

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Herbert F. Morgan Room**  
**Hinson Administration Building**  
**Tallahassee, Florida**  
**Monday, October 20, 2014**  
**2:30 pm - Business Meeting &**  
**Board Workshop**

The October 2014 District Board of Trustee meeting was called to order by Chair Messersmith at approximately 2:31 p.m.

**Members Present:** Chair Messersmith, Trustees Callaway, Kilpatrick, Lamb, Moore, Pople and Vaughn

**Absent:** None

**Via phone:** None

**Others Present:** Provost Barbara Sloan, Ben Achong, Sally Search, Kalynda Holton, Anthony Jones, Lei Wang, Ginny Wagner, Dustin Frost, Bill Bierbaum, Bret Ingerman, Calandra Stringer, Amy Gaughf, Kim Moore, Teresa Smith, Gloria Mitchell, E.E. Eunice, Ramsay Sims, Marge Banocy-Payne, Bill Spiers, Frank Baglione, D. Wildes, Martin Balinsky, Karinda Barrett, Sandy Sampson, Kim Allen, Deborah Robinson, Mike Campbell, Kelly Otte, Alyce Lee Stansbury, Patricia Manning, Sharisse Turner, Dave DelRossi, Alice Maxwell, Justin Adams, Ranie Thompson and Lenda Kling.

**COMMENTS**

**Board Chair –** Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He announced President Murdaugh is out ill and Provost Sloan will sit in for him today.

**Board Members –** Trustee Lamb stated he enjoyed the luncheon with the SACSCOC committee, as well as, the outcome of their review. Trustee Kilpatrick indicated that was also his comment, stating it was good to hear the committee's discussion and opinion of TCC. Trustee Moore shared, for those who have not heard, the Trustees had the honor of sitting down with the SACSCOC committee and the committee loved TCC.

Chief of Staff Balog thanked the Board of Trustees for attending the lunch with the Vice President of SACSCOC and the on-site committee chair, indicating this was the first time the SACSCOC committee had an opportunity to meet with an entire board during a visit. Chair Messersmith thanked the Chief of Staff and his fellow Trustees, indicating it was good to hear the Trustees talk about what the Board means to them.

**President –** Provost Sloan thanked the Board for attending the SACSCOC luncheon, indicating the committee was impressed with the Board's commitment to and knowledge of the college. She said during the exit conference they provided oral commendations (written commendations are no longer given) and they indicated how impressed they were with the Ghazvini Center for Healthcare Education (GCHE), where they met with students, faculty and staff. She shared one committee member is planning to return to the GCHE with a team from her college.

She stated during the visit we began to get a little more at ease on Wednesday when they started cancelling meetings, so we took the opportunity to give them a tour of the Learning Commons – for which we also received a verbal commendation. She disclosed the entire college received a commendation for being engaged, open and integrated; announcing we received no recommendations. She indicated President Murdaugh had inquired about other schools that had received no recommendations.

Provost Sloan said that AVP Wang, finding no current data, surveyed approximately thirty-three (33) visits with only 6% receiving no recommendations. She disclosed that ten (10) years ago, when she and VP Search were responsible for the accreditation, we also received no recommendations. She thanked AVP Wang and Barb Gill for the work they did, along with Gareth Euridge for research, Julie Baroody for the QEP and everyone on the leadership team for their support. She shared there will be a little celebration this Thursday from 1:30 – 3 p.m. in the Student Union ballroom.

She recognized Betty Jensen and some of the International Student Organization members. Ms. Jensen shared the Office of International Services works with the students from application to graduation. She stated the calendar is a fundraising effort and this year included three (3) pictures from Trustee Moore. The students from China, Brazil and Germany introduced themselves, providing the Trustees with calendars and a brochure about International Services.

Ms. Jensen referenced the Parade of Nations that will occur on November 17<sup>th</sup>, inviting all the Trustees to attend. Trustee Callaway asked how the program had grown. Ms. Jensen said since the 1980s we have grown from approximately sixty-five (65) to approximately one hundred ten (110) visa international students, although there are a total of about six hundred (600) resident students with green cards.

#### **APPROVAL OF MINUTES**

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the September 15, 2014 Board Meeting.

**MOTION:** Trustee Pople  
**SECOND:** Trustee Lamb  
Motion passed unanimously.

#### **INFORMATION AND NEWS ITEMS**

Director Maxwell disclosed one of our former student athletes, Lorenzo Cain, will be playing for the Kansas City Royals in the World Series next week, so we have picked up media coverage across the nation and been included in a Sports Illustrated article. She shared we will have some TCC2FSU spots and a Lorenzo Cain congratulations spot during the World Series pre-game. She said the Workday project has also brought coverage and today we launch the student recruitment system, indicating we are the first community college in the nation to start on Workday Student and the second college in the nation.

She introduced clips about the retirement announcement of Coach Eddie Barnes, a WCTV story about our 6<sup>th</sup> annual officer training at FPSI, and a Senator Bob and Candidate Gwen Graham workday at TCC. Chair Messersmith shared he became a deputy sheriff in one (1) day before there was a certification program, with Director Eunice saying it now takes six (6) months.

## **UNFINISHED BUSINESS**

None

## **PUBLIC COMMENT OR PRESENTATIONS**

None

## **NEW BUSINESS**

### **Approval of Consent Agenda**

Chair Messersmith asked if there were any comments or requests for the Consent Agenda. .

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

Chair Messersmith said it was interesting to look at the log of calls on the attorney invoice and all the litigation in which they are involved, especially with the contact up for renewal today.

### **Academic Affairs**

#### Revisions to Policy 05-03 and Policy 05-07 (Action)

Chair Messersmith explained, for those not familiar with our process, the new language is highlighted and old language is struck through with a final new version of the policy following the annotated copy.

Trustee Callaway inquired about librarians being faculty, with Provost Sloan stating this is pretty standard in academia for librarians to hold a faculty line, doing some teaching and providing assistance with curriculum. Trustee Callaway inquired about their certification, with Provost Sloan indicating they hold a Master's degree in Library Science so they are in the same annual continuing contract process.

This request is for the Board to approve the changes as presented.

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

### **Administrative Services**

#### Construction Status Report (Information)

Director Wildes summarized the report in the Board book, stating we cannot proceed with the Wakulla Environmental Institute (WEI) project until we receive approval from the Economic Development Administration (EDA). He shared we are relooking how we advertise and award the construction manager contract for the Gadsden Center.

Trustee Vaughn asked how soon after approval by the EDA can we begin at WEI, with Director Wildes indicating everything is ready to go; although each step must come back for Board approval.

#### Fund Analysis – September 2014 (Information)

Chair Messersmith asked if there were any questions about this monthly item, with none received.

Construction Manager Services (Action)

Chair Messersmith said this Board appoints construction managers to help expedite projects for us, with the current list expiring in February 2015. Director Wildes indicated we are asking for permission to accelerate the process to generate a new list.

This request is for the Board to approve development of a new Construction Manager selection process that will be brought to the next Board of Trustees meeting for action.

**MOTION:** Trustee Callaway

**SECOND:** Trustee Vaughn

Motion passed unanimously.

Renewal of and subparagraph addition to the Professional Services Contract – Legal Services (Action)

Chair Messersmith recognized Trustee Callaway for comment. Trustee Callaway stated she had worked together with Attorney Bill Mabile for many years and have known him to be of the highest caliber. She shared when she came back to TCC; she was delighted to know he was the resident in charge of all our legal affairs. She indicated he is a good man, with a major health situation that he stood up to. She said she was thrilled to see him walk through the door today and welcomed him back, thanking him for all he has done.

Chair Messersmith echoed the comments. He said this is the fourth and final renewal of the original contract, along with a change to authorize non-routine travel.

This request is for the Board to approve the renewal and addition of subparagraph to Article IV.

**MOTION:** Trustee Pople

**SECOND:** Trustee Moore

Motion passed unanimously.

**Florida Public Safety Institute (FPSI)**

Refinance of the Public Safety Academy Housing (PSAH), Direct Support Organization (DSO) Loan (Action)

Chair Messersmith recognized Director Eunice, who introduced Ramsay Sims from Capital City Bank. Mr. Sims said in 2004, Capital City Bank bought a bond for the benefit of FPSI to build a housing unit that could not be built on FPSI property. He indicated that now, ten (10) years later, we have been working on refinancing to lower the interest rate and add about a half million dollars (\$500,000) for some improvements to the facility.

Director Eunice said we enjoy about a ninety percent (90%) occupancy rate, with about a sixty-five percent (65%) occupancy rate required to break even under the current funding. He stated the current mortgage payment is around sixty-two thousand dollars (\$62,000) monthly, with the refinancing reducing that to about fifty-five thousand dollars (\$55,000) monthly – without extending the life of the loan. Director Eunice said the Public Safety Academy Housing Advisory Board has already approved this. Chair Messersmith said he sits on the referenced Board and the refinancing opportunity is good.

This request is for the Board to approve the proposed refinancing of the Public Safety Academy Housing.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Callaway

Motion passed unanimously.

Direct Support Organization (FPSI) (Action)

Chair Messersmith indicated it is time for the annual Direct Support Organization (DSO) audit. Director Eunice stated the audit went well and he would be happy to address any questions.

This request is for the Board to approve as presented.

**MOTION:** Trustee Moore

**SECOND:** Trustee Kilpatrick

Motion passed unanimously.

**TCC Foundation**

TCC Foundation Update (Information)

Interim Executive Director Thompson reviewed the report in the Board book, including a report showing how the funds had been spent. She shared the spending was a little atypical, with the amount shown in facilities going to the dental hygiene renovation. Provost Sloan said a dental clinic tour would probably be in February, which is children's dental health month.

Following the last report, Chair Messersmith indicated the Board needed to discuss changing the location of the November Board Meeting. Chief of Staff Balog said we are at a point where we can host the groundbreaking for the new Gadsden Center. He stated with the hope of having all Trustees attend and instead of asking them to attend another event, we thought we might host the groundbreaking to coincide with the November Board Meeting. He shared to make it a little more convenient; we thought we would move the meeting to the FPSI Conference Center.

Provost Sloan said this will require a motion, a second and a vote; followed by a discussion to see if the Trustees could attend at FPSI.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Pople

Motion passed unanimously.

Trustee Kilpatrick stated that is the same day as the Parade of Nations, with Chief of Staff Balog stating since the Parade is at 12:30 p.m. there will be time to attend that and then travel to FPSI. Chair Messersmith said at the groundbreaking we should be prepared for all Trustees from the three counties to participate.

Chair Messersmith asked that we reconvene the Board Meeting at 3:30 p.m.

Chair Messersmith resumed the Board Meeting at approximately 3:32 p.m.

**BOARD WORKSHOP**

Chair Messersmith asked Provost Sloan to introduce the workshop. Provost Sloan recognized VP Moore to discuss the Institute for Nonprofit Innovation and Excellence (INIE). VP Moore said she was honored to highlight an initiative that has moved from concept to fruition, indicating this certainly underscores the college commitment to the community.

She asked us to visualize a quilt, one where the community comes together to make something with the unique pieces of ideas and thoughts provided by many, passed down from one generation to the next. She said today's presentation will take the form of a community quilt, not tied to an individual or family, but our community.

VP Moore stated to help her tell the story, she invited a handful of quilters to talk about the role each of them took from stitching the pieces together or benefiting from the warmth that came from the quilt. She introduced

- Alyce-Lee Stansbury, Stansbury Consulting & INIE Board of Directors
- Kelly Otte, Executive Director, PACE Center for Girls, Advisory Council & INIE Organization Member
- Lola Brognano, MFSW, FSU Adjunct, INIE Individual Member
- Mike Campbell, FSU Jim Moran Institute & INIE Sponsor

She said President Murdaugh, who is unable to be in attendance today, is the ‘quilt center’ – the part that brings all the pieces together; indicating he made this project a priority.

She imparted she would share the Story of INIE using the squares/fabric:

- Justification and needs
- Evolution of the Institute – from concept to implementation
- Institute highlights
- Member and partner feedback
- Current status and what’s on the horizon

VP Moore disclosed there wasn’t one single organization or group whose sole focus was the welfare of nonprofits in the region...before INIE. She reported:

- 52% of the nonprofits have an average staff tenure of five (5) years or less
- 93% felt that their staff would benefit from training
- 93% would utilize the Institute for training and professional development services
- Slightly more than one quarter (1/4) of groups surveyed have a well-defined contingency plan in place

She said we value the leadership and guidance the Board of Trustees brings, so INIE connected with the strategic plan to ensure they were moving in the right direction. She indicated they looked at the key priority to cultivate relationships with community, state and national partners that strengthen our region’s cultural enrichment efforts and economic/workforce competitiveness. She said it is written in their plan to support nonprofits and the cultural arts community.

Alyce-Lee Stansbury thanked everyone for the opportunity to be at the meeting today. She stated we have been talking about this idea for about fifteen (15) years, but with any idea the timing must be right. She said in this community the recession played a part in the timing, with many of the nonprofits dealing with major crises. She reported there was not one organization with a mission to strengthen the nonprofit sector.

She disclosed she reached out to a colleague and the group started to grow, with all of them looking for something sustainable to address the issue for the long term. She indicated their initial survey showed if they built it, people would come. She shared they got a little funding from the Knight Foundation and discussed a nonprofit one-stop shop in 2012. She stated they looked at other states, other programs and the other five (5) management support groups throughout the state.

Ms. Stansbury indicated they were not looking for one more nonprofit to help more nonprofits. She said they want a strong, vibrant, thriving community and one way to have that is to have a

thriving, vibrant nonprofit sector. She stated what the college brings to the table is instrumental and they need to now bring other partners to the table. She communicated they would not be where they are now without TCC and for that they are grateful.

VP Moore stated that was definitely answering the call, which is TCC's role and what we committed to do. She said the areas of opportunity include:

- The turning point...conversation transformed into action (i.e. short-timeline)
- Create a team of "cheerleaders and naysayers" to serve on the implementation team
- Create energy and enthusiasm behind the effort
- Avoid duplication...fill-in the gaps

She said what is unique about INIE is we have not been able to find a model across the country that started as a grassroots effort with no paid staff, only sweat equity among a group of concerned people. She indicated they have found groups with large donors that helped them pull it together.

VP Moore shared their work plan was created in December 2013 and rolled out in January 2014, indicating the plan led them through the steps of creating the Institute. She said they would meet bi-weekly to review their progress using only two colors; green meant they could move forward and red meant they did not get something accomplished.

She stated the deliberate action steps taken were:

- Community conversations held
- Created focus groups
- Engaged the nonprofit sector and other capacity building groups
- Conducted research (state and national)

VP Moore presented the timeline, indicating it reflected implementation in December 2013 to the INIE soft launch in June 2014 – the rollout of a organization that has applied for 501(c)(3) status and is operational with bylaws and a board. She stated there was a crowd of one hundred twenty-eight (128) out of a possible one hundred thirty (130) at the soft launch. She disclosed the group included businesses, community and nonprofits.

She said the mission of INIE is to enhance the capacity and leadership of nonprofit organizations through advocacy, education and engagement. She stated their vision is a vibrant nonprofit sector that is valued by the community for its innovation, leadership, accountability and overall impact. She shared there are approximately eight hundred (800) nonprofits and two hundred (200) plus associations here in our community.

VP Moore reported INIE rolled out with its own website on day one (1), along with a full calendar of training that happens almost weekly in our community through December 2014. She said the INIE structure is:

- 501(c)(3) -- Led by a Board of Directors
- Management Support Organization
  - 1 of 5 in the state of Florida
- Staffing Model: 1 FTE
- Division of Workforce Development

She shared they are currently looking for a director.

She disclosed INIE is not just for nonprofits, indicating there is a bigger vision. She said the service model includes students/individuals, nonprofits, board members, volunteers and community stakeholders. She shared the membership fee structure reflects:

- Individuals
- Nonprofits (sliding fee scale based on operating budget)
- Sponsors (sector champions)
- Consultants (sector collaborators)

She reported nearly thirty-eight percent (38%) of the nonprofits surveyed were all volunteers driven (with no paid staff), indicating the rate for a nonprofit like that is one hundred fifty dollars (\$150) for an entire year.

VP Moore imparted we are also seeking support of the business community. She stated INIE is a one-stop shop for nonprofits offering:

- Training and workshops
- Networking
- Resources
- Meeting and event space
- Clearinghouse for information
- Business solutions
- Leadership roundtables

She said the just-in-time training will include:

- Fundraising and resource development
  - Donor messaging
  - Donor identification
  - Grant writing
  - Planned giving (e.g. wealth transfer)
- Board governance
  - The Art of Developing a Board
  - Creating a High Performing Board

VP Moore said the other INIE push will be for the advocacy of the image the sector has taken on over time, making sure the community understands there is an economic development component to this. She said nonprofits tied to human services in our community bring in one hundred forty-seven million dollars (\$147,000,000) via grants and other resources.

She shared workforce development is another component; sharing a thousand (1,000) businesses in our community have employees who receive subsidized childcare through the Early Learning Coalition. She expressed if the employees did not receive that subsidized childcare, the businesses would not have that ready workforce to grow.

VP Moore said community and social impact is another part and we all talk about the quality of life, indicating this has been a wonderful experience for her. She shared that recently she participated in a Council on Culture & Arts (COCA) review of forty-eight (48) proposals related to cultural arts organizations in the community, stating she had no idea how many of those organizations were here creating events throughout the week and weekend.

She stated to ensure the nonprofits and others that INIE serve are aware; they created a return on investment card, so they understand they will receive benefits totaling more than the

investment made. She indicated they encourage the nonprofits to take advantage of everything on the card. She added none of this would have been possible without the great partners:

- FSU Jim Moran Institute – providing a program at no cost to INIE members
- Florida State University – helping create the first State of the Sector report
- Florida A & M University – providing a financial consultant
- Thomas University SCeNE – providing access to areas outside the local area
- The Ounce of Prevention – providing technical assistance
- Legal Services of North Florida & Florida Bar – providing legal clinics
- Leadership Tallahassee
- Tallahassee Democrat – providing nonprofit tips in the newspaper each Thursday
- Sheraton Four Seasons

Lola Brognano, an individual member, stated at first she could not picture what she would be gaining; since she is not part of a nonprofit organization. She said once she found the website, she knew INIE was just what she was looking for. She indicated it was difficult to find one place that had what she felt she needed at the time to further her professionally and to assist with her short and long term goals.

She said, to her, INIE is about training and networking opportunities for her professional diving board. She shared that she feels she is at the point where this will prepare her to move forward professionally and possibly start a nonprofit, but definitely to engage more in the community. She stated the value is immeasurable, with the doors and opportunities that have opened already – to include finding her confidence, so she is better prepared.

Kelly Otte stated Kim Moore has been leading this effort in an extraordinary way. She indicated she has been involved with conversations about something like this since 1997, with the first meeting at TCC in 1999. She said she is so grateful, along with a lot of her peers, that at this point in time everything has come together and we have what we need to get this started.

She shared she is the Executive Director for the PACE Center for Girls, the fourth (4<sup>th</sup>) nonprofit she has worked with in town, and has a profound regard for the work that is done in this sector. She expressed how grateful she was to TCC for stepping up to lead this project. She stated one of the greatest impacts of INIE is the increased opportunity to have big conversations, stating this puts nonprofits at the table with other organizations.

Ms. Otte suggested this will help the community understand what nonprofits need, as opposed to what people believe is needed. She indicated this will also help the nonprofits open their minds to the expertise, wisdom and insight the other sectors have of how the nonprofits can do their jobs. She said as a nonprofit executive, she has signed up for three (3) training sessions. She stated she has a new special project coordinator that she enrolled in the fundraising and development course INIE is cosponsoring with the Association for Fundraising Professionals.

Mike Campbell shared the Jim Moran Institute has a small business executive program, which was created to get businesses to work on the lean business model. He said when Kim approached him about doing this for the nonprofit sector; they sat down and worked out a process. He stated for nonprofits, their customers are their donors (the people who write checks to them) and also the people they serve. He indicated after the last class, they have done a lot of research and will be tweaking the program.

He shared they touch social media and bring in health care professionals, human resource professionals and others to help them become more efficient. He said the partnership with INIE has been wonderful for the institute and the model will be taken out to other areas in the state of Florida. He stated they are excited about the program and this is great for the community.

VP Moore shared INIE has:

- Sixty-one (61) current INIE members
- Seven (7) training sessions offered by the Institute
- A 4.91 average rating (out of 5) for satisfaction with training offered by the Institute
- Four (4) Memorandums of Understanding, with three (3) pending
- One (1) Leadership Roundtable

She said the next steps are:

- Filling the INIE Director position
- Rolling out an “amazing” 2015 calendar of training
- Adding to our community quilt of partners
- Strengthening the nonprofit sector
- Hard launch of the Institute (Capitol Center)

VP Moore displayed the floor plan for INIE, the 3<sup>rd</sup> floor of the TCC Capitol Center. She said they envision:

- Two (2) training spaces
- Two (2) meeting spaces
- Co-located space for nonprofits with a like-minded vision
- Creative lab

She shared there is a lot going on with the Institute and it has been an absolute pleasure to be a part of moving something forward. She thanked everyone, indicating she would entertain any questions.

Trustee Lamb said this was a lot of good information in a short period of time. Trustee Kilpatrick asked about a projected timeframe for the hard launch, with VP Moore stating there was no hard date. Trustee Pople shared they often work on boards of nonprofits and this will bring comfort to their board members.

Provost Sloan indicated she remembers trying several times to bring this about, but it has been a long road with the diverse groups and no one quite had the right vision. She thanked VP Moore as a colleague for what she has accomplished in the community.

Chair Messersmith seconded those comments on behalf of the board. He said all the Trustees have served and/or currently serve on nonprofit boards, indicating this might be an opportunity to breathe some new life into their board meetings.

Trustee Lamb talked about a nonprofit established in his name by his son to enhance the community. He said it was done with no administrative costs, since it was all done by volunteers. He stated the nonprofit, through donations, was able to put thousands of dollars into the recreation center in Midway, Florida.

Trustee Callaway said TCC once again wins, which is what we try to project here. She stated we have all lived in this community for a while and we are known for rescuing many things. She

stressed we owe a debt of gratitude to all those who have helped support INIE, expressing her thanks.

**PRESIDENT'S REPORT**

Provost Sloan shared information on some upcoming events. She asked all Trustees to pick up a packet of information from Lenda that includes their take away for the meeting.

Chair Messersmith reminded everyone for November to be here in time for the parade, where box lunches should be available for those that can't get to lunch before going to Gadsden County.

**NEXT MEETING DATE**

November 17, 2014

Location: **Florida Public Safety Institute**

**ADJOURNMENT**

Meeting adjourned at approximately 4:18 p.m.

Minutes approved at regular meeting of the District Board of Trustees on November 17, 2014.

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**Frank Messersmith**  
Chair

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