA Bldg#08 Renovations	100%	October 2025	DOE OEF 209 Certificate of Final Inspection Pending 11/17/25 BOT approval
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	45%	November 2025	Switchgear EDD November 25 th
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	75%	December 2025	Work in progress
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	5%	January 2026	Materials on order
PJ-0534	SMA 140 - Classroom Renovations	5%	TBD	TBD
PJ-0527	Replace Campus Bench Seating	75%	November 2025	Underway
N/A	Replace Wooden Handrails	60%	November 2025	In house

MAIN CAMPUS (SITE 1 CONTINUED)

PJ-0570	Exterior Door Security/Safety Upgrades	80%	November 2025	In progress
PJ-0575	LSC Bldg#15 Fire Panel Repairs	100%	October 2025	Complete
PJ-0599	FS Bldg#56 Fire Alarm Upgrades	25%	November 2025	Parts on order
PJ-0530	Roof Repairs at AD Bldg#27	98%	November 2025	Work in progress
PJ-0421	Roof Repairs at TPP Bldg#11 / DH Bldg#06	98%	November 2025	Work in progress
PJ-0568	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,711 Trip Hazards Replaced 93 sections of Sidewalk Repaired 192' of new curb
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 891,057 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 4,302,286 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 44,553 lbs. of CO2 emissions into atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Kent Street Parking Expansion	100%	October 2025	Complete - One way street with off street parking
PJ-0554	HVAC Course Expansion (CAP Grant)	75%	November 2025	Underway
NEW	Gadsden Service Center Bldg#4	5%	TBD	Planning and design underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 2,676 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 134 lbs. of CO2 emissions into atmosphere

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0579	Central Utility Plant Boiler Replacement	98%	November 2025	Installed
N/A	Housing Boiler Repairs	15%	November 2025	Researching
N/A	FPSI Stormwater Retention Pond#1	15%	November 2025	In progress
N/A	Dining Hall Outside Air Unit (OAU)	85%	November 2025	Siemens wiring for start-up
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 291,161 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 14,558 lbs. of CO2 emissions into atmosphere

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	60%	December 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	50%	December 2025	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 17,021 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 851 lbs. of CO2 emissions into atmosphere

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0579	Chiller Repairs Module #3	5%	December 2025	Reviewing quotes
PJ-0579	Chiller Repairs Module #5	5%	December 2025	Reviewing quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 68,462 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,423 lbs. of CO2 emissions into atmosphere

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0557	Pole Barn FFE	30%	November 2025	In progress
TBD	AG Pole Barn – Enclose	5%	TBD	On hold
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 8,265 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 413 lbs. of CO2 emissions into the atmosphere

END OF CONSTRUCTION STATUS REPORT

November 17, 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: Annual SREF Fire, Sanitation and Casualty Inspection

Item Description

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

Overview and Background

The State Requirements for Educational Facilities (SREF) and Florida Statutes mandate that the College perform annual safety inspections for all TSC sites and facilities. During the current Fiscal Year 2025/26 the following deficiencies were noted for each site.

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

The Florida Public Safety Institute had zero deficiencies in the Fire and Life Safety category and Casualty section.

TSC Satellite location, Center for Innovation, had one minor deficiency in the Fire and Life Safety category and zero deficiencies in the Casualty section. All deficiencies have been resolved.

Funding/ Financial Implications

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

Past Actions by the Board

The District Board of Trustees last approved the annual SREF report at the March 17, 2025 meeting.

Recommended Action

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

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2025-2026

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

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 2

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

Jeb W. Bynum (Municipal Fire Safety Inspector)

October 14, 2025

COLLEGE BOARD FIRESAFETY INSPECTOR NAME PRINTED _____

INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

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

INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE

FIRE INSPECTOR CERTIFICATION NUMBER

10/16/2025
COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

10/16/2025

133209

FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) ____YES ____NO

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

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2025/2026 Fire Safety Deficiencies - Tallahassee Main Campus & Off Site Facilities	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
	JB	01 Building: No deficiencies noted				1
	JB	02 Building: No deficiencies noted				2
	JB	03-Building: No deficiencies noted				3
	JB	04-Building: No deficiencies noted				4
	JB	05-Building: No deficiencies noted				5
	JB	06 Building: No deficiencies noted				6
	JB	08 Building: No deficiencies noted				7
	JB	09 Building: No deficiencies noted				8
	JB	11-Building: No deficiencies noted				9
	JB	12 Building: No deficiencies noted				10
	JB	15-Gym: No deficiencies noted				11
	JB	16 Building: Sold				12
	JB	17 Building: No deficiencies noted				13
	JB	18 Building: No deficiencies noted				14
	JB	19 Building: No deficiencies note - not occupied				15
	JB	20 Building: No deficiencies noted				16
	JB	21 Building: No deficiencies noted				17
	JB	22 Building: No deficiencies noted - leased				18
	JB	23 Building: No deficiencies noted				19
	JB	27 Building: No deficiencies noted				20
	JB	28 Building: No deficiencies noted				21
	JB	30 building: No deficiencies noted				22
	JB	31 Building: No deficiencies noted				23
	JB	30 building: No deficiencies noted				24
	JB	33-Building: No deficiencies noted				25
	JB	34-Building: No deficiencies noted				26
	JB	35-Building: No deficiencies noted				27
	JB	36-Building: No deficiencies noted				28
	JB	37 Building: No deficiencies noted				29
	JB	38-Building: No deficiencies noted				30

[illegible]

[illegible]

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2025-2026**

College Facility: Tallahassee State College **FIRE DISTRICT:** Gadsden County
SCHOOL / FACILITY: TSC Florida Public Safety Institute
ADDRESS: Hwy 90, Quincy, FL 32333

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

<u>FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)</u>	<u>Jeb W. Bynum (Municipal Fire Safety Inspector)</u>	<u>October 15, 2025</u>
	<u>SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED</u>	<u>INSPECTION DATE</u>
<u>FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)</u>	<u>Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205</u>	
	<u>INSPECTOR ADDRESS & PHONE NUMBER</u>	
<u>SIGNATURE DATE</u>	<u>10/16/2025</u>	<u>133209</u>
<u>FIRE INSPECTOR CERTIFICATION NUMBER</u>	<u>COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE</u>	<u>FIRE INSPECTOR CERTIFICATION NUMBER</u>

LOCATION:

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

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

Approval of Reports by Board (Including Letter) ___ YES ___ NO

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

FACILITY ADMINISTRATOR NAME PRINTED
FACILITY ADMINISTRATOR TITLE

FACILITY ADMINISTRATOR SIGNATURE
SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2025/2026 Fire Safety Deficiencies - Florda Public Safety Institute	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line No.
		Location, Deficiency Description				
		Bldg. 1 Def. Tactics				1
	JB	North Hall: No deficiencies noted				2
						3
		Bldg. 2 Range Bldg.				4
	JB	No deficiencies noted				5
						6
		Bldg. 3 Classroom Bldg.				7
	JB	No deficiencies noted				8
						9
		Bldg. 4 Administration				10
	JB	No deficiencies noted				11
						12
		Bldg. 5 Portable				13
	JB	No deficiencies noted				14
						15
		Bldg. 8 Cafeteria				16
	JB	No deficiencies noted				17
						18
						19
		Bldg. 9 Dorm Annex				20
	JB	No deficiencies noted				21
						22
		Bldg. 10 South Dorm				23
	JB	No deficiencies noted				24
						25
		Bldg. 11 North Dorm				26
	JB	No deficiencies noted				27
						28
		Bldg. 12 Ammo Mechanical Storage				29
	JB	No deficiencies noted				30

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2014 & F.A.C. 69A-58
FISCAL YEAR 2025-2026**

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

OF SERIOUS FIRE SAFETY VIOLATIONS 0

OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

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

Jeb W. Bynum (Municipal Fire Safety Inspector)

October 15, 2025

SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED

INSPECTION DATE

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)

Fire Prevention Specialists, Inc., 609 Gina Lane, Melbourne, FL 32940 321-757-7205

INSPECTOR ADDRESS & PHONE NUMBER

SIGNATURE DATE

FIRE INSPECTOR CERTIFICATION NUMBER

 10/16/2025
COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE

133209

FIRE INSPECTOR CERTIFICATION NUMBER

LOCATION:

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

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

Approval of Reports by Board (Including Letter) ___ YES ___ NO

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

FACILITY ADMINISTRATOR NAME PRINTED

FACILITY ADMINISTRATOR SIGNATURE

FACILITY ADMINISTRATOR TITLE

SIGNATURE DATE

[illegible]

[illegible]

November 17, 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: Certificate of Final Inspection – TCA (AC) Bldg#08 – Renovations

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the Main Campus TCA (AC) Bldg#08 – Renovations project. The project is located within the Tallahassee Collegiate Academy (TCA/AC) Building#08 on the Tallahassee State College Site 1 – Main Campus, 444 Appleyard Drive, Tallahassee, FL. 32304.

Overview and Background

In accordance with TSC 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. RAM Construction & Development, LLC and Tallahassee State College have completed all the required close-out documents and have confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded by a federal grant and 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 January 21, 2025 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 RAM Construction & Development, LLC, for the Main Campus TCA (AC) Bldg#08 – Renovations project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

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

RE: 5114-1 _____ OEF Assigned Project Number
Tallahassee State College _____ (☐ School District ☒ Florida College)
Site 1 - Main Campus - Tallahassee Collegiate Academy _____ (☒ School Name ☐ Campus)
27 _____ (☐ School ☒ College) Code Number
First, Second, & Third Floor Renovations _____ 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 November 17, 2025.

Name (Type or Print) Barbara K. Wills

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: October 31, 2025

Firm Name: BKJ, Inc. Architecture

Address: 1621 Physicians Drive Tallahassee FL 32308
 Street/P.O. Box City State Zip

SECTION C: ☒ Building Official ☐ Other (Specify) Certification

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

Name (Type or Print) Lorenzo Hillman

Signature: [Signature] PBC435 Date: 10-28-2025
☒ Building Official ☐ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: ☐ New Plant ☐ Addition ☐ Remodeling ☒ Renovation ☐ _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: ☒ Yes ☐ No ☐ N/A If "No," explain: _____
3. SOURCE OF FUNDS: ☒ Local ☐ State ☐ Federal ☒ Capital Grant	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>1,353,361.94</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>4,644</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>291.42</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: 4/22/2025 COMPLETION DATE: 8/1/2025

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

C.O. No. <u>NONE</u>	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____

10. Date of Occupancy: 8/11/2025

11. Additional Information:

November 17, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of October 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 - \$51,754.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the October 20, 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 invoice(s) as presented.

INVOICE NO. 20390.9.4

TO:  Accts Payable Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016125
FROM:  Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302	Project Name: CFI Stair Tower Improvements DATE: 10/28/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TSC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	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	\$5,456.00	\$0.00
	Construction Administration	\$21,824.00	50%	\$10,912.00	\$2,837.12	\$8,074.00
Line 2	Printing	\$535.00	100%	\$0.00	\$535.00	\$0.00
	GRAND TOTALS	\$109,655.00		\$10,912.00	\$90,668.12	\$8,074.00
Invoice Total						\$8,074.00

CERTIFIED TRUE AND CORRECT BY:



Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

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



Purchase Order

Purchase Order Number	PO-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

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
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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

Page 2 of 2

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.

INVOICE NO. 20390.8.5

TO:  Accts Payable Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016124-1
FROM:  Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302	Project Name: CFI Exterior Envelope & Staircase DATE: 10/28/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TSC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	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	\$14,560.00	\$0.00
	Construction Administration	\$58,240.00	75%	\$14,560.00	\$0.00	\$43,680.00
Line 2	Printing	\$760.00	100%	\$0.00	\$760.00	\$0.00
Line 3	Document Revisions/Modifications	\$25,645.00	100%	\$0.00	\$25,645.00	\$0.00
	GRAND TOTALS	\$317,605.00		\$14,560.00	\$259,365.00	\$43,680.00
Invoice Total						\$43,680.00

CERTIFIED TRUE AND CORRECT BY:



Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

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



Change Order

Purchase Order Number	PO-016124 - 1
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 State 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@tsc.fl.edu Invoice: Jenny.Shuler@tsc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** CHANGE ORDER NO. 1 - Adding new Line#3 in the amount of \$25,645.00 for additional services as outlined in attached proposal. NEW PO TOTAL: \$317,605.00

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	317,605.00	0.00	317,605.00

Director of Procurement and Auxiliary Services
Dustin Frost

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

Purchase Order Number	PO-016124 - 1
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

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Change Order

Purchase Order Number	PO-016124 - 1
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
3		Additional architectural services for the TSC CFI Exterior Envelope Improvements Project as per attached proposal August 12, 2024. Scope: This effort consists of a second round of Owner requested revisions to the design and previously completed documentation for the exterior envelope improvements (with exception of the stair towers) of the TCC Center for Innovation located at 300 W. Pensacola Street. General revisions are expected to include the following: 1. Revised demolition drawings 2. Removal of attachment details for Lower Level and Plaza Level rain-screen. 3. Removal of rain-screen systems from the design and only recoating of existing EIFS @ all floor levels (with exception of west wall). - West wall to maintain replacement of existing barrier EIFS with water managed EIFS. 4. Modified canopy details over Plaza Level window systems. 5. Modified fenestration type/ details 6. Modified wall finish details 7. New exterior finish schedule / concept 8. New exterior flashing details 9. Modified extent of lighting and associated detailing 10. Modified lighting location/ attachment at Plaza Level wall area Our previous agreement for Bidding and Construction Administration phases will remain as is. Our original team for this effort remains and includes H2 Engineering for Mechanical, Plumbing, Electrical and Fire Protection Engineering efforts and Bliss Nyitray Engineering for Structural Engineering.				25,645.00

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Change Order

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Messages

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

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

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

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