

March 23, 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, March 23, 2026 Board Meeting.

The meeting will be held at the Center for Innovation, 350 South Duval, Tallahassee, FL. 32301, 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
Center for Innovation
350 South Duval St.
Tallahassee, FL 32301
Monday, March 23, 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 February Minutes
Approve Minutes as presented.

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

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.](#) Attorney Invoices – Bryant Miller Olive (February 2026)
Authorize payment of invoices as presented.
- [3.](#) Human Resource Report
Approve the report as presented.

TSC Foundation

- [4.](#) TSC Foundation Update
Presented as an information item only.
- [5.](#) TSC Foundation – Gift Acceptance
Accept gift as presented.

Administrative Services

- [6.](#) Policy Manual Changes

Approve revision of College policies as presented.

7. Fund Analysis - February

Presented as an information item only.

8. Authorization of Designated Officers to Execute Banking Documents

Authorize the Vice President for Administrative Services and the Associate Vice President for Administrative Services to act as signers on the Centennial Bank account.

9. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

10. Construction Status Report

Presented as an information item only.

11. Architect Invoices

Authorize payment of architectural invoice(s) as presented.

PUBLIC COMMENT

WORKSHOP -- Dr. Keith Richards, Vice President of Research, Florida Chamber Foundation.

PRESIDENT'S REPORT

NEXT MEETING DATE

April 20, 2026

Location: **Wakulla Environmental Institute**

ADJOURNMENT

**Minutes
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, February 17, 2026
Business Meeting & Workshop – 2:30 PM**

CALL TO ORDER

On Tuesday, February 17, 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, Vice Chair Christian Caban, Sara Bayliss, Monesia Brown, and Karen Moore.

Absent: Trustees Jonathan Rees and Monte Stevens.

Others Present: President Jim Murdaugh, Shelly L. Bell, Dustin Frost, Frank Mix, Christen Givens, Angela Long, Ali Enriquez, Nyla Davis, Sean McGovern, Amanda Clements, Wayne Mayo, Katie Bahmann, James Mattern, Wayne Almay, Trevoris McDaniel, Tricia Rizza, Jennifer Peavy, Tawana Carter, Nick Vick, Freddy Menendez, Mindy Gentry-Stranburg, Calandra Stringer, Brendie Hawkins, Steve Nettles, Barbara Wills, Heather Mitchell, Riley Landy, Anthony Jones, Bryan Bacallao and Bertie Culbreath.

TRUSTEE COMMENTS

I. Chair Remarks:

Chair Lamb mentioned that he and President Murdaugh attended the signing of the Ignite Memorandum of Understanding at Florida A&M University.

II. Trustee Remarks:

- a. Trustee Brown shared that she attended TSC's annual Day at the Capitol and thanked VP Heather Mitchell's team.
- b. Trustee Moore thanked President Murdaugh and VP Mitchell for the extraordinary TSC Day at the Capitol and the Heroes in Health Care event.
- c. Vice Chair Caban mentioned he is looking forward to a great meeting.

- d. Trustee Bayliss shared that she enjoyed the TSC Day at the Capitol and was very impressed by how the TSC departments were represented. The students were very proud of TSC and their academic areas. She thanked VP Mitchell and her team for the event.

III. President's Remarks:

President Murdaugh praised the TSC Day at the Capitol and noted that it was our second year hosting the event. He congratulated Trustee Karen Moore for being named a finalist for the Trustee of the Year in the 2026 AACC Awards of Excellence, and noted he is a finalist for CEO of the Year. They will attend the AACC conference in April.

President Murdaugh reported that the TSC Foundation introduced an AI-Powered Virtual Engagement Officer and invited Vice President Heather Mitchell to provide an overview. Mitchell noted that TSC is the first college or university in Florida to implement this technology.

He recognized that the TSC Association of Florida Colleges (AFC) chapter for being named AFC Platinum Chapter of the Year, earning the highest score ever awarded by the judges and earning recognition as the top chapter in Florida. He congratulated Tawana Carter on her leadership as the AFC Chapter President.

President Murdaugh shared that he and Board Chair Lamb attended the Florida A&M University Board of Trustees Meeting on February 12 to sign the Ignite Memorandum of Understanding, which identifies TSC as the preferred transfer institution of Florida A&M.

He highlighted TSC's role in the Classroom of the Future conference at the Center of Innovation in partnership with Florida's K-12 AI Education Task Force. He thanked Dr. Angela Long for her leadership in coordinating the event.

Additional updates included the Sunshine State Debate for the Florida College System and recognition of the recent Heroes in Healthcare: The Golden Mirror Awards program.

President Murdaugh then introduced Kirk Pepper of GrayRobinson, who provided an update on the College's legislative agenda. Mr. Pepper reported that TSC is requesting \$8 million for Phase 2 of the Gadsden Center Expansion, and \$10 million for the Applied Learning Center for Health and Hospitality. He noted that the Florida House has included \$4 million for the Gadsden Center Expansion in its budget proposal. President Murdaugh encouraged trustees to reach out to legislators about the importance of these projects for the College and surrounding communities, particularly Gadsden County.

APPROVAL OF MINUTES

1. 2026 January Minutes

Approve Minutes as presented.

MOTION: Trustee Moore

SECOND: Trustee Brown

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

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

Highlights included:

- Florida Politics, Tallahassee Democrat, and WCTV coverage of the Florida Bright Futures Mega Event held at the TSC Fine and Performing Arts Center.
- WTXL feature on the Classroom of the Future, using AI as a learning tool for student success.
- The Gadsden County Times and The Chattahoochee News-Herald coverage of the 26th annual Cherry Hall Alexander African American History Calendar.
- A Your Turn article by President Murdaugh titled, Our Session Priority: Workforce Training That Delivers.
- TSC's Foundation's new AI-powered virtual engagement officer feature in the Tallahassee Democrat.
- The 2026 Awards of Excellence finalists from the American Association of Community Colleges were announced in Community College Daily and on the AACC website. President Murdaugh and Trustee Karen Moore are among the finalists.
- Two mentions in the Tallahassee Democrat featuring the 2nd annual TSC Day at the Capitol
- Broadcast clips featured the Florida Bright Futures Scholarship event, TSC workforce job training, TSC Day at the Capitol, and Classroom of the Future

UNFINISHED BUSINESS

None.

PRESENTATIONS - VP Heather Mitchell introduced the following donors:

Dale Neely, CEO; Dr. Robert Atwater, Chief Medical Officer; and Dr. Ed Moore, Chairman of the Board of Trustees, from HCA Florida Capital Hospital, were recognized for a \$10,000.00 sponsorship gift for Cleaver & Cork Sous Chef.

Wayne Mayo, President and Founder, and Vanessa Anderson, Vice President, of Southern Standard Construction, were recognized for a \$10,000 gift as the Cleaver & Cork Progressive Cocktail Party Presenting Sponsor.

Approval of Consent Agenda

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

Motion to Approve Consent Agenda

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

TSC Foundation

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

Academic Affairs

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

MOTION: Trustee Brown **SECOND:** Trustee Vice Chair Caban
Motion passed unanimously.

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.

MOTION: Trustee Moore
Motion passed unanimously.

SECOND: Trustee Brown

8. Fund Analysis - January

For information only, no Board action required.

9. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

MOTION: Trustee Brown
Motion passed unanimously.

SECOND: Trustee Moore

10. Recommendation for Architectural Services

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

MOTION: Trustee Moore
Motion passed unanimously.

SECOND: Vice Chair Caban

PUBLIC COMMENT

None.

WORKSHOP- Innovation Hub

Presented by Dr. Anthony Jones, Dean, Library Services and Learning Commons, and Dr. Nick Vick, Dean, Applied Science and Technology.

PowerPoint was shown.

PRESIDENT'S REPORT

Upcoming Events

- February 20: 17th Annual Black History Public Safety Appreciation Breakfast at FPSI. Calendar invitations were sent to trustees.
- March 5: TSC will host the Florida Cybersecurity Advisory Council & Government Technology Modernization Council, chaired by Lt. Governor Collins. A ribbon-cutting for the Innovation Hub will happen that day at 11:15 a.m. Calendar invitations will be sent to trustees.
- March 9: Florida Trend magazine at the Florida Public Safety Institute
- March 11: Women's History Month ceremony. Save-the-Date invitation was emailed to trustees.
- March 16 – 20: Campus will be closed for Spring Break.
- April 30: 2026 Spring Commencement. 5:15 pm arrival time. A Save-the-Date calendar invitation was sent to trustees.

NEXT MEETING DATE

March 23, 2026

Location: **Center for Innovation.**

ADJOURNMENT at 3:41 p.m.

Eugene Lamb
Chair

Jim Murdaugh, Ph.D.
President

March 23, 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 (February 2026)

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 \$1,010.00 for February 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: March 2, 2026
 Invoice No. 87692
 Client No. 25480.002

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

Statement of Legal Services

			Hours	
02/12/2026	DMH	Review documents and CBA to prepare for arbitration	1.10	
02/12/2026	DMH	Review Policy / AI technology	0.20	
02/12/2026	DMH	Draft email to client	0.10	
02/13/2026	DMH	Review policies and CBA	0.30	
02/17/2026	DMH	Draft email to client / policy	0.10	
02/19/2026	DMH	Review and reply to email regarding policy	0.10	
02/20/2026	BRR	Locate 2024-2025 CBA w/strike out and underlines and Board Package from 10/21/26 agenda	0.30	No Charge
02/20/2026	DMH	Prepare for and attend Zoom call	1.20	
02/20/2026	DMH	Draft email to UFF and review reply	0.10	
02/20/2026	DMH	Review documents	0.30	
02/24/2026	DMH	Draft email to client / arbitration	0.10	
02/24/2026	DMH	Draft email to UFF / arbitration	0.10	
02/25/2026	BRR	Review AAA and Arbitrator's cancelation policy / Summer Arbitration	0.10	
02/25/2026	BRR	Draft email to N. Davis regarding prep meeting, review response / Summer Arbitration	0.10	
Current Services			3.90	\$960.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	3.70	\$250.00	\$925.00
Beatriz R. Ramirez	0.20	\$175.00	\$35.00

Tallahassee State College

Invoice Date: March 02, 2026
Invoice No. 87692
Client No. 25480.002

Payments

10/29/2025	Payment	ACH rec'd 10/29/25 Inv 86775, 86776	375.00
			<hr/> 375.00
	Total Current Work		<hr/> \$960.00
	Previous Balance Due		\$0.00
	Balance Due		<hr/> \$960.00

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: March 9, 2026
 Invoice No. 87732
 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		
02/25/2026	DMH	Review email from UFF	0.10		
02/25/2026	DMH	Review email from client	0.10		
Current Services			0.20	\$50.00	
Recapitulation					
	<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>
	Denise M. Heekin		0.20	\$250.00	\$50.00
Payments					
03/06/2026	Payment	ACH rec'd 3/6/26 Inv 87510		1,850.00	
				1,850.00	
Total Current Work				\$50.00	
Previous Balance Due				\$0.00	
Balance Due				\$50.00	

Tallahassee State College

Invoice Date: March 09, 2026
Invoice No. 87732
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

March 23, 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

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
Charlie Feehrer	Sponsored Programs Manager	Sponsored Programs	February 2, 2026
Tracy Smith	Campus Police Officer	TSC Campus Police	February 6, 2026
Joseph Collins	Innovation Hub Assistant	Learning Commons	February 9, 2026
Dorien Fertil	Help Desk Consultant	Information Technology	February 9, 2026
Kylie Adams	Learning Commons Success Coach	Learning Commons	February 10, 2026
Earl Shinn	HVAC/Building Automation Specialist	Facilities	February 17, 2026
Shantral Early	Manager of Accounting	Financial Services	February 17, 2026
Dreamson Beauplan	College Admissions Recruiter I	Admissions and Records	February 17, 2026
Abigail O'Laughlin	Student Accessibility Advisor	Student Accessibility Services	March 2, 2026
Jaren Ball	Landscaper	Facilities	March 2, 2026
Janaesa Smith	Innovation Hub Assistant	Learning Commons	March 2, 2026
Jasmine Larson	Administrative Assistant	Applied Business and Technology	March 2, 2026

Original Appointments - Faculty

Name	Position	Department	Effective Date
Jessica Bellaire	Data Science Faculty	Applied Business and Technology	March 2, 2026

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Chelsea Fitzgerald	Career Development Specialist	DOC - 100 Hour Quincy	February 2, 2026
Mia Heard	Regional Coordinator	DJJ Delinquency Prevention	February 2, 2026
Kendall Lindsay	Program Manager	DOE - Florida Foundation	February 17, 2026
Maegen Carey	Pre-Release Employment Navigator Region I	DOC - 100 Hour Wakulla CI	March 2, 2026
Leonardo Finelli	Career Development Specialist	DOC - 100 Hour Lowell CI	March 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
<i>None to Report</i>				

Separations

Name	Position	Department	Effective Date	Separation Type
Dezerae Robinson	Enrollment Communications Representative	Student Affairs	February 2, 2026	Dismissed
Mikayla Elbertson	Veterinary Assisting Instructor	Business & Industry Services	February 3, 2026	Resigned
Tommy Watkins	Custodial Services Specialist	Facilities	February 3, 2026	Dismissed
Kiana Cogdell	Assessment Coordinator	DOE - Post Secondary Assessment	February 5, 2026	Resigned
Lauren Crane	CLSD Grants Manager	CLSD Grant	February 6, 2026	Resigned
Vincent Rutten	Help Desk Consultant	Information Technology	February 6, 2026	Resigned
Emily Williams	Career Development Specialist	DOC - 100 Hour Okaloosa CI	February 12, 2026	Resigned

Kate Novak	Speech Faculty	Communications and Humanities	February 19, 2026	Dismissed
James Holt	Senior Engineering Technician	Facilities	February 24, 2026	Dismissed
John Hall	Landscaper	Facilities	February 24, 2026	Resigned
Sineaktra Burgess	Senior Recruitment Specialist	Human Resources	February 26, 2026	Resigned
Sharon Walker	Administrative Assistant	Student Affairs	February 28, 2026	Retired

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Ron Larson	Assistant Professor	Applied Science and Technology	The College Board	At Home Reader

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
Gregory Conterio	Employee Navigator	DOC - 100 Hour - Dade CI	February 9, 2026	Career Development Specialist
Jayhsen Lee	Maintenance Technician II	Facilities	February 9, 2026	Maintenance Technician I
Lataiya Moore	Employee Navigator	DOC - 100 Hour - Okeechobee CI	February 17, 2026	Career Development Specialist
Jules Limorin	Help Desk Consultant	Information Technology	February 23, 2026	Enrollment Communications Representative
Tara Orders	Career Development Specialist	DOC - 100 Hour - Marion CI	March 2, 2026	Career Development Specialist
Bonnie Trammell	Employee Navigator	DOC - 100 Hour Skills Education Program	March 2, 2026	Career Development Specialist

March 23, 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

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:

- April 9– President’s Circle Reception, 5:30 – 7:00 pm, HSS 108
- April 10 – TSC Retiree Luncheon, 11:30 am – 1:00 pm
- May 13 – Heroes in Public Safety Awards Banquet, 6:00 pm – 9:00 pm, TBD

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 - March 9, 2026

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received	\$1,643,411	\$3,369,254	\$2,081,432
	Facility Support	\$135,181	\$115,428	\$205,173
	Program Support	\$649,821	\$1,491,218	\$1,033,107
	Scholarship Support	\$664,032	\$1,462,706	\$618,156
	Unrestricted Support	\$194,377	\$299,901	\$224,997
	Net Assets	\$24,355,064	\$26,703,812	\$33,250,741

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Number of Donors	1044	747	740
	Number of Gifts	3710	3679	4112

		YTD 23/24	YTD 24/25	YTD 25/26
TSC Foundation	Total Received for Alumni	\$184,682	\$115,989	\$148,709
	Number of Donors	127	107	93
	Number of Gifts	748	715	751

		YTD 23/24	YTD 24/25	YTD 25/26
\$	Cash	\$1,629,506	\$3,369,254	\$1,994,214
	Gifts in Kind	\$13,905	\$0	\$87,215
	Total Raised - Pledges Received	\$609,359	\$214,662	\$331,414
	Planned Gifts Confirmed	0	1	1
	Planned Gift Amount	\$0	\$1,000,000	\$0
	Grants Applied For			68
	Grants Received			\$20,950,713
	Pledges Expected by March 31, 2026			\$263,876

The Foundation's Fiscal Year is April - March

March 23, 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 – 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 this gift.

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: March 23, 2026

RE: Gift Acceptance

The TSC Foundation has received a gift of boats, trailers and motors for the WEI Marine Technologies program. Attached is the list – totaling over \$80,000. They used the NADA & JD Power to determine the estimate for each item.

The Foundation would like to transfer this to the College.

November 24, 2025

Mr. Rett Boyd
Florida Fish & Wildlife Commission
Via email: rett.boyd@myfwc.com

Dear Rett,

On behalf of Tallahassee State College (TSC), I'm writing to formally request the donation of surplus boats, outboard motors, and trailers to support our new Marine Technology (Marine Service Technologies) program. These in-kind assets will directly advance hands-on training for our students.

Per Mr. Daryl Matthews' guidance, we are submitting this official request on letterhead and will work with your Asset Management section and DMS to complete any required approvals. We are prepared to coordinate transport from your facility and handle all logistical details upon approval. For clarity, our request aligns with the surplus packages your team compiled. Based on the list provided, we respectfully request donation of the following:

Item	Type	ID Number	Value
116429	2006 20' Boston Whaler FL8279ND	WCG00140A606	\$21,560.00
135101	Yamaha 250 outboard	6CGX1008693	\$10,680.00
116493	2006 Float On Boat Trailer	40YBF25256F000356	\$1,510.00
110375	2003 22' Angler FL7631MG	ANGR0099D203	\$11,200.00
137230	Yamaha F250	6CGN1010571	\$10,680.00
110376	2003 Trailer FWC3516	40YBF21243F000284	\$2,080.00
131053	2004 19' Key West	KWECB306E404	\$6,620.00
133372	Mercury 150CXL	2B057653	\$6,105.00
130428	Performance Boat Trailer	40ZBA19114P120281	\$1,210.00
131756	Yamaha 115 Outboard	68VX1141441	\$4,950.00
125466	Yamaha 150 Outboard	63PL1091100	\$4,720.00
TOTAL VALUE DONATED			\$81,315.00

Thank you for considering this request. We appreciate the collaboration to equip TSC students with the skills Florida's marine industry needs.

Sincerely,



Heather R. Mitchell
VP, Institutional Advancement
Executive Director, TSC Foundation

March 23, 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: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in chapter 8000 – Operations.

Overview and Background

The College brings forth a request to modify the College’s Policy Manual: creation of Policy 8820.1 – Acceptable Use for Technology Resources and Artificial Intelligence will provide standards for ethical, legal, and responsible use of the College’s technology resources.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved previous revisions to the College’s Policy Manual in November 2025.

Recommended Action

Approve revision of College policies as presented.



Book	Policy Manual
Section	8000 Operations
Title	ACCEPTABLE USE FOR TECHNOLOGY RESOURCES AND ARTIFICIAL INTELLIGENCE_New
Code	po8820.1
Status	
Legal	F.S. 775.0847 F.S. 827.071 (4), (5) F.S. 1001.64 F.S. 1001.65 Computer Fraud and Abuse Act 18, 1030 Electronic Communications Privacy Act 18 USC, 2510-2522 Florida Computer Crimes Act Chapter 815

8820.1 - **ACCEPTABLE USE FOR TECHNOLOGY RESOURCES AND ARTIFICIAL INTELLIGENCE**

This policy supplements Policy 8820 - Information Technology. In the event of any inconsistency, Policy 8820 shall prevail.

The College is dedicated to leveraging technology in ways that elevate the quality of learning and strengthen the efficiency of its operations.

This Acceptable Use Policy (AUP) establishes the standards for ethical, legal, and responsible use of the College's technology resources, including networks, computers, information systems, and Artificial Intelligence (AI) technologies. The policy is designed to safeguard the integrity, security, and privacy of all the College's technology assets, support academic and administrative missions, and ensure compliance with all applicable laws and regulations.

This policy applies to all individuals who access or use the College's technology resources, including but not limited to students, employees, contractors, consultants, volunteers, and visitors, in both academic and administrative settings.

Definitions

Technology Resources: All hardware, software, networks, cloud services, and information systems owned, operated, or maintained by the College.

AI Systems: Computer programs or platforms designed to perform tasks requiring human intelligence, such as data processing, learning, adaptation, and autonomous or semi-autonomous operations.

Network: The interconnected system of digital communication channels and devices managed by the College.

Information Systems: Organized collections of hardware, software, data, and procedures supporting the College.

Personally Identifiable Information (PII): Any information that can identify an individual, including but not limited to names, addresses, social security numbers, and academic records.

Acceptable Use

All users must utilize the College's technology resources in a manner that is ethical, legal, and aligned with the College's mission. Acceptable use includes activities that support teaching, learning, research, and administrative functions. Users are responsible for:

Accessing only systems and data for which they have explicit authorization;

Protecting credentials and preventing unauthorized access to accounts or devices;

Respecting intellectual property rights;

Using AI exclusively in accordance with the College's Human-centered AI Governance, the Safe Harbor Principle, and faculty or administrative guidelines; and

Maintaining the confidentiality of sensitive information and complying with all privacy policies.

Prohibited activities include, but are not limited to:

Unauthorized access, use, or disclosure of data, systems, or accounts;

Introduction or distribution of malware, viruses, or other harmful software;

Plagiarism, cheating, or data fabrication in academic or administrative work;

Use of non-College-approved AI tools, including personal AI accounts, to process Restricted or Internal data;

Illegal downloads, distribution of copyrighted material without permission, or violation of licensing agreements;

Uploading Internal or Restricted data into any unvetted application or third-party system without an approved IT Security Review; and

Use, download, or access of any application identified as prohibited by the Florida Department of Management Services (DMS) on College owned or controlled technology is forbidden. Employees must comply with removal timelines and waiver processes described in Policy 8820.

Privacy and Security

Users must safeguard all personal, confidential, and College data. Sensitive information, including PII, FERPA-protected records, and Criminal Justice Information (CJIS), must only be handled using College-approved systems and tools.

The following requirements apply:

Do not share or upload protected data to external or public platforms without explicit approval and contractual safeguards;

Any system or tool, AI or otherwise, that processes Restricted data requires IT Security Review and approval under the Technology Acquisition & Security Compliance process; and

Comply with all federal and state data protection laws, including Florida Statutes and applicable privacy regulations.

AI-Specific Guidelines

The College recognizes the opportunities and risks associated with AI technologies.

The following rules apply to all AI use:

AI initiatives must support the College's academic and administrative objectives and adhere to principles of fairness, transparency, accountability, and privacy;

Substantive AI contributions to academic or official work must be acknowledged; presenting AI-generated content as original work is prohibited;

Users are 100% responsible for verifying AI-generated outputs before use; AI can produce errors or fabricated information (often referred to as "hallucinations");

Faculty must clearly communicate course-specific AI policies in course syllabi;

All AI systems must undergo the IT Security Review and Delta Assessment processes to ensure compliance with NIST 800-171, FERPA, and Florida public records requirements;

AI must not be used for automated decisions affecting students, employees, or research subjects without substantive human oversight or formal approval by Information Technology and the applicable data custodians;

Research and academic AI projects require ethical review by the appropriate College committee; and

Uploading non-public data into AI systems is prohibited unless specifically authorized.

Reporting AI-Related Security Incidents

Because AI technology is rapidly evolving, users may encounter unique security or integrity issues. To protect the College community, users must immediately report the following specific incidents to the IT Help Desk:

If you inadvertently upload Restricted Data—such as Social Security numbers, student grades, or financial records—into a public or unverified AI tool;

If you discover that an AI tool used for College business is consistently producing fabricated facts, false legal citations, or biased outputs that could lead to harmful decisions or academic integrity violations;

If you notice an AI tool, internal or external, is accessing or requesting information that seems beyond its "need to know" or intended purpose;

If you become aware of AI being used for "automated decision-making" (e.g., grading, admissions, or personnel evaluations) without the required substantive human oversight.

The College maintains a "no-fault" reporting culture for accidental AI data exposure. Our primary objective is the containment of risk and the protection of College data. A quick report allows the IT Security Team to coordinate with vendors to delete "spilled" data from training sets, flag unreliable tools for the campus community, and adjust security filters to prevent future occurrences.

March 23, 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 - February

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 2/28/2026.

Overview and Background

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

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

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

Presented as an information item only.

**Tallahassee State College Fund Analysis
Unrestricted Current Fund
As of February 28, 2026**

REVENUE	February Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 396,154	\$ 2,661,292	\$ 27,256,931	\$ 21,290,332	\$ 31,935,498	85%
State Support	3,216,821	3,869,324	26,792,570	30,954,591	46,431,887	58%
Federal Support	35,260	62,500	358,020	500,000	750,000	48%
Other Revenue	221,963	41,667	1,606,172	333,333	500,000	321%
TOTAL REVENUE	3,870,198	6,634,782	56,013,693	53,078,257	79,617,385	70%
EXPENSES	February Actual	Monthly Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	292,237	291,667	2,498,611	2,333,333	3,500,000	71%
Instructional	1,186,860	1,333,333	10,067,268	10,666,667	16,000,000	63%
Non-Instructional	1,692,907	1,541,667	13,053,438	12,333,333	18,500,000	71%
OPS	900,183	625,000	5,975,530	5,000,000	7,500,000	80%
Personnel Benefits	1,517,452	1,259,782	11,520,235	10,078,257	15,117,385	76%
TOTAL PERSONNEL COSTS	5,589,639	5,051,449	43,115,082	40,411,590	60,617,385	71%
<u>CURRENT EXPENSES</u>						
Services	334,674	370,213	3,760,227	2,961,701	4,442,551	85%
Material & Supplies	166,455	285,224	2,433,405	2,281,790	3,422,685	71%
Other Current Charges	161,291	761,230	5,080,764	6,089,843	9,134,764	56%
TOTAL CURRENT EXPENSES	662,420	1,416,667	11,274,396	11,333,333	17,000,000	66%
CAPITAL OUTLAY	9,615	166,667	42,172	1,333,333	2,000,000	2%
TOTAL EXPENSES	\$ 6,261,674	\$ 6,634,782	\$ 54,431,650	\$ 53,078,257	\$ 79,617,385	68%

**Purchase Orders from \$100,000 to \$324,999 +
Issued in February 2026**

Purchase Order	Date Issued	Supplier	Total PO Amount	Description	Approval/Exemption
PO-025137	2/2/2026	Govsphere, Inc.	318,878.60	Development and delivery of a youth construction training program.	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(f) - Professional services, including, but not limited to, instructional services, health services, lectures by individuals, attorneys, legal services, auditors, and management consultants.
PO-025170	2/4/2026	Miami Dade College	128,580.00	FDOE Charter School Grant for development of Instructional and Educator Support program.	2 CFR 200.320 (c) (4) Noncompetitive Procurement: The recipient requests to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval.

March 23, 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: Authorization of Designated Officers to Execute Banking Documents

Item Description

This item requests Board approval to authorize the Vice President for Administrative Services and Chief Business Officer and the Associate Vice President for Administrative Services to act as representatives of the College for purposes of executing banking documents.

Overview and Background

The College purchased a certificate of deposit (CD) with Centennial Bank in 2011 and needs to update the authorized users for this account. Centennial Bank requires board approval authorizing the Vice President for Administrative Services and the Associate Vice President for Administrative Services as authorized signers for this CD.

Funding/ Financial Implications

There are no fiscal impacts associated with this action.

Past Actions by the Board

None.

Recommended Action

Authorize the Vice President for Administrative Services and the Associate Vice President for Administrative Services to act as signers on the Centennial Bank account.

March 23, 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

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-000000738/GR001928: Strengthening Career & Technical Education for the 21st Century Act - Perkins, CTE Augment Positions FY 25/26 *(Two professional staff to be responsible providing strategic outreach and communication planning and counsel)*

This amendment for a budget increase of \$61,789.00 will increase this Award Budget from \$658,152.00 to \$720,041.00

Amendment - AW-000000745/GR001935: Adult Education and Family Literacy, Adult Augment Positions FY 25/26

(Partnering with the Department to employ two professional staff to be responsible providing strategic outreach and communication planning and counsel) This amendment for a budget increase of \$15,448.00 will add a new staff augment position for a Sr. Director for Strategic Workforce Initiatives to include fringe benefits, equipment and IDC at a .2 FTE. This budget increase of \$15,448.00 will increase this Award Budget from \$330,104.00 to \$345,552.00

AW-000000722/GR001900: 100 Hour Skills Education Program FY 25/26

(Provision of seventy-three (73) full-time Career Development Specialists, seven (12) full-time Pre-Release Employment Navigators, and one (4) full-time Industry Engagement Coordinator)

This amendment for a budget reallocation of \$20,800.00 will be used for materials and supplies (\$20,000) for the contracted staff and increase one line-item for toll stipends (\$800) from two staff member to three staff members.

2020-2025 Support for Implementation & Maintenance of Charter Schools Federal (Admin)

(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)

This is amendment for an increase of \$5,959.44 will increase this Award Budget from \$416,649.47 to \$422,608.91.

Adult Education - Integrated English Literacy & Civics 25/26

(Strengthening adult education's role as an integral part of the state's workforce training and education system and preparing all students to be globally competitive for college and career is an imperative. Therefore, the purpose of this project is to establish a partnership with the FDOE)

This is amendment for a decrease of \$95,887.00 will decrease this Award Budget from \$233,884.00 to \$137,997.00.

II. Commitments, Expenditures, Contracts for Service

None at this time

Recommended Action

Authorize funding for the awards and contracts as presented.

March 23, 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

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 – MARCH 2026

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0544	LB Bldg#30 – AHU 9	99%	March 2026	Controls underway
PJ-0291	SM Bldg#18 AHU 5 & 6 Replacements	100%	February 2026	Complete
PJ-0292	TCA Bldg#08 AHU 1-6 Replacement	99%	March 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	80%	March 2026	Install in progress
PJ-0534	SMA 140 - Classroom Renovations	5%	TBD	TBD
PJ-0527	Replace Campus Bench Seating	75%	March 2026	Underway
N/A	Replace Wooden Handrails	85%	March 2026	In house
PJ-0599	FS Bldg#56 Fire Alarm Upgrades	100%	February 2026	Complete
PJ-0599	New Scoreboard (P#1260022)	100%	February 2026	Complete
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 955,281 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 47,764 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	DAG Approved – Design underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 2,822 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 141 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%	March 2026	Researching
N/A	FPSI Stormwater Retention Pond#1	40%	March 2026	In progress
N/A	Dining Hall Outside Air Unit (OAU)	85%	March 2026	Siemens wiring for start-up
N/A	Survival Flight Hanger Building	5%	TBD	Permit review underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 332,687 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 16,634 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%	March 2026	Project underway
PJ-0424	State DM - CFI Exterior Staircases	85%	March 2026	Project underway
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 18,337 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 917 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%	March 2026	Reviewing quotes
PJ-0579	Chiller Repairs Module #5	5%	March 2026	Reviewing quotes
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 73,452 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 3,673 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%	March 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 8,488 Plastic Bottles from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 424 lbs. of CO2 emissions into the atmosphere

March 23, 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: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of February 2026.

Overview and Background

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

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$24,000.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$6,420.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the November 17, 2025 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoice(s) as presented.

INVOICE NO. 9
 Project Invoice No. 10



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
 Library Improvements - Makerspace

Date: 2/19/26

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	100%	\$9,350.00	\$9,350.00	\$0.00
Phase 5- Construction Administration	\$30,450.00	100%	\$30,450.00	\$15,225.00	\$15,225.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	100%	\$2,775.00	\$0.00	\$2,775.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	100%	\$8,000.00	\$2,000.00	\$6,000.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$19,680.00	\$0.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$692.00	\$0.00
GRAND TOTALS	\$294,825.00		\$294,817.00	\$270,817.00	\$24,000.00
Total due Architect/Engineer					\$24,000.00

Please remit payment to the following address:

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

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

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (Typed Name and Title)

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

Comments:
PJ-0496 Library Improvements - Maker Spaces - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**
CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request. NEW PO TOTAL: \$294,825.00
CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request. NEW PO TOTAL: \$275,145.00

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

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

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

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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

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

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

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

DAG Architects

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

Invoice number 23120
Date 01/31/2026

Project 23120 KENT STREET - VACATE
PO-019136

Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Stipulated Lump Sum for Professional Architectural Services	12,000.00	91.19	5,580.00	10,943.00	5,363.00
Total	12,000.00	91.19	5,580.00	10,943.00	5,363.00

Invoice total **5,363.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120	01/31/2026	5,363.00	5,363.00				
	Total	5,363.00	5,363.00	0.00	0.00	0.00	0.00

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

DAG Architects

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

Invoice number 23120_0226
Date 02/28/2026

Project 23120 KENT STREET - VACATE
PO-019136

Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Stipulated Lump Sum for Professional Architectural Services	12,000.00	100.00	10,943.00	12,000.00	1,057.00
Total	12,000.00	100.00	10,943.00	12,000.00	1,057.00

Invoice total **1,057.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120	01/31/2026	5,363.00		5,363.00			
23120_0226	02/28/2026	1,057.00	1,057.00				
	Total	6,420.00	1,057.00	5,363.00	0.00	0.00	0.00

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