

February 16, 2026

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, February 16, 2026 Board Meeting.

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

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, February 16, 2026**  
**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. 2026 January Board Minutes  
Approve minutes as presented.

**INFORMATION AND NEWS ITEMS**

**PRESENTATIONS**

***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. Human Resource Report  
Approve the report as presented.
3. Attorney Invoices – Bryant Miller Olive (January 2026)  
Authorize payment of invoices as presented.

#### ***TSC Foundation***

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

#### ***Academic Affairs***

5. Academic Curriculum Changes  
Approve the proposed academic curriculum changes.

#### ***Administrative Services***

6. Construction Status Report  
Presented as an information item only.
7. Certificate of Final Inspection – Library Improvements - Maker Space Renovations  
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to Southern Standard Construction LLC, for the Main Campus Library Improvements - Maker Space Renovations project.
8. Fund Analysis - January  
For information only, no Board action required.

9. Sponsored Programs – Provider  
Authorize funding for the awards and contracts as presented.
10. Recommendation for Architectural Services  
Approve the recommendation to award this project to DAG Architects as presented.

#### **PUBLIC COMMENT**

**WORKSHOP- Dr. Anthony Jones, Dean, Library Services and Learning Commons, and  
Dr. Nick Vick, Dean, Applied Science and Technology.**

#### **PRESIDENT'S REPORT**

#### **NEXT MEETING DATE**

March 23, 2026

Location: **Center for Innovation.**

#### **ADJOURNMENT**

**Minutes**  
**District Board of Trustees**  
**Tallahassee State College**  
**Center for Innovation**  
**350 South Duval Street**  
**Tallahassee, FL. 32304**  
**Tuesday, January 20, 2026**  
**Business Meeting & Workshop 2:30 PM**

**CALL TO ORDER**

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

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

**Members Present:** Chair Eugene Lamb, Trustees Christian Caban, Sara Bayliss, Monesia Brown, Karen Moore, and Monte Stevens.

Absent: Trustee Jonathan Rees

**Others Present:** President Jim Murdaugh, Shelly L. Bell, Cerissa Fondo, Frank Mix, Kalynda Holton, Jonathan Kilpatrick, Richard Moore, Sean McGovern, Bart Gunter, Nicolette Costantino, Barbara Wills, Sheri Rowland, Nyla Davis, Nick Vick, Donmetrie Clark, Chris Dawson, Carlecia Collins, Kylee Anzuetto, Angela Long, Dustin Frost, Bertie Culbreath, Brendie Hawkins, Steve Nettles, Hope Childree, Alison Fleischmann, Calandra Stringer, Monica Ross, Janet Hartman, Quincee Messersmith, Amanda Clements, Heather Mitchell, Wayne Almy, Camden Smit, Jason Fowler, Josh Willoughby, Bobby Jones, Tricia Rizza, Jennifer Peavy, and Riley Landy.

**TRUSTEE COMMENTS**

I. Chair Remarks:  
Chair Lamb shared that he enjoyed Florida A&M University's visit to campus.

II. Trustee Remarks:

- a. Trustee Sara Bayliss shared that she has lived in Tallahassee for the past 25 years and is a college counselor at a local high school. She expressed her excitement and honor at having the opportunity to serve as a trustee and thanked everyone for their warm welcome.
- b. Trustee Stevens welcomed Trustees Bayliss and Rees to the Board. He commended the men's basketball team, noting their 18-2 record and top-ten national ranking. He also congratulated the women's basketball team on their victory against second-ranked Northwest Florida State. He extended his appreciation to the coaches, noting that baseball and softball seasons are about to begin. Coach Henry and Coach Baca's teams are well prepared. He expressed pride in the student-athletes.
- c. Trustee Caban congratulated Trustees Bayliss and Rees on their appointments to the Board and acknowledged that a proclamation would be presented recognizing the service of outgoing trustees Frank Messersmith and Jonathan Kilpatrick.
- d. Trustee Moore welcomed Trustees Bayliss and Rees. She expressed gratitude to Vice President Sheri Rowland and her team for their work organizing the commencement. Trustee Moore shared that she and Trustee Brown attended the Holiday Luncheon and described it as a wonderful event celebrating the faculty and staff.
- e. Trustee Brown welcomed Trustees Bayliss and Rees, noting that she has known them both for some time and expressed confidence that the College will greatly benefit from their service. She also extended her gratitude to Frank Messersmith and Jonathan Kilpatrick for their kindness and the lessons they shared during their tenure. Trustee Brown shared that the December commencement was wonderful and encouraged the new trustees to attend College events.

III. President's Remarks:

President Murdaugh shared that commencement is his favorite time of year and formally acknowledged the passing of the torch as Trustees Messersmith and Kilpatrick concluded their service on the board. President Murdaugh read the resolutions honoring Trustees Messersmith and Kilpatrick and invited them to offer remarks.

Former Trustee Frank Messersmith expressed his appreciation for the kind words and wished the new trustees the very best. He reflected on his more than two decades of service and the significant evolution of the College during that time, highlighting the development of the Ghazvini Center for Healthcare Education and the establishment of the Wakulla Environmental Institute. He described his time on the board as deeply rewarding.

Former Trustee Jonathan Kilpatrick shared that when he joined the board, another trustee told him it would be the most enjoyable volunteer position he would ever have, and a sentiment he affirmed as true. He expressed gratitude for the opportunity and confidence in the College.

President Murdaugh gave each sitting trustee the opportunity to comment.

Trustee Stevens thanked Trustees Messersmith and Kilpatrick for their combined 37 years of service and emphasized that their enduring legacy includes the Board's sustained focus on making Wakulla County a priority.

Chair Lamb reflected on the enjoyable experiences shared during their tenure and wished them well.

Trustee Moore noted that both individuals demonstrated a deep commitment to student success, consistently attended meetings, asked thoughtful questions, and celebrated the College's achievements. She expressed appreciation for their years of service and stated that their legacy will remain with the College.

Trustee Brown expressed her gratitude to Trustees Messersmith and Kilpatrick for their service.

President Murdaugh concluded by thanking them for their leadership, guidance, and friendship over many years.

President Murdaugh then introduced Carlicia Collins and Kylee Anzueto from GrayRobinson to provide an update on legislative priorities and projects.

Ms. Collins shared that the College has two main priorities. The first is an additional \$8 million for the Gadsden Center expansion, noting that \$2.8 million was secured last year. The second is a \$10 million ask for the Applied Learning Center for Health and Hospitality. She explained that a related bill focused on health science workforce development to address critical shortages will be considered in the Senate Education Postsecondary Committee the following day. Subject to available funding, the bill may include a dollar-for-dollar matching provision for participating institutions.

Ms. Collins announced that February 12 has been designated TSC Day at the Capitol. Invitations have been extended to all delegates to attend, and noted that since it falls on a Thursday, a day when many events are not held, it is expected to be a big draw. Trustees were encouraged to attend.

President Murdaugh noted that 2026 marks the second consecutive year the College has had a dedicated day at the Capitol, and that TSC was the only

college to do so last year. He shared that the Governor's proposed budget includes a record \$90 million in operating funds for the Florida College System, distributed across 28 colleges, and expressed support for the proposal. He clarified that the College's legislative project requests are separate and specific to Tallahassee State College.

President Murdaugh also shared that on December 1, leadership from TSC met with President Marva Johnson and leadership from Florida A & M University to discuss opportunities for collaboration and mutual growth. He described the meeting as productive and noted that it will serve as the foundation for a forthcoming memorandum of understanding between the two institutions.

President Murdaugh then introduced Vice President Calandra Stringer to highlight recent student achievements. VP Stringer introduced Professor Niki Costantino, director of *The Eyrie* art and literary magazine, and production team member, student Emily Kramer. Professor Constantino shared that our most recent magazine, published in the spring, received 10 awards across regional and state competitions. In the Community College Humanities Association Literary Magazine Competition, *The Eyrie* earned third place in the Best Overall Magazine category, second place for Best Artwork, and first place for Best Photography in the Southern Division. The publication also took home seven state-level awards.

VP Stringer reported that the Model UN team represented Switzerland at the National United Nations Conference in Washington, D.C., earning the Distinguished Delegation Award. She also noted that the Forensics team remains undefeated by any Florida college or university this season, achieving five tournament appearances, three first-place finishes, three first-place team finishes, multiple individual event sweepstakes victories, and a second-place finish in debate team sweepstakes.

President Murdaugh gave special recognition to Trustee Caban for his role in hosting the World Athletics Cross-Country Championship, which brought together more than 500 athletes from more than 50 countries to town. Trustee Caban shared that the most rewarding aspect of the event was the international exposure it brought to Leon County. He noted that more than 10,000 tickets were sold and expressed appreciation for the President's acknowledgment.

President Murdaugh informed Chair Lamb that, due to the vacancy created by former Trustee Messersmith's departure, the Vice Chair position was open and asked how the Chair wished to proceed. Chair Lamb then opened the floor for nominations.

Trustee Moore nominated Trustee Caban for the Vice Chair position.

**MOTION:** Trustee Moore  
Floor closed for nominations.  
Motion passed unanimously.

**SECOND:** Trustee Stevens

President Murdaugh advised Chair Lamb that the Board would need to vote on a potential location change for the April board meeting, which is currently scheduled to be held on the Main Campus. He shared that there is interest to move the meeting to the Wakulla Environmental Institute to highlight the Triumph Gulf Coast award of approximately \$ 10-11 million.

Chair Lamb agreed and requested a motion to move the April Board meeting from Main Campus to the Wakulla Environmental Institute.

**MOTION:** Trustee Caban  
Motion passed unanimously.

**SECOND:** Trustee Stevens

## **APPROVAL OF MINUTES**

1. 2025 November Minutes

Approve Minutes as presented.

**MOTION:** Vice Chair Caban  
Motion passed unanimously.

**SECOND:** Trustee Stevens

## **INFORMATION AND NEWS ITEMS**

Amanda Clements, Vice President for Communications, shared an overview of recent media coverage for the College.

Highlights included:

- The Commencement Ceremony, celebrating more than 2,000 graduates, with Commissioner of Education Anastasios Kamoutsas as the keynote speaker.
- A Tallahassee Democrat article about the College's audit, which gave President Murdaugh the opportunity to provide a statement about the audit findings.
- A feature in the December issue of *Florida Trend* focused on workforce development. Appreciation was extended to Vice Presidents Shelly Bell and Calandra Stringer for their contribution to the article.
- Positive media coverage announcing the appointment of the College's two new trustees, Sara Bayliss and Jonathan Rees.

- Coverage of Cleaver and Cork in *Taste of the South*, with congratulations extended to Vice President Heather Mitchell. It was noted that tickets remain available only for the Food and Wine Festival, as all other events are sold out.
- VP Mitchell is featured in the January issue of *Florida Trend*, highlighting foundation executives.
- Broadcast clips featured the first class of dental auxiliary students graduating in a new program between TSC and the Florida Dental Association; commencement; Sia, TSC's new live eagle mascot; the two-year apprenticeship program with Leon County Schools; the expansion of the Innovation Academy of Excellence; and renovation plans on the Eugene Lamb Jr. Community Center in Midway.

## **UNFINISHED BUSINESS**

None.

## **PRESENTATIONS** - VP Heather Mitchell introduced the following donors:

Monica Ross, Vice President of Human Resources for Tallahassee Memorial Healthcare (TMH), was recognized for a \$10,000 gift sponsorship for Cleaver & Cork. VP Mitchell noted that TMH has been a sponsor of Cleaver & Cork for 11 years. Ms. Ross shared that since January 2025, TMH has onboarded 552 TSC students through our clinical rotations alone.

Kevin Vaughn and Bart Gunter from Hub International were recognized for a \$10,000 sponsorship for Cleaver & Cork. Mr. Vaughn shared that Tallahassee State College plays an important role in creating pathways for students to earn income while developing life skills that support long-term personal and professional success.

Richard and Karen Moore were recognized for a \$50,000 gift supporting the renovation of the Richard W. and Karen B. Moore Veterans Success Center. VP Mitchell shared that the Veterans Center has been reconfigured to better serve veteran students. She noted that the lounge has been named after both of their fathers. Mr. Moore shared that he and Mrs. Moore are grateful for the opportunity to support the College and its veteran students, emphasizing the importance of providing a welcoming environment for veterans returning to education after an extended time away from academic settings.

## **NEW BUSINESS**

## ***Approval of Consent Agenda***

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2. Human Resource Report
3. Attorney Invoices – Bryant Miller Olive (November 2025)  
Authorize payment of invoices as presented.

Motion to Approve Consent Agenda

**MOTION:** Trustee Moore  
Motion passed unanimously.

**SECOND:** Trustee Stevens

## ***TSC Foundation***

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

## ***Administrative Services***

5. Fund Analysis - December  
For information only, no Board action required.
6. Construction Status Report  
Presented as an information item only.
7. Architect Renewal – Year 4 of 4

Approve renewal recommendation for final year four of four for architectural contracts.

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

8. Property Exchange with the School Board of Leon County  
Board approval of the property surplus and Exchange Agreement.

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

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

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

**PUBLIC COMMENT- No public comment.**

**WORKSHOP- Amanda Clements, Vice President for Communications.**

Presented plans for the America 250 celebration.

## **PRESIDENT'S REPORT**

### Upcoming Events

- January 21: State Board of Education meeting in the Student Union. FPSI student Robert Hendricks will be recognized.
- January 26: African American History Calendar President's Luncheon; calendar invite sent.
- January 28 & 29: Classroom of the Future; calendar invite sent.
- January 28: Triumph Gulf Coast Inc. board meeting at 1 p.m. at the Wakulla Environmental Institute.
- January 29: Heroes in Healthcare: The Golden Mirror Awards Program; calendar invite sent.
- February 12: TSC Day at the Capitol, 10 a.m. to 3 p.m.; calendar invite sent.

President Murdaugh asked trustees if the calendar invites are working for them, as it's a new process. He asked them to please accept or decline each invitation, so staff will know who is attending.

**NEXT MEETING DATE**

**Monday, February 16, 2026  
Building**

Location: **Main Campus-Administration**

**ADJOURNMENT—4:02 p.m.**

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**Eugene Lamb  
Chair**

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**Jim Murdaugh, Ph.D.  
President**

February 16, 2026

**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

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**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
<i>None to Report</i>			

**Original Appointments - Classified Staff**

Name	Position	Department	Effective Date
Tanjanika Douglas	Healthcare Instructor	Workforce Development	January 5, 2026
Tommy Watkins	Custodial Services Specialist	FPSI Custodial	January 5, 2026
Sadie Crapps	Enrollment Communications Representative	Student Affairs	January 5, 2026
Debra Jahns-Nelsen	Manager of Accounting	Financial Services	January 5, 2026
Henry Gwynn	Instruction and Project Coordinator	Workforce Development	January 5, 2026
Sineaktra Burgess	Senior Recruitment Specialist	Human Resources	January 6, 2026
Matthew Railey	Maintenance Technician II	Facilities	January 20, 2026
Jaquandra Bess	Testing Specialist	Student Affairs	January 26, 2026
Mikayla Elbertson	Veterinary Assisting Instructor	Workforce Development	January 28, 2026
Charlie Feehrer	Sponsored Programs Manager	Financial Services	February 2, 2026

**Original Appointments - Faculty**

Name	Position	Department	Effective Date
Malcolm Hunter	Biological Science Faculty	Science and Mathematics	January 5, 2026
Meilissa Wells	Elementary Education Faculty	Bachelor of Science - Education	January 5, 2026

**Original Appointments - Contracts & Grants**

Name	Position	Department	Effective Date
Delana Sowell	Administrative Assistant	TSC Collegiate Academy	January 5, 2026
Jessica Beckford	Mathematics Regional Coach	DOE - Regional Mathematics Program	January 5, 2026
Amanda Price	Mathematics Regional Coach	DOE - Regional Mathematics Program	January 5, 2026
Mildred Bretz	Career Development Specialist	DOC 100 Hour - Florida State Prison	January 5, 2026
Saday Rodriguez	Career Development Specialist	DOC 100 Hour - Homestead C.I.	January 9, 2026
Myrna Serrano-Casanovas	Career Development Specialist	DOC 100 Hour - Lowell CI	January 9, 2026
Patricia Buchanan	Career Development Specialist	DOC 100 Hour - FWRC	January 12, 2026
Jacqueline Bell	Career Development Specialist	DOC 100 Hour - Baker C.I.	January 16, 2026
Brett Openchowski	Career Development Specialist	DOC 100 Hour - DeSoto CI	January 20, 2026
Chelsea Fitzgerald	Career Development Specialist	DOC 100 Hour - Quincy	February 2, 2026
Mia Heard	Regional Coordinator	DJJ - Delinquency Prevention	February 2, 2026

**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
Ljilijana Obradovic-Edmiston	Art Faculty	Communications and Humanities	February 1, 2026	January 31, 2034
Brenda Reid	English Faculty	Communications and Humanities	March 1, 2026	February 28, 2034

**Separations**

Name	Position	Department	Effective Date	Separation Type
Alexis Howard	Instruction and Project Coordinator	Workforce Development	January 5, 2026	Resigned
Bella Long	Administrative Assistant	Applied Science and Technology	January 5, 2026	Resigned
Ryland Moore	Dining Facilities Manager	FPSI Conference and Hospitality	January 5, 2026	Resigned
Gavin Purser	HVAC/Building Automation Specialist	Facilities	January 15, 2026	Resigned
Glarisel Ruiz Mojica	Career Development Specialist	DOC 100 Hour - Lowell CI (Annex)	January 15, 2026	Resigned
Stephanie Bailey	Career Development Specialist	DOC 100 Hour - Walton C.I.	January 15, 2026	Resigned
Aimee Klaschus	Research and Business Analyst	Institutional Research	January 16, 2026	Resigned
Isaiah Randolph	Landscaper	Facilities	January 16, 2026	Dismissal
Brett Yancey	Employee Relations & Engagement Manager	Human Resources	January 20, 2026	Resigned

Shawn Couch	Office Manager	Student Support Services	January 20, 2026	Resigned
Mary West	Career Development Specialist	100 Hour - Marion C.I.	January 22, 2026	Resigned
Brandon Foster	Accounting Manager	Financial Services	January 26, 2026	Resigned
Charles Powell	Maintenance Technician I	FPSI Facilities	January 30, 2026	Retirement
Johnnie Knight	Senior Custodial Services Specialist	Facilities	January 31, 2026	Resigned
Bill Spiers	Director of Student Financial Services	Student Financial Services	January 31, 2026	Retirement

**Outside Employment Requests (All Employees)**

Name	Position	Department	Employer	Position
Jennifer Zimmerman	Nutrition Faculty	Science and Mathematics	Self-Employed	Registered Dietician
Carol Lynne Anderson	Radiologic Technology Faculty	Healthcare Professions - Radiology	TOC	MRI Technologist
Garrett Enfinger	Sponsored Programs Coordinator	Financial Services	Keller Williams Town and Country	Real Estate Sales Agent
Erika Williams	Biology Faculty	Science and Mathematics	Florida A&M University	Adjunct Instructor

**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
Sophia De Zerga	Admissions Navigator	Admissions and Records	January 12, 2026	Registration Specialist
Braden Baker	Technology Consultant	Information Technology	January 19, 2026	Help Desk Consultant
Blake Ereckson	Sponsored Programs Coordinator	Financial Services	January 20, 2026	Accounting Specialist
Kimberly Morris	Senior Custodial Services Specialist - Main Campus	Facilities	February 1, 2026	Senior Custodial Services Specialist - FPSI
Donna Heiple	Compass Program Coordinator Region 4	DOC - 100 Hour Skills Education Program	February 1, 2026	Career Development Specialist
Joseph Godfrey	Facilities Maintenance Superintendent	Facilities	February 1, 2026	HVAC/Building Automation Specialist

February 16, 2026

**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 (January 2026)

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**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 \$1,850.00 for November 2025 and January 2026.

**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: February 3, 2026  
 Invoice No. 87510  
 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	
01/06/2026	DMH	Review email from UFF	0.10	
01/06/2026	DMH	Draft email to client and review reply	0.10	
01/07/2026	DMH	Review email from client and reply	0.10	
01/07/2026	DMH	Draft email to UFF and review reply	0.10	
01/29/2026	DMH	Prepare for and attend pre-bargaining meeting and bargaining	1.00	
<b>Current Services</b>			1.40	\$350.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	1.40	\$250.00	\$350.00

Payments

01/27/2026	Payment	ACH rec'd 1/27/26 Inv 86958	152.50
			152.50

Total Current Work	\$350.00
Previous Balance Due	\$1,500.00
Balance Due	\$1,850.00

Tallahassee State College

Invoice Date: February 03, 2026  
Invoice No. 87510  
Client No. 25480.006

Please Reference Client Number On Checks And Wire Transfers

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

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



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

Invoice Date: December 4, 2025  
 Invoice No. 87185  
 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
11/19/2025	DMH	Review information from client	0.20
11/19/2025	DMH	Attend zoom meeting with client regarding bargaining	1.00
11/20/2025	DMH	Draft email to client	0.10
11/20/2025	DMH	Review proposals from client and review and revise proposals for bargaining	1.30
11/21/2025	DMH	Review email from client	0.10
11/21/2025	DMH	Draft email to client	0.10
11/21/2025	DMH	Prepare for bargaining, revise articles, draft email and review replies	1.60
11/21/2025	DMH	Draft email to Union	0.10
11/21/2025	DMH	Prepare for and attend bargaining	1.50
<b>Current Services</b>			6.00
			\$1,500.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	6.00	\$250.00	\$1,500.00

Payments

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

Tallahassee State College

Invoice Date: December 04, 2025  
Invoice No. 87185  
Client No. 25480.006

Total Current Work	<u>\$1,500.00</u>
Previous Balance Due	\$152.50
Balance Due	<u>\$1,652.50</u>

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

February 16, 2026

**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

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**Item Description**

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

**Overview and Background**

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

**Past Actions by the Board**

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

**Funding/ Financial Implications**

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

**Recommended Action**

Presented as an information item only.

# TSC Foundation - Financial Update FY 25-26

## April 1, 2025 - February 3, 2026

		YTD 23/24	YTD 24/25	YTD 25/26
<b>TSC Foundation</b>	<b>Total Received</b>	<b>\$1,429,075</b>	<b>\$2,495,515</b>	<b>\$1,773,767</b>
	Facility Support	\$134,765	\$114,355	\$203,113
	Program Support	\$507,361	\$1,359,566	\$834,668
	Scholarship Support	\$609,108	\$776,655	\$554,470
	Unrestricted Support	\$177,841	\$244,940	\$181,517
	<b>Net Assets</b>	<b>\$23,135,381</b>	<b>\$27,275,905</b>	<b>\$31,930,942</b>

		YTD 23/24	YTD 24/25	YTD 25/26
<b>TSC Foundation</b>	Number of Donors	850	720	642
	Number of Gifts	3209	3292	3278

		YTD 23/24	YTD 24/25	YTD 25/26
<b>TSC Foundation</b>	<b>Total Received for Alumni</b>	<b>\$133,070</b>	<b>\$115,583</b>	<b>\$120,925</b>
	Number of Donors	113	102	92
	Number of Gifts	662	646	625

		YTD 23/24	YTD 24/25	YTD 25/26
<b>\$</b>	Cash	\$1,415,170	\$2,496,515	\$1,767,867
	Gifts in Kind	\$13,905	\$0	\$5,900
	Total Raised - Pledges Received	\$606,239	\$189,662	\$329,398
	Planned Gifts Confirmed	0	1	1
	Planned Gift Amount	\$0	\$1,000,000	\$0
	Grants Applied For			29
	Grants Received			\$20,895,713
	Pledges Expected by March 31, 2026			\$285,342

*The Foundation's Fiscal Year is April - March*

February 16, 2026

**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:** Academic Curriculum Changes

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**Item Description**

This item presents program revisions, a program deletion, a course revision and course deletion.

**Overview and Background**

The Academic Planning Committee members review and make recommendations for Board approval for new and revised curricula.

The College is proposing changes to several of the Career Certificate programs for Correctional Probation Officer and Correctional Officer. The changes are due to updates that are provided by the Criminal Justice Standards and Training Commission (CJSTC) based on their annual review of curriculum.

The College is also recommending changes to several of the A.S. degree programs and the Baccalaureate degree programs to update courses and to replace electives with updated skills-focused courses. All changes have been recommended by our local advisory boards to better prepare students for future jobs.

Additionally, the College is proposing to delete the A.S. Degree in Energy Management and Controls Technology. This program was initially approved in 2021. Enrollment has remained extremely low for several years and the program has not produced any graduates. Industry demand has shifted toward shorter, targeted workforce certifications, resulting in declining student interest in a full A.S. degree. No faculty and no students are affected by the closing of the program.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

The Board approved curricula revisions annually.

**Recommended Action**

Approve the proposed academic curriculum changes.

## **PROGRAM CHANGES**

### **Construction Management Technology, A.S. (60 credit hours)**

The proposed changes are based on feedback from the advisory board to better align with industry requirements.

Delete program course:

BCN1251C Construction Drafting (3)

Add program course:

EGN1111C Introduction to Engineering Graphics (3)

### **Data Science Technology, A.S. (60 credit hours)**

The proposed changes are based on feedback from the advisory board to better align with industry requirements.

Delete program courses:

CGS1309 Computer Information Technology Concepts (3)

CGS1060 Computer and Internet Literacy (3)

Add program courses:

CGS1000 Introduction to Computer Technology (3)

CAI1001C Artificial Intelligence (AI) Thinking (3)

### **Exceptional Student Education, B.S. (120 credit hours)**

The proposed changes are to streamline the course offerings in the Teacher Preparation program based on feedback from the Florida Department of Education.

Delete program course:

RED3012 Principles of Reading (3)

Add program course:

RED3309 Early and Emergent Reading K-2 (3)

### **Engineering Technology, A.S. (60 credit hours)**

The proposed changes are to provide specific mathematical skills needed for the program based on feedback from the advisory board to better align with industry requirements.

Delete program course:

Any general education mathematics state core (3)

Add program course:

MAC1105 College Algebra (3)

Business Administration, B.A.S. (120 credit hours)

The proposed change is to provide students with skills needed in the industry based on feedback from the advisory board.

Add program elective course:

GEB1432 Applied Artificial Intelligence in Business (3)

Correctional Officer Basic Recruit Career Certificate Program (445 clock hours)

Length of program change from 420 to 445 clock hours. The proposed changes are based on required updates to the program from the Florida Department of Education and the Criminal Justice Standards and Training Commission (CJSTC).

Delete program courses:

CJK0300 Introduction to Corrections (32)

CJK0305 Communications (4)

CJK0310 Officer Safety (16)

CJK0315 Facility and Equipment (8)

CJK0320 Intake and Release (18)

CJK0325 Supervising in a Correctional Facility (40)

CJK0330 Supervising Special Populations (20)

CJK0335 Responding to Incidents and Emergencies (16)

CJK0340 Officer Wellness and Physical Abilities (30)

Add program courses:

CJK0301 Introduction to Corrections (32)

CJK0355 Legal for Correction Officers (22)

CJK0306 Communications for Correctional Officers (32)

CJK0111 Interviewing and Report Writing in Corrections (16)

CJK0327 Shift Management and Safety (20)

CJK0321 Intake and Release (16)

CJK0324 Supervision in a Correctional Facility (32)

CJK0326 Supervising Correctional Populations (25)

CJK0336 Incidents and Emergencies in Correctional Facilities (20)

CJK0340 Criminal Justice Officer Physical Fitness Training (30)

Crossover from Law Enforcement Officer to Correctional Officer Career Certificate Program (223 clock hours)

Length of program change from 198 to 223 clock hours. The proposed changes are based on required updates to the program from the Florida Department of Education and the Criminal Justice Standards and Training Commission (CJSTC).

Delete program courses:

CJK0300 Introduction to Corrections (32)

CJK0305 Communications (4)

CJK0310 Officer Safety (16)  
CJK0315 Facility and Equipment (8)  
CJK0320 Intake and Release (18)  
CJK0325 Supervising in a Correctional Facility (40)  
CJK0330 Supervising Special Populations (20)  
CJK0335 Responding to Incidents and Emergencies (16)

Add program courses:

CJK0301 Introduction to Corrections (32)  
CJK0355 Legal for Correction Officers (22)  
CJK0306 Communications for Correctional Officers (32)  
CJK0111 Interviewing and Report Writing in Corrections (16)  
CJK0327 Shift Management and Safety (20)  
CJK0321 Intake and Release (16)  
CJK0324 Supervision in a Correctional Facility (32)  
CJK0326 Supervising Correctional Populations (25)  
CJK0336 Incidents and Emergencies in Correctional Facilities (20)

Crossover from Correctional Officer to Correctional Probation Officer Career Certificate Program (336 clock hours)

Length of program change from 290 to 336 clock hours. The proposed change is based on required updates to the program from the Florida Department of Education and the Criminal Justice Standards and Training Commission (CJSTC).

Add program course:

CJK0265 Communications (46)

Crossover from Correctional Probation Officer to Law Enforcement Officer Career Certificate Program (520 clock hours)

Length of program change from 452 to 520 clock hours. The proposed changes are based on required updates to the program from the Florida Department of Education and the Criminal Justice Standards and Training Commission (CJSTC).

Add program courses:

CJK0002 Introduction to Law Enforcement (12)  
CJK0019 Interviewing and Report Writing (56)

Crossover from Correctional Probation Officer to Correctional Officer Career Certificate Program (223 clock hours)

Length of program change from 158 to 223 clock hours. The proposed changes are based on required updates to the program from the Florida Department of Education and the Criminal Justice Standards and Training Commission (CJSTC).

Delete program courses:

- CJK0300 Introduction to Corrections (32)
- CJK0310 Officer Safety (16)
- CJK0315 Facility and Equipment (8)
- CJK0320 Intake and Release (18)
- CJK0325 Supervising in a Correctional Facility (40)
- CJK0330 Supervising Special Populations (20)
- CJK0335 Responding to Incidents and Emergencies (16)

Add program courses:

- CJK0301 Introduction to Corrections (32)
- CJK0355 Legal for Correction Officers (22)
- CJK0306 Communications for Correctional Officers (32)
- CJK0111 Interviewing and Report Writing in Corrections (16)
- CJK0327 Shift Management and Safety (20)
- CJK0321 Intake and Release (16)
- CJK0324 Supervision in a Correctional Facility (32)
- CJK0326 Supervising Correctional Populations (25)
- CJK0336 Incidents and Emergencies in Correctional Facilities (20)

**PROGRAM DELETION**

The following program is recommended for deletion due to low enrollment.

Energy Management and Controls Technology, A.S. (2169)

**COURSE REVISION**

Course ID	Course Name	Type of Change	Current	Proposed	Rationale for Change
BCN2405	Statics and Strength of Materials	Prerequisite	Prerequisite: BCN1001 Applied Math Concepts for Design and Construction	Prerequisite: None	The pre-requisite skills are not needed for students to be successful in this course.

**COURSE DELETIONS**

Course ID	Course Name	Rationale for Course Deletion
RED3012	Principles of Reading	The course will be replaced with RED3309 due to recommendations by Florida Department of Education.
CTS1230C	Microsoft Specialist: PowerPoint	This course is no longer offered since the deletion of the Office Management, A.S.

CTS2225C	Microsoft Specialist: Excel	This course is no longer offered since the deletion of the Office Management, A.S.
OST1324	Business Math	This course is no longer offered since the deletion of the Office Management, A.S.
EDF2085	Introduction to Diversity for Educators	State-mandated course deletion.

February 16, 2026

**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

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**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 – FEBRUARY 2026

## MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0544	LB Bldg#30 – AHU 9	99%	February 2026	Controls underway
PJ-0291	SM Bldg#18 AHU 5 & 6 Replacements	99%	February 2026	In progress
PJ-0292	TCA Bldg#08 AHU 1-6 Replacement	99%	February 2026	In progress
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-0374	State DM - 15KV Electrical Underground Infrastructure	75%	February 2026	Install in progress
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	100%	January 2026	Final OEF 209 Pending February BOT Approval
PJ-0553	Southern Pipe (GOR #46) Structural Repairs	100%	January 2026	Complete
PJ-0534	SMA 140 - Classroom Renovations	5%	TBD	TBD
PJ-0527	Replace Campus Bench Seating	75%	February 2026	Underway
N/A	Replace Wooden Handrails	60%	February 2026	In house
PJ-0599	FS Bldg#56 Fire Alarm Upgrades	95%	February 2026	Work in progress
PJ-0599	SM 134 New Flooring	100%	January 2026	Complete
PJ-0599	New Scoreboard (P#1260022)	15%	February 2026	Scoreboard on order
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 940,593 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 47,030 lbs. of CO2 emissions into atmosphere

## GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
NEW	Gadsden Service Center Bldg#4	5%	TBD	RFQ 2026-01 A/E Services Proposals Received 1/8/2026 and evaluated; Award Recommendation pending February 16, 2026 BOT Approval
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 2,689 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 134 lbs. of CO2 emissions into atmosphere

## FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Housing Boiler Repairs	15%	February 2026	Researching
N/A	FPSI Stormwater Retention Pond#1	40%	February 2026	In progress
N/A	Dining Hall Outside Air Unit (OAU)	85%	February 2026	Siemens wiring for start-up
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 313,649 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 15,682 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)	91%	February 2026	Project underway
PJ-0424	State DM - CFI Exterior Staircases	85%	February 2026	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 17,388 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 869 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%	February 2026	Reviewing quotes
PJ-0579	Chiller Repairs Module #5	5%	February 2026	Reviewing quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 72,100 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,605 lbs. of CO2 emissions into atmosphere

## WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0557	Pole Barn FFE	95%	February 2026	In progress
TBD	AG Pole Barn – Enclose	10%	TBD	Side panels on order
TBD	New WEI Building#3	5%	TBD	Awaiting EDA notification
TBD	WEI Building#2 Repairs	5%	July 2026	A/E Required
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 8,487 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 424 lbs. of CO2 emissions into the atmosphere

February 16, 2026

**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 – Library Improvements - Maker Space Renovations

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**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 Library Improvements - Maker Space Renovations project. The project is located within the Library (LB) Building#30 on the Tallahassee State College, Site 1 – Main Campus, 444 Appleyard Drive, Tallahassee, FL. 32304.

**Overview and Background**

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

**Funding/ Financial Implications**

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

**Past Actions by the Board**

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the March 17, 2025 District Board of Trustees meeting.

**Recommended Action**

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to Southern Standard Construction LLC, for the Main Campus Library Improvements - Maker Space Renovations project.

FLORIDA DEPARTMENT OF EDUCATION  
Office of Educational Facilities

**CERTIFICATE OF FINAL INSPECTION**

<b>TO:</b> Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494e Fax (850) 245-9236 or (850) 245-9304e	<b>OEF USE ONLY</b>
<b>INSTRUCTIONS:</b> 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: 5134-1 \_\_\_\_\_ OEF Assigned Project Number  
Tallahassee State College \_\_\_\_\_ (□ School District  Florida College)  
Site 1 - Main Campus \_\_\_\_\_ (□ School Name  Campus)  
27 \_\_\_\_\_ (□ School  College) Code Number  
Library Improvements - Maker Space (CapGrant) \_\_\_\_\_ 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 February 16, 2026

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: e SJK Campbell Date: e January 26, 2026

Firm Name: BKJ, Inc

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

**SECTION C:  Building Official  Other (Specify) Certification**

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

Name (Type or Print) Lorenzo Hillman

Signature: Lorenzo Hillman PBC 435 Date: Feb 3 2026  
 Building Official  Certified Inspector

**SECTION D: FACILITY INFORMATION.**

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: e <input checked="" type="checkbox"/> Locale <input checked="" type="checkbox"/> State e <input type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>3,671,155.03</u> 5.e PROJECT GROSS SQUARE FOOTAGE: <u>10,000</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>367.12</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

### CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: 04/16/25 COMPLETION DATE: 02/13/26

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

C.O. No. <u>01</u>	\$ <u>\$ -10,493.48</u>	C.O. No. _____	\$ _____
C.O. No. <u>02</u>	\$ <u>\$ -168,351.49</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____

10. Date of Occupancy: 02/13/26

11. Additional Information:

February 16, 2026

**MEMORANDUM**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Fund Analysis - January

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**Item Description**

This item is to provide the Board a summary of the College's operating revenues and expenses as of 1/31/2026.

**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. There were no purchase orders issued in January that meet these criteria.

**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 January 31, 2026**

<b>REVENUE</b>	<b>January Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Budget</b>
Student Fees	\$ 1,774,194	\$ 2,661,292	\$ 27,673,020	\$ 18,629,041	\$ 31,935,498	87%
State Support	3,216,821	3,869,324	23,575,749	27,085,267	46,431,887	51%
Federal Support	34,158	62,500	318,208	437,500	750,000	42%
Other Revenue	107,391	41,667	2,169,099	291,667	500,000	434%
<b>TOTAL REVENUE</b>	<b>5,132,564</b>	<b>6,634,782</b>	<b>53,736,076</b>	<b>46,443,475</b>	<b>79,617,385</b>	<b>67%</b>
<b>EXPENSES</b>	<b>January Actual</b>	<b>Monthly Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>% of YTD Expenses</b>
<b><u>PERSONNEL COSTS</u></b>						
Administrative	462,237	291,667	2,206,374	2,041,667	3,500,000	63%
Instructional	1,147,289	1,333,333	8,878,080	9,333,333	16,000,000	55%
Non-Instructional	1,646,316	1,541,667	11,368,031	10,791,667	18,500,000	61%
OPS	643,688	625,000	5,075,347	4,375,000	7,500,000	68%
Personnel Benefits	1,502,996	1,259,782	10,006,283	8,818,475	15,117,385	66%
<b>TOTAL PERSONNEL COSTS</b>	<b>5,402,526</b>	<b>5,051,449</b>	<b>37,534,115</b>	<b>35,360,141</b>	<b>60,617,385</b>	<b>62%</b>
<b><u>CURRENT EXPENSES</u></b>						
Services	323,502	370,213	3,405,823	2,591,488	4,442,551	77%
Material & Supplies	186,612	285,224	2,171,537	1,996,566	3,422,685	63%
Other Current Charges	419,853	761,230	4,835,627	5,328,612	9,134,764	53%
<b>TOTAL CURRENT EXPENSES</b>	<b>929,967</b>	<b>1,416,667</b>	<b>10,412,987</b>	<b>9,916,667</b>	<b>17,000,000</b>	<b>61%</b>
<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>166,667</b>	<b>32,557</b>	<b>1,166,667</b>	<b>2,000,000</b>	<b>2%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,332,493</b>	<b>\$ 6,634,782</b>	<b>\$ 47,979,659</b>	<b>\$ 46,443,475</b>	<b>\$ 79,617,385</b>	<b>60%</b>

February 16, 2026

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

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

**SUBJECT:** Sponsored Programs – Provider

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**Item Description**

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

**Overview and Background**

The following are recommended for approval.

**I. Receipt, Amendment, Extension of Resources**

Amendment - AW-000000521: Comprehensive Literacy State Development (CLSD) Gr  
09/01/2022 (version 2)

*(Comprehensive Literacy State Development Grant Manager)*

This amendment for a budget increase of \$59,022.00 will increase this Award Budget from \$207,036.05 to \$266,058.05

Amendment - AW-000000650: Adult Education and Family Literacy, Adult General  
07/01/2024 (version 2)

*(To provide basic educational services, including adult literacy, English language acquisition, and workplace literacy services for both Leon and Gadsden counties.)* This amendment for a budget reallocation of \$49,000.00 from fringe benefits to, educational program licenses for instructional

use, materials/supplies, and minor equipment of laptops will maintain this Award Budget at \$462,854.00.

AW-000000403: 2020-2025 Support for Implementation & Maintenance 01/15/2021  
(version 10)

*(To provide technical assistance support to the Florida Department of Education by facilitating the contractual and professional services for the Department aimed at enhancing the leadership at new charter schools and at charter school authorizers throughout Florida, among other activities)*

This amendment for a budget increase of \$5,959.44 will increase this Award Budget from \$416,649.47 to \$422,608.91. The additional funds will be used to purchase software and cover associated indirect costs. This amendment also serves to extend this grant one additional year.

**II. Commitments, Expenditures, Contracts for Service**

None at this time

**Recommended Action**

Authorize funding for the awards and contracts as presented.

February 16, 2026

**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:** Recommendation for Architectural Services

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**Item Description**

This item requests District Board of Trustees approval of the recommended architect in response to the College's Request for Qualifications.

**Overview and Background**

This Request for Qualifications (RFQ 2026-01) for Architectural Services for the new Gadsden Service Center (Site 2) was released to the public on November 18, 2025, via the TSC Purchasing Website and the State of Florida Vendor Bid System. As a result of this RFQ, the College received complete and acceptable submittals from five firms on January 8, 2026.

In a two-part evaluation process, these five proposals were reviewed based on the College's pre-determined criteria, including the proposer's experience, prior projects, fee structure, and quality control methods. Finalists were selected for in-person presentations and Q&A sessions with College representatives.

**Funding/ Financial Implications**

This project will be funded by State appropriations and local TSC funds.

**Past Actions by the Board**

There have been no past actions by the board for this proposed project.

**Recommended Action**

Approve the recommendation to award this project to DAG Architects as presented.

# AWARD NOTICE

This *RFQ 2026-01 Architectural Services for TSC Site 2 Gadsden Service Center New Building No. 04* was released to the public on November 18, 2025, via the TSC Purchasing Website and MyFloridaMarketPlace. The College received complete and acceptable submittals from the below five firms on January 8, 2026, as a result of this Request for Qualifications (RFQ).

- *BKJ, Inc*
- *Conn Architects*
- *DAG Architect*
- *Fitzgerald Collaborative*
- *Goodwyn Mills Cawood, LLC*

Based on the evaluation criteria outlined in the RFQ, the submittals were evaluated by a committee in two parts. Part One consisted of an initial review of submittals and scoring based on the evaluation criteria as outlined in the RFP and the responses submitted. Factors that were considered during the initial review included:

- Letter of Understanding/ Executive Summary
- Corporate License and Registration Information
- Location
- Adequacy of Management, Administration and Project Personnel
- Current and Projected Workload
- Experience with Similar Projects and Quality Control
- Fee Structure and Statement of Surety/Insurance Compliance
- Innovative Approaches
- Prior TSC Architectural Services
- References

Part Two of the evaluation process included an invitation to *BKJ Inc, DAG Architects* and *Fitzgerald Collaborative*, who met the minimum criteria for an in-person presentation and Q&A session. The Committee heard presentations from the firms carefully considering such factors as:

- Presentation Quality and Clarity
- Project Understanding
- Response to Questions
- Final Appeal and Persuasiveness
- Overall best interests to the College for this specific project

Based upon the qualifications submitted and the results of evaluation process  
*DAG Architects*, is recommended for the award.