

October 20, 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, October 20, 2025 Board Meeting.

The meeting will be held on our Main Campus in the Board Room of the Hinson Administration Building at 2:30 p.m., 444 Appleyard Drive, Tallahassee, FL. 32304.

Should you have any questions, please contact me.

Sincerely,



Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 20, 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 September 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 (September 2025)
Authorize payment of invoices as presented.
- 3. Human Resource Report

TSC Foundation

- 4. TSC Foundation – Gift Acceptance
Accept gift as presented.
- 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.

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.

- 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.
- 10. Construction Status Report
Presented as an information item only.
- 11. Architect Invoices
Authorize payment of architectural invoice(s) as presented.
- 12. Salary Increase Allocation 2025-26 Distribution Plan
Approve the Salary Increase Allocation Distribution Plan for 2025-26

BOARD OF TRUSTEES

PUBLIC COMMENT

WORKSHOP

Dr. Jennifer Carr and Kayla Dover

PRESIDENT’S REPORT

NEXT MEETING DATE

November 17, 2025

Location: **Florida Public Safety Institute**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee State College
Wakulla Environmental Institute
170 Preservation Way
Crawfordville, FL 32327
Monday, September 15, 2025
Business Meeting, 2:30 PM**

CALL TO ORDER

On Monday, September 15, Chair Eugene Lamb called the Tallahassee College District Board of Trustees meeting to order at 2:30 p.m.

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

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

Absent: Trustee Monesia Brown, Trustee Christian Caban.

Others Present: President Jim Murdaugh, Heather Mitchell, Don Herr, Cerissa Fondo, Christen Givens, Tricia Rizza, Nyla Davis, Barbara Wills, Dustin Frost, Bobby Jones, Angela Long, Shelly Bell, Steve Nettles, Jason Fowler, Bertie Culbreath, Brendie Hawkins, Amanda Clements, Calandra Stringer, Riley Landy, Camden Smit, and Tiffiany Echoles.

TRUSTEE COMMENTS

- I. Chair Remarks:
Chair Lamb thanked VP Barbara Wills and her team for their work on the audit, noting the positive outcome.
- II. Trustee Remarks:
 - a. Trustee Moore congratulated Trustee Kilpatrick on his promotion in the U.S. Air National Guard and asked him to share the details.
 - b. Trustee Kilpatrick shared that he was named Commander of the Communication Squadron of the 125th Fighter Wing. A change of command ceremony took place over the weekend.

- c. Vice Chair Messersmith reported attending the Florida Public Safety Institute Housing Authority Board meeting, noting discussion of financing plans for a new dormitory and that the loan for the first dormitory has been paid off. While in the area, he visited the Gadsden Center. When arriving at the Wakulla Environmental Institute for the DBOT meeting, he noticed the Vet Tech and Marine Mechanics classes in progress.

III. President's Remarks

President Murdaugh thanked Hope Childree, Associate Director of Wakulla Environmental Institute (WEI), and her team for hosting the meeting and noted recent upgrades to the WEI campus. He introduced Dr. Steve Nettles as the new Vice President of Institutional Effectiveness and invited Christen Givens, Dean of Enrollment Services, to provide an enrollment update.

Dean Givens reported TSC's ninth consecutive semester of growth, with enrollment exceeding 13,000 students – the highest since fall of 2014. Continuing student enrollment increased 8%, dual enrollment grew by 16% (1,200 students in the tri-county area), 23% increase in state worker enrollment, and a 14% rise in adult learners. Efforts are underway to find ways to expand opportunities in the 32304 community. Dean Givens congratulated every department for making this progress possible.

Dr. Murdaugh asked VP Shelly Bell to share news on the Triumph Gulf Coast project. VP Bell announced a \$10 million award from Triumph toward a \$27 million project focused on healthcare, teacher training, and workforce programs, including a new two-story building. Additional funding is being pursued through an EDA grant. Programs in marine services, veterinary tech, and landscaping are underway with strong community engagement.

President Murdaugh announced a joint press conference with the Florida Dental Association to celebrate the 50th anniversary of TSC's dental programs on Tuesday, September 16, at 11 a.m. in the Dental Simulation Lab. He also recognized 41 student-athletes named to the 2024-25 FCSAA All-Academic Team and highlighted the 18th Annual Bloodhound Scent Tracking Seminar hosted at FPSI, which welcomed 27 Bloodhound teams representing six states.

APPROVAL OF MINUTES

1. 2025 August 18 Board Minutes

Approve minutes as presented.

MOTION: Trustee Stevens

SECOND: Trustee Moore

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

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

Highlights included:

- Chair Eugene Lamb was featured locally and nationally on MSN for his election as board chair.
- Florida Politics and *Tallahassee Magazine* covered the new Fine Art Gallery exhibition.
- Broadcast clips featured TSC's leadership in AI, New Student Convocation, and the Student Government Association Town Hall meeting.

UNFINISHED BUSINESS

None.

PRESENTATIONS

None.

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.

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

Authorize payment of invoices as presented.

Motion to Approve Consent Agenda

MOTION: Vice Chair Messersmith
Stevens

SECOND: Trustee

TSC Foundation

4. TSC Foundation Update

Presented as an information item only.

VP Heather Mitchell shared upcoming events: a press conference at the Dental Lab on September 16; the President's Circle event at the Moore Veterans Success Center, celebrating a generous gift from Richard and Karen Moore; the TSC Alumni and Friends Hall of Fame Induction Ceremony on October 1, with Trustee Jonathan Kilpatrick among the inductees; and the Cleaver and Cork chef announcement on October 16 at Hayward House.

Academic Affairs

5. 2025 FCS College Affordability Report

Approve the 2025 FCS College Affordability Report.

MOTION: Trustee Moore

SECOND: Trustee Stevens

Motion passed unanimously.

Administrative Services

6. Fund Analysis - August

For information only, no Board action required.

7. Direct Support Organization Audit Reports

For information only, no Board action required.

8. Certificate of Final Inspection – CFI 3rd Floor Renovations Project

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Childers Construction Company, for the CFI 3rd Floor Renovations Project.

MOTION: Vice Chair Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

9. FY 2024-2025 Carry Forward Spending Plan

Approval of the FY 2024-2025 Carry Forward Spending Plan.

MOTION: Trustee Stevens

SECOND: Trustee Moore

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 Kilpatrick
Stevens

SECOND: Trustee

Motion passed unanimously.

PUBLIC COMMENT

None.

WORKSHOP

None.

PRESIDENT'S REPORT

President Murdaugh shared that the Great Colleges to Work For recognition will be officially announced on September 19. Nyla Davis, Director of Human Resources, shared that the award is based on a comprehensive employee survey conducted by ModernThink. The results highlighted TSC's strengths in employee sentiment, institutional pride, communication, and confidence in leadership. Davis recognized Dr. Angela Long for her contributions to a successful nomination.

The President recognized Cerissa Fondo, Director of Business and Workforce Development, for her success in securing grants that funded the outstanding work being done at WEI.

Chair Lamb opened a discussion on Board officer elections, following up on his request in August. Counsel Riley Landy shared that practices vary widely across state colleges, with few formal policies in place. After discussion, the trustees agreed that staff and counsel will prepare options addressing term lengths, rotation, voting thresholds, and implementation timelines, for consideration at the October meeting.

NEXT MEETING DATE

October 20, 2025

Location: **Main Campus**

ADJOURNMENT was called at 3:25 p.m. by Chair Lamb.

October 20, 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 \$1,292.50 for September 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: October 3, 2025
Invoice No. 86776
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
09/02/2025 DMH Review and reply to email from UFF	0.10
09/02/2025 DMH Draft email to client and review replies	0.10
09/08/2025 DMH Review and reply to email / information for UFF	0.10
09/09/2025 DMH Draft email to client and review reply	0.10
09/09/2025 DMH Review and reply to email from UFF regarding request for information	0.10
09/10/2025 BRR Review email scheduling Arbitration / summer 01-25-0002-8528	0.10
09/10/2025 DMH Review and reply to emails regarding request for information	0.10
09/11/2025 DMH Draft email to client / UFF proposals	0.10
09/11/2025 DMH Telephone conference with client (B. Wills) / UFF request for information	0.10
09/11/2025 DMH Review information from College	0.10
09/12/2025 DMH Review B. Wills information, prepare response for UFF, and draft email to client	0.50
09/15/2025 DMH Review email from UFF and reply	0.10
09/15/2025 DMH Draft email to client regarding request for information	0.10
09/16/2025 DMH Review and reply to email from client	0.10
09/24/2025 BRR Prepare documents for attorney review	0.20
09/24/2025 DMH Review and reply to emails	0.10

Tallahassee State College

Invoice Date: October 03, 2025
Invoice No. 86776
Client No. 25480.006

09/24/2025	DMH	Review information provided by College / request for information	0.40	
09/25/2025	DMH	Review documents from College regarding request for information	0.60	
09/26/2025	DMH	Draft revisions to Article 23 Wages	0.30	
09/26/2025	DMH	Draft email to UFF / bargaining proposal	0.10	
09/26/2025	DMH	Prepare for and attend pre-bargaining meeting and bargaining	1.60	
09/26/2025	DMH	Draft email to UFF / response to request for information	0.10	
09/29/2025	DMH	Review email from Union	0.20	
Current Services			5.40	\$1,327.50

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	5.10	\$250.00	\$1,275.00
Beatriz R. Ramirez	0.30	\$175.00	\$52.50

Total Current Work	\$1,327.50
Previous Balance Due	(\$410.00)
Balance Due	\$917.50

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



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

Invoice Date: October 3, 2025
Invoice No. 86775
Client No. 25480.002

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

Statement of Legal Services

			Hours	
09/02/2025	DMH	Review letter from AAA and reply	0.20	
09/02/2025	DMH	Draft email to client and review replies	0.10	
09/04/2025	DMH	Review email from client	0.10	
09/10/2025	DMH	Review and reply to email from AAA / summer hours	0.20	
09/10/2025	DMH	Review correspondence from AAA / summer hours	0.20	
09/10/2025	DMH	Review email from AAA / location grievance	0.10	
09/12/2025	DMH	Review email from UFF regarding office location grievance	0.10	
09/16/2025	DMH	Review and reply to email from client regarding policies	0.10	
09/25/2025	DMH	Telephone conference with client regarding faculty policies	0.40	
Current Services			1.50	\$375.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.50	\$250.00	\$375.00

Payments

09/19/2025	Payment	ACH rec'd 9/19/25 Inv 86583	375.00
			375.00

Total Current Work	\$375.00
Previous Balance Due	\$0.00
Balance Due	\$375.00

Tallahassee State College

Invoice Date:

October 03, 2025

Invoice No.

86775

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

October 20, 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	
Steve Nettles	Vice President of Institutional Effectiveness	Institutional Effectiveness	September 8, 2025	
Mindy Gentry-Stranburg	Director of Marketing	Communications and Marketing	October 1, 2025	

Original Appointments - Classified Staff

Name	Position	Department	Effective Date	
Michael Ochocki	Learning Commons Specialist	Learning Commons	September 2, 2025	
Tameika Rice	Veterinary Assisting Instructor	Wakulla Service Center	September 2, 2025	
Kiesten Wimberg	Learning Commons Specialist	Learning Commons	September 2, 2025	
Brandon Foster	Accounting Manager	Business Office	September 2, 2025	
Mackenzie Foster	Strategic Communications Specialist	Marketing and Communications	September 8, 2025	
Elain Carroll	Adult Learner Enrollment Coach	Student Affairs	September 15, 2025	
Kareem Greene	Maintenance Technician II	Facilities	September 15, 2025	
Brian Hobbs	Systems Administrator	Information Technology	September 15, 2025	
Chiquita Robinson	CJ Instructional Coordinator	FPSI	September 22, 2025	
James Hopkins	Manager of Network Infrastructure	Information Technology	September 22, 2025	
Kataryna Henley	Student Activities Coordinator	Student Affairs	September 24, 2025	
Shanteria Brown	Custodial Services Specialist	Facilities	October 1, 2025	
Ryan Butler	Maintenance Support Worker	Facilities	October 1, 2025	
Heather Dyer	Accounting Specialist	Financial Services	October 1, 2025	
Kelvin Gordon	Maintenance Technician II	Facilities	October 1, 2025	

Original Appointments - Faculty

Name	Position	Department	Effective Date	
Shelley Bayless	Foreign Language Faculty	Communications and Humanities	August 25, 2025	

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date	
Deborah Davidson	Career Development Specialist	100 Hour - Century C.I.	August 25, 2025	
Dehryl McCall	Regional Workforce Education Coordinator	DJJ Project Anchor	September 2, 2025	
Mark Russell	Senior Business Intelligence Analyst	DJJ Contracted Research	September 2, 2025	
Sonja Howes	Regional Coordinator Supervisor	DJJ Statewide Regional	September 8, 2025	
Sophie Bakker	Career Development Specialist	100 Hour- Largo Road Prison	September 8, 2025	
Emily Williams	Career Development Specialist	100 Hour - Okaloosa CI	September 8, 2025	
Lataszziea Hicks	Administrative Assistant	Tallahassee Collegiate Academy	September 12, 2025	
Constance Bernard	TCA Learning Lab Specialist	Tallahassee Collegiate Academy	September 24, 2025	
Christina Faris	Traffic Safety Fiscal Assistant	DOT - Traffic Safety Program	October 1, 2025	
Barbie Hartsfield	Mathematics Regional Director	DOE - Office of Library Media and Instructional Media Materials	October 1, 2025	

Seeking to Hold Political Office Requests (All Employees)

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

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
Susan Bickford	Library Service Specialist	Academic Affairs - Library Services	October 1, 2025	September 30, 2033
Julie Baroody	Art Faculty	Communications and Humanities	August 1, 2025	July 31, 2033

Separations

Name	Position	Department	Effective Date	Separation Type
Toby Ward	Campus Police Officer	Campus Police	August 27, 2025	Resigned
Rosalinda Wright	Foreign Language Faculty	Communication and Humanities	August 31, 2025	Retired
Jarrett Phipps	History/ Anthropology Faculty	Social Sciences	August 31, 2025	Retired
Michelle Peddie	Director of Recruiting and Admissions	Admissions and Records	August 31, 2025	Resigned
Antonio Wright	Administrative Assistant	Math and Science Department	September 2, 2025	Dismissed
Jerry McDowell	Campus Police Officer	Campus Police	September 12, 2025	Resigned
Terrence Holland	Career Development Specialist	100 Hour - Quincy	September 12, 2025	Resigned
Pamela Smith	Career Development Specialist	100 Hour - Union CI	September 15, 2025	Dismissed
Emily MacMichael	Senior Recruitment Specialist	Human Resources	September 19, 2025	Resigned
Issac Avello	Administrative Assistant	Dental Health	September 19, 2025	Dismissed
Leon Keochanthanivong	Veterans Success Center Coordinator	Student Success and Retention	September 19, 2025	Resigned
Nathan Broome	Campus Police Officer	Campus Police	September 24, 2025	Resigned
Alizabeth Itler	Career Development Specialist	100 Hour - Polk	September 25, 2025	Resigned
Juan Gonzalez	Assistant Director of Financial Aid Operations and State Programs	Student Financials	September 25, 2025	Dismissed
Lei Wang	Vice President of Institutional Effectiveness	Institutional Effectiveness	September 30, 2025	Retired
Terry Pendelton	Sponsored Programs Manager	Financial Services - Sponsored Programs	September 30, 2025	Retired
Lisa Golden	Pre-Release Employment Navigator	100 Hour - Mayo	October 1, 2025	Contract Not Renewed
Jarred Stewart	Graphic Designer	Communications and Marketing	October 3, 2025	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Derek Mitchka	Associate Professor	Healthcare Professions	Leon County EMS	Paramedic
Timothy Jones	Custodial Services Specialist	Facilities	Leon County Schools	Custodian
Willie Hall	Custodial Services Specialist	Facilities	Greensboro Elementary School & Greensboro Elementary School	Custodian
Willie Lee	Custodial Services Specialist	Facilities	Gadsden County Schools	Custodian
Susan Granger	Custodial Services Specialist	Facilities	Greensboro Elementary School	Custodian
Renee Gordon	Director - STEM and Honors	Academic Affairs	NACCE	Consultant
Gerry Barrett	Coordinator	FPSI	Tallahassee Police Department	Reserve Officer
Nancy Simmons	Purchasing Specialist	Purchasing	Dollar Tree	Cashier
Charles Cadenhead	Computer Programming Faculty	Applied Science and Technology	Southern New Hampshire University	Academic STEM Team
Harry Strawter	Custodial Services Supervisor	Facilities	Strawters Carpet Cleaning	Owner
Ernest McGriff	Custodial Services Specialist	Facilities	USSI	Faculty
Voncile Parrish	Custodial Services Specialist	Facilities	Leon County Schools	Custodian
April Clayton	Custodial Services Specialist	Facilities	Xtreme Jumps Gadsden County Schools	Owner Paraprofessional
Matthew Schnippert	Chemistry Professor	Science and Mathematics	International Baccalaureate Organization Educational Testing Services Balfour & CO - Gradimages	Diploma Examiner AP Reader Lead Photographer
Ivette Berry	Assistant Nursing Professor	Healthcare Professions	Health Science Consulting	Clinical Supervisor
Marion Jones	Assistant Women's Basketball Coach	Athletics	Out of the Box Sports	CEO
Summer Dusek	Associate Dean, Social Science	Social Science	Tri-County Technical College	Psychology Adjunct
Latoria Oliver-Mordica	Adult Education Specialist	Workforce Development	Tallahassee Memorial Healthcare	Unit Secretary
Dylar Humphrey	Assistant Professor	Science and Mathematics	Varsity Tutors	Tutor
Roopali Kambo	Professor	Applied Science and Technology	Self-Employed	Graphic Designer
Cicely Brantley	Professor	Social Science	Self-Employed	Psychotherapist
Robert Fleischmann	Professor	Communications and Humanities	Southern New Hampshire University	Online Adjunct Professor
Terrisa Anderson	Speech Faculty	Communications and Humanities	Hug & Gather Events	Owner
Catherine Harris	Career and Academic Advisor	Academic Advising	DoorDash	Dasher

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
Margaret Stevens	Office Manager	Student Affairs	September 8, 2025	Administrative Assistant
David McMullen	Facilities Services and Operations Specialist	Facilities	September 15, 2025	Maintenance Technician II
James Dotson	Custodial Services Specialist	Facilities	September 22, 2025	Landscaper

October 20, 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 – Gift Acceptance

Item Description

The following is a request for the TSC District Board of Trustees to consider accepting items donated to TSC Foundation for use by the College.

Overview and Background

Per TSC Policy 03-12, gifts of real property or equipment intended for use by the College or Foundation must be approved by the President prior to acceptance.

Funding/ Financial Implications

Gifts must be presented to the TSC District Board of Trustees for a vote of acceptance by the College.

Past Actions by the Board

There are no Funding/Financial implications arising from naming of this space.

Recommended Action

Accept gift as presented.

MEMORANDUM

TO: Dr. Jim Murdaugh, President, Tallahassee State College

FROM: Heather Mitchell, Vice President for Institutional Effectiveness
Executive Director, TSC Foundation

DATE: October 20, 2025

RE: Gift Acceptance – Donation of Art



The TSC Foundation has received a gift of art donated by Abbie Benedict.

The TSCF policy requires an appraisal for all donated items. An appraisal was conducted by Bass & Bass LTD with a total value estimated to be \$5,900.

Title: Autumn
Artist: Duane Scott
Date: 20th Century
Medium: Bronze Eagle
Dimensions: 48"H x 35"W x 17"D
Fair Market Value: \$5,900

The Foundation would like to transfer this to the College.

October 20, 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:

- November 5 – Donuts with Donors, 8:00 – 9:00 am, Ghazvini Center for Healthcare Education
- November 6 – Donor Scholarship Recipient Luncheon – 12:15 – 1:15 pm, Student Union Ballroom

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 - October 6, 2025

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received	\$697,569.20	\$574,442.83	\$702,082.93
	Facility Support	\$126,859.36	\$8,715.40	\$142,161.23
	Program Support	\$127,590.78	\$160,325.18	\$240,346.88
	Scholarship Support	\$330,993.48	\$407,133.65	\$212,727.87
	Unrestricted Support	\$112,125.58	\$173,891.02	\$106,846.95
	Net Assets	\$20,591,037.43	\$25,945,814.95	\$30,380,422.38

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Number of Donors	493	523	429
	Number of Gifts	1772	1954	1956

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received for Alumni	\$45,262	\$36,268	\$51,993
	Number of Donors	78	79	72
	Number of Gifts	369	407	390

		YTD 23/24	YTD 24/25	YTD 25/26
\$	Cash	\$683,664.20	\$750,065.25	\$702,082.93
	Gifts in Kind	\$13,905.00	\$0.00	\$0.00
	Total Raised - Pledges Received	\$80,239.27	\$79,059.80	\$0.00
	Planned Gifts Confirmed	0	1	1
	Planned Gift Amount	\$0.00	\$1,000,000.00	\$0.00
	Grants Applied For			25
	Grants Received			\$20,539,607.00
	Pledges Expected by March 31, 2026			\$54,822.74

The Foundation's Fiscal Year is April - March

October 20, 2025

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Dual Enrollment Articulation – Liberty County School District

Item Description

This item presents the Dual Enrollment Articulation Agreement between the College and Liberty County School District.

Overview and Background

This agreement is in addition to the agreements for the three districts in TSC's service district that are approved annually as required by Florida law. The agreement for Liberty County, is accompanied by a letter of permission from the president of Chipola College. TSC is permitted to enter into an agreement with Liberty County High School to provide dual enrollment courses for a limited number of students.

The agreement identifies College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; it defines college readiness scores and high school and college GPA requirements as well as procedures for exceptions; it identifies maximum and minimum course loads; it specifies responsibilities for testing and record keeping; and it includes other procedures and timelines.

Funding/ Financial Implications

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TSC's campus. This also includes online courses. The school districts also pay for the cost of the instructor if the course is taught at the high school site by a TSC instructor. The school districts are not charged tuition for summer enrollments. Also, school districts do not pay tuition for students who take courses on the high school campus.

Past Actions by the Board

The Board annually approves the dual enrollment articulation agreements.

Recommended Action

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



Office of the President

(850) 718-2201
3094 Indian Circle
Marianna, FL 32446-2053
www.chipola.edu

August 15, 2025

Mr. Kyle Peddie
Superintendent
Liberty County School Board
Bristol, FL 32321

Dear Mr. Peddie:

Based on the long-standing mutual agreement among superintendents in Chipola's 5-county service area, I approve your request for Riley Edwards to apply at a college outside our district based on the information you provided that the Edwards family live in Wakulla County which is much closer to Tallahassee State College than Chipola College.

Please let us know if we can be of further assistance.

Sincerely,

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

Dr. Sarah Clemmons,
President

cc: Lisa O'Bryan
Guidance Counselor, LCHS

2025 – 2026 Dual Enrollment Articulation Agreement

Liberty County High School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Liberty County Schools, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TSC will be appointed by the President of TSC or designee.

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

I. A ratification or modification of all existing articulation agreements

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

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

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

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

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

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

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

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

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career certificate program (CCP). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

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

- | Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- | Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- | Complete TSC Online Application
- | Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- | Schedule a meeting with the TSC Dual Enrollment Advisor.
- | Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- | During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

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

Students planning to continue dual enrollment must do the following:

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

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.0 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

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

- | Meet with high school counselor to discuss testing options.
- | Complete TSC Online Application.

| Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.

| Complete the Permission for Early Admission Form with counselor.

| Schedule a meeting with the TSC Dual Enrollment Coordinator.

| Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use the FASTER system)

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

Maximum Course Loads

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

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

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

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

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

Grade Distribution

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

Dual Enrollment Eligibility Through Testing

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

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

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

Scheduling Modifications to Increase Access and Participation for Credit and Career Dual Enrollment Students

In alignment with Florida Statute 1007.271(7)(g), the College and School District agree to collaborate in identifying and implementing scheduling changes that support increased access to and participation in credit and career dual enrollment opportunities. This may include, but is not limited to, flexible course scheduling, alignment of bell schedules, block scheduling, evening or weekend offerings, or hybrid/online course formats. The parties will annually review scheduling practices and barriers and will jointly develop strategies to improve participation among eligible students.

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

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

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

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

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

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

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

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

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

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

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

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

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

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

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

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

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

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

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

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

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

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

There are no exceptions.

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

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

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

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

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

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

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

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

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

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

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

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

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TSC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

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

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

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

Transportation Notification for Career Dual Enrollment Students

In accordance with Florida Statute 1007.271(7)(f), the College and the School agree to ensure that students and parents/guardians are informed of available transportation options. The School shall provide clear information regarding transportation arrangements, including eligibility, schedules, and access points, through multiple communication methods such as school websites, informational sessions, printed materials, and direct outreach during the student advising and enrollment process. This information will be made available prior to the start of each academic term in which the student is enrolled in career dual enrollment courses held at the college campus or other off-site instructional locations.

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

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

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

The college provides physical, academic, and program access including extended time testing, note-taking services, reader services, recorders, audio books via LearningAlly.org, e-texts, adaptive technology, math accommodations, sign language interpreters, and spelling accommodations.

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Liberty County School Board

Date

Superintendent, Liberty County School District

October 20, 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 – Main Campus Solar Panel Canopy Walkways

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 Solar Panel Canopy Walkways project. The project is located between English (EN) Bldg#01 and Tallahassee Collegiate Academy (TCA) Bldg#08 on the TSC 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. Fitzgerald Collaborative Group, LLC, CSI Contracting 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 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 Design Build Contract and Guaranteed Maximum Price (GMP) for this project at the March 18, 2024 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 Fitzgerald Collaborative Group, LLC, for the Main Campus Solar Panel Canopy Walkways 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: 5320-1 OEF Assigned Project Number

TALLAHASSEE STATE COLLEGE (□ School District ☒ Florida College)

Site 1 - Main Campus (□ School Name ☒ Campus)

27 (□ School ☒ College) Code Number

Main Campus Solar Panel Canopy Walkways 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 October 20, 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: Erika J Hagan, AIA Date: October 1, 2025

Firm Name: Fitzgerald Collaborative Group, LLC

Address: 850 S. Gadsden Street, Suite 140 Tallahassee, FL 32301

Street/P.O. Box City State Zip

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

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

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

Signature: G.F. Kimbrel III Date: 10/06/2025

☒ Building Official □ Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: □ New Plant □ Addition □ Remodeling □ Renovation ☒ Other	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 ☒ Other	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>\$1,454,519.32</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>7,805</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>\$186.36</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>03/23/2024</u>		COMPLETION DATE: <u>08/07/2025</u>	
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).			
C.O. No. <u>1</u>	\$ <u>-(132,734.87)</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: <u>09/03/2025</u>			
11. Additional Information:			

October 20, 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 - September

Item Description

This item is a summary of the College's operating revenues and expenses as of 9/30/2025.

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 September 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 September 30, 2025

REVENUE	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 597,699	\$ 2,661,292	\$ 14,674,719	\$ 7,983,875	\$ 31,935,498	46%
State Support	3,104,410	3,869,324	10,503,788	11,607,972	46,431,887	23%
Federal Support	39,523	62,500	124,425	187,500	750,000	17%
Other Revenue	115,885	41,667	402,390	125,000	500,000	80%
TOTAL REVENUE	3,857,518	6,634,782	25,705,322	19,904,346	79,617,385	32%
EXPENSES	September Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	299,348	291,667	872,615	875,000	3,500,000	25%
Instructional	1,222,690	1,333,333	3,963,552	4,000,000	16,000,000	25%
Non-Instructional	1,631,767	1,541,667	4,873,890	4,625,000	18,500,000	26%
OPS	975,650	625,000	1,720,251	1,875,000	7,500,000	23%
Personnel Benefits	1,440,828	1,259,782	4,151,442	3,779,346	15,117,385	27%
TOTAL PERSONNEL COSTS	5,570,283	5,051,449	15,581,750	15,154,346	60,617,385	26%
<u>CURRENT EXPENSES</u>						
Services	387,045	358,333	1,153,229	1,075,000	4,300,000	27%
Material & Supplies	392,518	283,333	1,129,709	850,000	3,400,000	33%
Other Current Charges	347,187	775,000	2,499,510	2,325,000	9,300,000	27%
TOTAL CURRENT EXPENSES	1,126,750	1,416,667	4,782,448	4,250,000	17,000,000	28%
CAPITAL OUTLAY	16,878	166,667	16,878	500,000	2,000,000	1%
TOTAL EXPENSES	\$ 6,713,911	\$ 6,634,782	\$ 20,381,076	\$ 19,904,346	\$ 79,617,385	26%

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

Issued in September 2025

Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-024159	9/4/2025	CDW Government LLC	293,400.00	Microsoft Surface Laptops (200).	Florida Technology Refresh Program -27595
PO-024161	9/4/2025	Talquin Electric	145,000.00	Utilities for FPSI housing facilities.	Exemption per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-024261	9/15/2025	Carahsoft Technology Corporation	137,119.56	Implementation services for ServiceNow.	State Contract 23026/43210000-16 NAPSO-ACS
PO-024274	9/16/2025	ServiceNow, Inc.	160,162.20	Service platform with AI enhancements.	Exemption per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, and use information in various forms of voice, video and data, that provide direct information technology support consistent with each individual college's information technology plan.
PO-024281	9/17/2025	Perdue, Inc.	308,052.78	Furniture for TSC's new Innovation Hub	State Contract 23026/56120000-24 NY-ACS
PO-024336	9/23/2025	Mantra Health, Inc.	200,689.00	Contracted mental health services for TSC students.	Exemption per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-024354	9/25/2025	Transact Campus, Inc.	148,817.50	E-Market and Point of Sale System for Tallahassee Collegiate Academy.	Exemption per FAC 6A-14.0734 (2)(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.

October 20, 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: Renewal of Professional Services Contract – Legal Services

Item Description

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2025 through October 31, 2026.

Overview and Background

At its October 2020 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College. After the first contract year, the College has the option for annual renewals for up to five (5) additional years.

This approval would be the fifth annual renewal.

Funding/ Financial Implications

The annual cost for these professional services of \$220,500, which reflects no rate increase, was included in the College's annual operating budget.

Past Actions by the Board

At its October 21, 2024 meeting, the Board approved the College's request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services from November 1, 2024 through October 31, 2025.

Recommended Action

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

**PROFESSIONAL SERVICES AGREEMENT
FOR
ATTORNEY SERVICES**

THIS AGREEMENT for Professional Services entered the 1st day of November, 2025, by and between The DISTRICT BOARD OF TRUSTEES OF TALLAHASSEE STATE COLLEGE, 444 Appleyard Drive, Tallahassee, Florida, 32304, hereinafter referred to as the “BOARD” and Andrews, Crabtree, Knox & Longfellow, LLP, hereinafter referred to as the “FIRM.” This Agreement shall bind the parties upon its execution by their representatives upon the date of the last signature.

WHEREAS the FIRM is needed to represent the BOARD, to render legal services for the BOARD and to serve as the legal advisor to the BOARD, the President and others in accordance with this Agreement.

WHEREAS, the FIRM has the expertise necessary to perform the duties and responsibilities outlined in the Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - ENGAGEMENT OF THE FIRM

The BOARD agrees to engage the FIRM and the FIRM agrees to perform the services set forth below. The FIRM understands and agrees that all services contracted for are to be performed solely by the FIRM and may not be subcontracted for or assigned without the prior written consent of the BOARD.

ARTICLE II - SCOPE OF SERVICES

The FIRM agrees under the supervision of the BOARD or its designees to perform certain professional services more particularly described as follows:

- A Represent the BOARD in legal matters pertaining to the Tallahassee State College, hereinafter called the COLLEGE, with respect to preparation and execution of contracts, purchase orders, administrative and personnel matters, real estate transactions, litigation and other legal matters of COLLEGE employees relating to their employment by the COLLEGE. The FIRM shall attend and provide counsel to

the BOARD at Board meetings and other conferences called by the BOARD. The FIRM shall be available at all times for consultation with the BOARD, its Chairman and the President and delegated members of the Administrative Staff authorized by the BOARD to confer with the FIRM concerning legal affairs of the COLLEGE. The scope of this agreement excludes legal services provided through assignment by the Florida College System Risk Management Consortium or matters related to governmental relations external to the COLLEGE.

- B. Review and analyze BOARD legal files, data, documents, and other materials concerning the above matters and advise on recommended legal course.
- C. Prepare and file pleadings, or motions, or briefs which may be required and represent the BOARD in any related litigation.
- D. Initiate and conduct discovery, including depositions, on behalf of the BOARD and represent the BOARD in discovery initiated by opposing parties.
- E. Represent the BOARD at trial or on appeal.
- F. Attend and participate in meetings, conference calls, field trips, or the like and report on the status of legal matters.
- G. Acquire specialty legal services when necessary with concurrence of College president. Review specialty attorney service contracts, engagement letters, or retainer agreements. Review specialty attorney service invoices and advise College president as to reasonableness and necessity for specialized legal services.

ARTICLE III - COMPENSATION FEES

- A. The BOARD shall be billed in accordance with Exhibit A, the agreed-upon billing rates for partners, of counsel, associates, and paralegals of the FIRM.
- B. Routine expenses such as local phone calls, local facsimile transmissions, routine postage, copy work, local travel expenses, printed library materials, and local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.
- C. Billable hours shall be measured in six (6) minute increments. Compensation of attorney hours will be for actual time spent providing attorney services to the BOARD.

- D. Premium rates will not be paid for overtime work.

ARTICLE IV - COMPENSATION COSTS

- A. Reimbursement of costs for such items as exhibits, transcripts and witness fees requires prior written authorization by the COLLEGE Contract Administrator and shall be reimbursed based upon documented charges. The BOARD shall not pay for firm surcharges added to third party vendor charges.
- B. Non-routine office overhead expenses such as long-distance telephone calls, long distance facsimile transmissions, long distance courier services, bulk mailing, bulk third-party copying, blueprints, x-rays, photographs, and computer-assisted legal resource services must be justified to the BOARD and shall be reimbursed based on documented third party vendor charges. If these charges exceed \$1,000 per month, written approval from the BOARD's Contract Administrator must be obtained by the FIRM, prior to the expenditure of funds. In-house bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.
- C. The FIRM shall only bill the BOARD for the proportionate share of the cost of legal research, attending hearings or engaging in client representation of any type, which is also applicable to other clients.
- D. Exceptional non-routine office overhead expenses must be expressly defined in the Agreement or in an Amended Agreement and approved by the Board before being incurred.
- E. The FIRM shall notify the BOARD contract administrator when costs reach \$50,000 per month. Said notification shall be made as soon as is practicable and prior to the next monthly invoice.

ARTICLE V - FORMAT FOR INVOICES

Each statement for fees and costs shall be submitted after the services have been rendered, in a format that includes, at a minimum, the following information:

- A. Case name and number, if applicable, or other legal matter reference.
- B. Invoice number for the particular bill.
- C. FIRM taxpayer identification number.

- D. Inclusive dates of the month covered by the invoice.
- E. Itemization of the date; hours billed (if hourly); a concise, meaningful description of the services rendered, with sufficient detail to enable the BOARD to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the FIRM performed work; their hourly rate (if hourly) as specified in Exhibit A, and any billing rate that is for some reason different from the one furnished in Exhibit A. If billing is based on other than an hourly rate, the basis for the billing must be explained in this section. A listing of all invoiced costs to be reimbursed pursuant to Article IV - COMPENSATION COSTS section. Invoiced costs must be accompanied by copies of actual receipts.

The total of only the current bill. Prior balances or payment history should be shown separately, if at all. A certification statement, signed by the FIRM's contract administrator, that reads, "I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD." Any other information as may be requested by the BOARD's Contract Administrator.

ARTICLE VI - ADMINISTRATION OF AGREEMENT

- A. The BOARD Contract Administrator is the College's Vice President for Administrative Services / Chief Business Officer.
- B. The FIRM Contract Administrator is Riley Landy.
- C. All written approvals referenced in this Agreement must be obtained from the parties' Contract Administrator or their designees. This contract shall be governed by and construed under the laws of the State of Florida.
- D. All notices must be given to the parties' Contract Administrator.

ARTICLE VII - STATUS REPORTING

- A. The FIRM shall provide the President with a monthly status report of current administrative actions and litigation involving the COLLEGE;
- B. The FIRM will provide immediate notice by e-mail or facsimile transmission and

telephone regarding significant legal developments that will likely result in media inquiries.

ARTICLE VIII - OTHER AVAILABLE SERVICES

Upon receiving approval from the BOARD, the FIRM shall use existing College Agreements, when available and cost effective, to acquire services (e.g., computer assisted legal research) and the assistance of professionals (e.g., court reporters, expert witnesses) at reduced rates.

ARTICLE IX - PUBLIC RECORDS

All documents prepared pursuant to this Agreement that constitute attorney work product, as defined in Section 119.07(1), Fla. Stat., shall be marked with a notice stating that the information contained in that document is exempt from disclosure for a period of time in accordance with the Public Records Law.

ARTICLE X - SPECIAL CONDITIONS

- A. The FIRM will make affirmative efforts to achieve cost effectiveness by consolidating court hearing, limiting travel, streamlining case processing, using printed forms, using the appropriate level of attorney or staff experience required by task, and taking other actions to improve efficiency.
- B. Multiple staffing at meetings, hearings, depositions, trials, etc., by the FIRM will not be compensated unless prior written approval from the BOARD's Contract Administrator has been obtained.
- C. The FIRM agrees that all documents shall be promptly returned at the termination of the FIRM's involvement in the case or matter at hand.
- D. All documents intended to be provided to third parties or college employees filed with a court or agency must be sent to the BOARD's Contract Administrator with enough lead time to allow for meaningful review, unless waived by the BOARD's Contract Administrator. Copies of final or as-filed documents should also be sent to the BOARD's Contract Administrator.

- E. All discovery, including depositions, document production, etc., shall be coordinated by the BOARD's Contract Administrator and the FIRM's Contract Administrator to avoid needless duplication of efforts.
- F. All documents prepared pursuant to this Agreement are subject to Florida's Public Records Law. Refusal of the FIRM to allow public access to such records as required by such law shall constitute grounds for unilateral cancellation of this Agreement. Documents prepared for litigation or in anticipation of litigation, including administrative actions, shall not be subject to public access until the action is concluded.

ARTICLE XI - TERM OF CONTRACT

- A. The term of this Agreement shall begin upon execution and shall be effective through October 31, 2026. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.
- B. If this Agreement is terminated, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the FIRM under this Agreement shall be made available to and for the exclusive use of the BOARD.

ARTICLE XII - AMENDMENTS

Either party may, from time to time, request changes under this Agreement. Such changes which are mutually agreed upon shall be incorporated in written amendments to this Agreement.

ARTICLE XIII - ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire Agreement of the parties and is not intended to create any third-party beneficiaries. There are no other provisions, terms, conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations or Agreements on this subject.

ARTICLE XIV - INDEPENDENT FIRM

The FIRM is an independent contractor consistent with the Rules of Professional Conduct, and is not an employee or agent of the BOARD. Nothing in this agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the BOARD and the FIRM, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE XV - LIABILITY

The BOARD shall not assume any liability for the acts, omissions, or negligence of the FIRM, its agents, servants, and employees.

The firm shall maintain, during the period of this Agreement, a professional liability insurance policy for the professional services to be rendered.

ARTICLE XVI - NON-DISCRIMINATION

The FIRM shall comply with all federal, state, and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, sex, disability, or national origin in the performance of work.

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates of their signatures.

**THE DISTRICT BOARD OF TRUSTEES
OF TALLAHASSEE STATE COLLEGE**

By: _____
Eugene Lamb Jr.
Board Chair

ATTEST: _____
Date: _____

FIRM

By: _____
Riley Landy

ATTEST: _____
Date: _____

EXHIBIT A - FEE SCHEDULE

Billing Schedule:

Effective November 1st, 2025, an annual flat fee is to be paid in equal monthly installments. The firm proposes to do the College community's legal work for the fee of \$220,500 per year, plus reasonable expenses.

The above listed schedule of rates is guaranteed through the duration of this Agreement. Adjustment by the parties shall be documented in writing by amendment to the Agreement.

October 20, 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 – OCTOBER 2025

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0561	Library Bay Windows – Reseal / Repair	80%	TBD	In progress
PJ-0561	CT, WD & HSS Storefront Windows	10%	TBD	Awaiting materials
PJ-0428	Library (LB) Bldg#30 - AHU 1 Replacement	100%	September 2025	Complete
PJ-0544	LB Bldg#30 – AHU 9	75%	October 2025	Installation underway
PJ-0579	Drive at AHU 3 SU -35	100%	September 2025	Complete
PJ-0579	CUP Freon Alarm	5%	TBD	Design underway
PJ-0579	Trane Chiller #4 Repair	100%	September 2025	Complete
PJ-0291	SM Bldg# 18 AHU 5 & 6 Replacements	20%	December 2025	Delivery TBD
PJ-0292	TCA Bldg# 08 AHU 1-6 Replacement	20%	December 2025	Delivery TBD
N/A	TCA FTU Replacement of 6 Fans	100%	September 2025	Complete
N/A	TCA Upgrade & Replacement of 5 Dampers	5%	TBD	In house
N/A	SU Bldg#35 Hot Water Valve on FTUS	30%	TBD	Underway
N/A	AD Bldg#27 Hot Water Valve Replacement	100%	September 2025	Complete
N/A	Transfer of Parcel(s) Electrical Bldg#16 to Leon County School Board	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	99%	October 2025	Punch list underway

MAIN CAMPUS (SITE 1 CONTINUED)

PJ-0374	State DM - 15KV Electrical Underground Infrastructure	45%	November 2025	Work in progress
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	65%	December 2025	Work in progress
PJ-0436	Solar Powered Covered Walkways	100%	October 2025	DOE OEF 209 Certificate of Final Inspection Pending 10/20/25 BOT approval
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	5%	September 2026	Scheduled FY 26/27
PJ-0534	SMA 140 - Classroom Renovations	5%	TBD	TBD
PJ-0527	Replace Campus Bench Seating	70%	October 2025	Underway
N/A	Replace Wooden Handrails	60%	November 2025	In house
PJ-0570	Exterior Door Security/Safety Upgrades	80%	October 2025	In progress
PJ-0575	LSC Bldg#15 Fire Panel Repairs	30%	October 2025	Scheduling tech
CPTED	CPTED Tree and Shrub Trimming	100%	September 2025	Complete
N/A	Athletics – Sand Pro Equipment	100%	September 2025	Delivered
PJ-0530	Roof Repairs at AD Bldg#27	98%	October 2025	Work in progress
PJ-0530	Roof Repairs at TPP Bldg#11 / DH Bldg#06	98%	October 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 871,385 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 43,569 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	95%	October 2025	Pending approval from City of Quincy 10/14/25
PJ-0554	HVAC Course Expansion (CAP Grant)	15%	October 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 2,640 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 132 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	85%	October 2025	Underway
N/A	Housing Boiler Repairs	15%	October 2025	Researching
N/A	FPSI Stormwater Retention Pond#1	15%	November 2025	To be accomplished with High-Speed Track Access Road
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 279,468 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 13,973 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)	40%	November 2025	Project underway
PJ-0424	State DM - CFI Exterior Staircases	45%	November 2025	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 16,761 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 838 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%	October 2025	Reviewing quotes
PJ-0579	Chiller Repairs Module #5	5%	October 2025	Reviewing quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 65,509 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,275 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	95%	October 2025	Installed
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 7,991 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 400 lbs. of CO2 emissions into the atmosphere

END OF CONSTRUCTION STATUS REPORT

October 20, 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 September 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 - \$24,444.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$1,181.45

Past Actions by the Board

The Board last authorized architect invoices at the September 15, 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.



ARCHITECT / ENGINEER / CONSULTANT REQUEST FOR PAYMENT

From:

Architects Lewis + Whitlock, PA
206 W Virginia St
Tallahassee, FL 32301-1145
(850) 942-1718 / sgoodwin@think3d.net

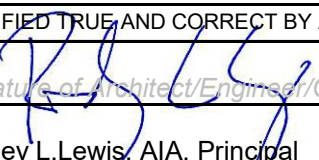
To: Tallahassee State College

ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, FL 32304
jenny.shuler@TSC.fl.edu

Date From:	7/15/2025
Date To:	9/24/2025
Pay Request No:	#1
Invoice No:	23480.3.1
Purchase Order No:	PO-023663
Project Name:	TSC Centre Building Ground Floor Renovation

The following amounts are due and payable for services rendered. The present status of the account is as follows:

DESCRIPTION OF SERVICES (Deliverables According to Contract)	CONTRACT FEE	PREVIOUSLY BILLED	AMOUNT DUE	TOTAL EARNED	% COMPLETE
Base File	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	100%
Schematic Design	\$ 36,888.00	\$ -	\$ 18,444.00	\$ 18,444.00	50%
Design Development	\$ 73,776.00	\$ -	\$ -		0%
100% Construction Documents	\$ 73,776.00	\$ -	\$ -		0%
Bid / Permitting	\$ 12,296.00	\$ -	\$ -		0%
Construction Administration	\$ 49,184.00	\$ -	\$ -		0%
Test & Balance	\$ 6,000.00	\$ -	\$ -		0%
Furniture Coordination	\$ 7,500.00	\$ -	\$ -		0%
FL Model Energy Code	\$ 750.00	\$ -	\$ -		0%
Audio Visual Technical Design	\$ 15,000.00	\$ -	\$ -		0%
Printing	\$ 760.00	\$ -	\$ -		0%
TOTALS	\$ 281,930.00	\$ -	\$ 24,444.00	\$ 24,444.00	9%
AMOUNT DUE THIS INVOICE			\$ 24,444.00		

CERTIFIED TRUE AND CORRECT BY ARCHITECT/ENGINEER/CONSULTANT	
 Signature of Architect/Engineer/Consultant	9/24/2025
Rodney L. Lewis, AIA, Principal	

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



Purchase Order

Purchase Order Number	PO-023663
Purchase Order Date	07/15/2025
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-0592 Centre Building Ground Floor Renovation - Architect Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu

REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting

Bill To:

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	281,930.00	0.00	281,930.00

Director of Procurement and Auxiliary Services
Dustin Frost

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



Purchase Order

Purchase Order Number	PO-023663
Purchase Order Date	07/15/2025
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for Professional Services TSC – Centre Building Ground Floor Renovation SCOPE: This project consists of design, documentation, permitting and construction administration of general renovations to the Ground Floor of the Center Building on the TSC Main Campus. The Ground floor encompasses +/- 9,000sf of gross square footage. Planned renovation scope is based on preliminary design programming provided by TSC Testing Center and will generally include the following: 1. Demolition of existing walls/spaces as required 2. New walls and interior openings as required 3. New code required restrooms and improvements and finishes to existing restrooms 4. New testing spaces and specific req'ments to testing protocols 5. New breakroom 6. New ceilings/lighting/MEP impacts 7. Coordination user equipment/technology 8. New infrastructure for telecom and security 9. New furnishings (selection and coordination w/ user) Specifics per attached proposal dated June 27, 2025.				245,920.00
2		Additional Services - PRINTING				760.00
3		ADDITIONAL SERVICES - ENGINNERING Base File / Measured Drawings / Engineering Investigation \$6,000 Preliminary Test & Balance \$6,000 Furniture Consultation \$7,500 Florida Model Energy Code Compliance Form 600A \$750 Audio / Visual - Access Control Design \$15,000				35,250.00

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



Purchase Order

Purchase Order Number	PO-023663
Purchase Order Date	07/15/2025
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Tallahassee State College is committed to an environment that respects the rights of all individuals, provides equal opportunity, and does not discriminate against any person in its programs and activities.

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

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.

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

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



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0825
Date 08/29/2025

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	100.00	22,454.01	23,635.46	1,181.45
Subtotal	29,544.26	100.00	28,362.81	29,544.26	1,181.45
Total	105,955.26	100.00	104,773.81	105,955.26	1,181.45

Invoice total 1,181.45

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0725	07/31/2025	8,599.45		8,599.45			
230202_0825	08/29/2025	1,181.45	1,181.45				
Total		9,780.90	1,181.45	8,599.45	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0825

Date 08/29/2025

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 Cody Smith or Denise- Johns Smith at cody@fc-groupllc.com or denise@fc-groupllc.com.

October 20, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

SUBJECT: Salary Increase Allocation 2025-26 Distribution Plan

Item Description

This item presents the 2025-26 Salary Increase Allocation (SIA) distribution plan for the Tallahassee State College School District.

The allocation to the TSC District for 2025-26 includes \$127,391 for maintaining prior year increases and \$10,313 for 2025-26 compensation increases. The proposed SIA distribution plan includes:

- \$127,391 maintenance allocation for existing salaries to be used for current salaries of all eligible employees of the TSC district (instructional personnel); and
- \$10,313 to be provided as a salary increase to all eligible employees of the TSC district.

Overview and Background

In accordance with Florida Statute 1011.62(14), The Florida Education Finance Program includes a funding allocation for the SIA. The total amount available is determined by the Legislature each year and is then allocated to school districts based on it's Base Funding Allocation. Once the Florida Department of Education determines each district's allocation, school districts are required to develop an SIA distribution plan.

Past Actions by the Board

There are no past actions by the Board.

Funding/ Financial Implications

The salary increases are funded by the Salary Increase Allocation which is included in the State disbursement to the School District.

Recommended Action

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

**2025-26 SALARY INCREASE ALLOCATION
DISTRICT DISTRIBUTION PLAN
DUE OCTOBER 1, 2025**

This file is a template to assist school districts with providing the necessary Salary Increase Allocation information to the department to comply with section 1011.62, Florida Statutes. Please review the Frequently Asked Questions provided with the department's 2025-26 Salary Increase Allocation memorandum for additional information on the administration of these funds.

All school districts are required to submit this template prior to receiving the growth allocation component of their Salary Increase Allocation funds. The following instructions will help you complete this requirement.

1. Complete the following table:

District Name (choose from drop-down menu)

TCA

Contact Name:

Barbara K. Wills

Contact Phone:

850.201.8590

Contact Email:

barbara.wills@tsc.fl.edu

Does this file represent a board-approved plan?

no

Does this file represent a union-ratified plan?

No

2. Navigate to the "District Plan" tab of this workbook. Enter data where indicated by colored cells. Once this has been completed, review the error report in Section D and ensure that the last item shows a "Yes" before moving on.

3. Submit this document through the online submission link provided in the department's memorandum to school district finance officers. Charter schools should submit their distribution plans directly to their sponsoring school district.

**2025-26 SALARY INCREASE ALLOCATION
DISTRICT DISTRIBUTION PLAN TEMPLATE
DUE OCTOBER 1, 2025**

Instructions: Use this template only if you are submitting a plan for a school district. Charter schools should use the charter specific template. Complete the following sections in order, then review the error report at the end of the survey. **DO NOT modify this template.** Enter data as directed, as any modification will result in the need for a resubmission.

Boxes with this color indicate that data should be entered. Do not modify other cells.

District Name (From the District Plan Tab)	TCA
---	-----

SECTION A - Allocation Data

A1	District proportionate share of the Maintenance Allocation (do not include charter school funds).	\$127,391
A2	District proportionate share of the Growth Allocation (do not include charter school funds).	\$10,313
A3	District proportionate share of the Salary Increase Allocation from 2025-26 FEFP Conference Calculation.	\$137,704

SECTION B - Maintenance Allocation: Used to maintain the salary increases provided through the Salary Increase Allocation in previous fiscal years. If the cost to maintain these increases is greater than the district's Maintenance Allocation, other funding sources must be used to cover this difference. If the cost to maintain these increases is less than the district's Maintenance Allocation, the remaining funds will be combined with the district's Growth Allocation. See FAQs Q1 through Q4.

Do not include charter school data in this section.

B1	Funds available for the maintenance of prior year Salary Increase Allocation increases.	\$127,391
B2	Total cost to maintain the salary increases provided through the Salary Increase Allocation in previous years (enter the total cost here, even if it exceeds the allocation).	\$127,391
B3	Funds remaining from the district's share of the 2025-26 Maintenance Allocation.	\$0

SECTION C - Growth Allocation: Provided for increased personnel compensation costs or to provide salary increases to full-time classroom teachers and certified prekindergarten teachers funded in the Florida Education Finance Program with at least two years of full-time teaching experience in a Florida public school and/or other instructional personnel defined in s. 1012.01(2)(a)-(d), F.S. See FAQs Q5 through Q9.

Do not include charter school data in this section.

c1	Funds available from the growth allocation and remaining maintenance allocation (A2+B3).	\$10,313
Increased Personnel Compensation Cost		
c2	Total planned expenditures of <u>Salary Increase Allocation funds</u> used for increased employer retirement contribution.	\$0
c3	Total planned expenditures of <u>Salary Increase Allocation funds</u> used for increased health insurance costs.	\$0
c4	Total planned expenditures of <u>Salary Increase Allocation funds</u> used for other increased compensation costs.	\$10,313
c5	Total planned expenditures of <u>Salary Increase Allocation funds</u> used for increased compensation costs.	\$10,313
Minimum Base Salary Figures		
c6	Minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., including certified prekindergarten teachers funded in the FEFP, prior to any salary increases provided in the 2025-26 year.	\$52,000
c7	Adjusted minimum base salary for 2025-26 for full-time classroom teachers as defined in s. 1012.01 (2)(a), F.S., after implementation of the Salary Increase Allocation and any additional funding sources used.	\$52,000
c8	Increase in the minimum base salary, if any, as a result of the Salary Increase Allocation (Item C7 minus Item C6) and any additional fund sources.	\$0
Minimum Base Salary Expenditures		
c9	Total planned expenditure of funds <u>from the Salary Increase Allocation</u> , if any, used to increase salaries for full-time classroom teachers (with at least two years of full-time teaching experience in a Florida public school) to the minimum base salary listed in item C7.	\$0
c10	Total planned expenditure of funds from sources other than the Salary Increase Allocation, if any, used to increase salaries for full-time classroom teachers to the minimum base salary listed in item C7.	\$0
General Salary Increases		

c11	Total planned expenditure of Salary Increase Allocation funds used to provide salary increases to full-time classroom teachers with at least two years of full-time teaching experience in a Florida public school.	\$0
c12	Total planned expenditure of Salary Increase Allocation funds used to provide salary increases to increase full-time instructional personnel as defined by s. 1012.01(2)(b)-(d), F.S.	\$0
c13	Total dollar amount of unused funds (Item C1 minus Item C4, C9, C11 and C12). This cell should be zero.	\$0

Section D - Error Report: <i>The following items will indicate whether there is an error with the data entered on the report or if some data should be verified for accuracy. Do not submit this report unless item D3 in this section is marked YES.</i>		
D1	Data entered in all fields (if "No," verify that all orange boxes contain data, even if 0).	Yes
D2	The minimum base salary is greater than or equal to the previous year (if "No," please correct, as the minimum base cannot be lower than what was the previous amount).	Yes
D3	If the minimum base salary does not have an increase, there should be no cost under "Minimum Base Salary Expenditures."	Yes
D4	C13 equals zero.	Yes
D3	2025-26 Salary Increase Allocation Distribution Plan ready to submit?	Yes