

MINUTES
District Board of Trustees
Tallahassee Community College
Florida Public Safety Institute
215 Academy Drive, Conference Center
Havana, Florida
Monday, November 17, 2014
2:30 pm - Business Meeting

The November 2014 District Board of Trustee meeting was called to order by Chair Messersmith at approximately 2:30 p.m.

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Kim Allen, Bobby Hinson, Teresa Smith, Ginny Wagner, Joe Neely, Anthony Jones, Gloria Mitchell, Mike Coleman, Alice Maxwell, Justin Adams, Katie Williams, Bill Bierbaum, Barbara Sloan, Alice Nied, Henry Thomas, Ryan Rogers, Sarah Crockett, Patrick McDermott, Lindsey Smitherman, Calandra Stringer, Bill Spiers, Bret Ingerman, D. Wildes, B. Mabile, Karinda Barrett, Renae Tolson, Marge Banocy-Payne, Monte Finkelstein, E.E. Eunice, Sally Search, Sandy Sampson, Dave DelRossi, Vanessa Wright, Martin Balinsky, Pat Manning, Ranie Thompson, Frank Baglione 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 shared the international events on the main campus today were impressive, thanking TCC for being the home base for the activities and indicating all the flags entering the room were inspiring.

Board Members – Trustee Lamb congratulated President Murdaugh on the Big Bend Minority Chamber award, stating the evening was very nice. Trustee Moore shared Trustee Lamb will be recognized by his alma mater, asking Trustee Lamb to provide details. Trustee Lamb stated in January he is expecting to be recognized by Dillard University for an award similar to the Hall of Fame.

President – President Murdaugh recognized several members of the Student Affairs SLICE office, which received an award for the outstanding college in Florida that demonstrated a partnership between Student Affairs and Academic Affairs. He introduced Michael Coleman, Director of Campus and Civic Engagement; Ryan Rogers, Service Learning and Civic Engagement Coordinator; Sarah Crockett, Student Leadership and Connect2Complete Coordinator; Lindsey Smitherman-Brown, Humanities Assistant Professor and Patrick McDermott, College Success Associate Professor.

President Murdaugh shared these individuals made the award happen and were in Jacksonville for the awards ceremony, indicating we were also a finalist for engaged campus of the year in the Florida College System. He said to be a finalist is quite remarkable – the award involves student learning activities off and on campus, volunteer activities off and on campus, Eagle food

pantry and engagement off campus with our community partners. He extended a special thanks and recognition to the individuals.

Director Coleman thanked President Murdaugh, VP Search and Provost Sloan for their support in this effort, indicating there were many faculty and staff that made this possible. He said this was a big team with a common goal and a good step forward.

President Murdaugh shared Trustee Moore's birthday will be November 19th.

APPROVAL OF MINUTES

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the October 20, 2014 Board Meeting.

MOTION: Trustee Pople
SECOND: Trustee Moore
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell introduced a news clip about Gadsden resident and TCC alum, Pam Butler of Aegis Business Technologies, who was recognized for the NACCE (National Association for Community College Entrepreneurs) Alumni Entrepreneurial Award. The news clip indicated Ms. Butler is the incoming chair of the TCC Foundation Board.

Director Maxwell shared the Communications and Marketing Office recently received twenty-one (21) statewide and southeastern communications and marketing awards, including eight (8) gold (of which one (1) was for the TCC2FSU overall marketing campaign) and ten (10) silver (of which one (1) was for the strategic plan video).

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 Pople
SECOND: Trustee Vaughn
Motion passed unanimously.

Academic Affairs

Amendment to Lab and Distance Learning Fees 2014 - 15 (Action)

Chair Messersmith inquired about enrollment in the diving class. Dean Stringer indicated we only had about five (5) students the first semester, with eleven (11) this semester so we are looking for more students. Chair Messersmith stated he had heard a lot of conversation about the class and was wondering if the class was at capacity. Dean Stringer said the class is currently capped at fifteen (15) for one instructor and pool, so there is room for more enrollment.

This request is for the Board to approve the lab fee for the specified course for the remainder of the academic year.

MOTION: Trustee Vaughn
SECOND: Trustee Pople
Motion passed unanimously.

Academic Program and Course Changes (Action)

Chair Messersmith said there are three (3) changes, one (1) is mandated by the State. Trustee Pople confirmed we are removing Math Skills Improvement Anxiety Reduction, with Provost Sloan stating we have incorporated some of it into our college success course and we offer it free through the Learning Commons.

This request is that the Board approves the curriculum changes as presented.

MOTION: Trustee Pople
SECOND: Trustee Vaughn
Motion passed unanimously.

Associate in Arts Degree Requirements effective Fall 2015 (Action)

Chair Messersmith said we have discussed some of this previously during workshops, indicating our curriculum is changing. Provost Sloan said the state intent was to have students take the fifteen (15) core hours to any institution across the state, which improves transfer. She indicated we have added this core to our AS degrees and changed the way we offer courses.

She stated we redesigned the remaining twenty-one (21) hours in the core. She shared we redistributed with three (3) hours in each of the five (5) discipline areas, three (3) hours in civic engagement through social sciences and the remaining hours may be chosen by the student. She indicated at a later date we are planning to incorporate our college success course into our core program requirements.

President Murdaugh stated every student at TCC will be required to take a course where civic education is embedded, which builds on what Director Coleman and others have been doing to ensure the TCC commitment for students to learn to be citizens.

Trustee Callaway said this core change is also a part of public schools now, indicating there is a wide array of classes in area B. Provost Sloan said this is also true of area A. Trustee Callaway asked if there were any more popular than others, with Provost Sloan saying the current trend is in general humanities.

This request is for the Board to approve the new Associate in Arts requirements and the Associate in Sciences general education requirements.

MOTION: Trustee Moore
SECOND: Trustee Kilpatrick
Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Director Wildes said this is more a month of preparation, indicating the Wakulla Environmental Institute (WEI) is still being reviewed and the new Gadsden County groundbreaking is occurring after this meeting.

Fund Analysis – October 2014 (Information)

Chair Messersmith said this is for information, asking if there are any questions with none received.

Construction Manager Services (Action)

Chair Messersmith indicated at the last meeting we approved the process to select construction managers and this is the follow-up. Director Wildes said we revised the process to try to make it more responsive from the local community and are requesting approval from the Board to advertise for construction manager services.

President Murdaugh said this item refers to PECO and local funds, asking if this would also include other funds received. Director Wildes indicated that was correct.

This request is for the Board to approve the Construction Manager selection process.

MOTION: Trustee Pople

SECOND: Trustee Vaughn

Motion passed unanimously.

Budget Amendment No. 1 (Action)

VP Smith stated for the new Trustees that we close out each budget year on June 30th followed by an audit procedure, although the next year's budget is brought to the Board for approval prior to June 30th. She said after the 2014-15 budget was approved, we received two hundred fifty thousand dollars (\$250,000) from the State for the aquaculture program, along with other adjustments after budget closeout. She said this adjustment will still net a 5% or greater fund balance at the end of the year.

This request is for the Board to approve the amendment as requested.

MOTION: Trustee Kilpatrick

SECOND: Trustee Lamb

Motion passed unanimously.

Chair Messersmith inquired if there was anything unexpected in this change, with VP Smith stating there are always some adjustments when closeout occurs. She shared personnel services are the largest expense we have and all positions are budgeted, although not all positions will be filled for the entire year. She said there will be about 1.4 to 2.2 million in lapse funds in the personnel budget by the end of the year, indicating this helps if our enrollment falls below budget and stating we are currently where we budgeted for enrollment.

Approved Grants and Contracts – TCC as Fiscal Agent (Information)

Chair Messersmith asked if there were any questions, with none received.

Approved Grants and Contracts – TCC as Provider (Information)

Chair Messersmith shared that sometimes there are administrative fees and other times there are not, indicating we get paid for some and not for others. He said Administrative Services looks at the programs to see what they do for TCC. VP Smith said various types of contracts and grants include different types of funding, sometimes with direct or indirect benefit to TCC.

Certificate of Final Inspection for TCC Dental Hygiene Phase II Renovation Project (Action)

Director Wildes stated this project is complete and in operation.

This request is for the Board to approve the Certificate of Final Inspection. OEF Form 209, for the Dental Hygiene Phase II Renovation project.

MOTION: Trustee Moore

SECOND: Trustee Pople

Motion passed unanimously.

College Policy Update (Action)

Chair Messersmith stated this changes the language as highlighted in the policy.

This request is for the Board to approve the addition and revision to College policy.

MOTION: Trustee Pople

SECOND: Trustee Callaway

Motion passed unanimously.

Level 2 Employee Background Checks (Fingerprinting) (Information)

President Murdaugh said we have been examining the issue of employee background checks, as it relates to state statute, for anyone who will have contact with minors – indicating we plan to begin implementing in January 2015. He stated there was discussion about looking at position descriptions, but trying to identify those likely to come into contact with juveniles was less than accurate. He shared that after VP Smith talked with other institutions, they thought it would be best to make it effective for everyone – current and new employees, interns, vendors and other people.

He said implementation will be at significant cost for the current employees and vendors. He shared there were a number of sister institutions that during implementation identified employees that had to be terminated – so we could find ourselves there. Trustee Callaway confirmed the major cost is in the first year of implementation. She asked if there were a series of questions asked that would identify someone at the time of hire, with President Murdaugh responding yes --however for long-term employees there is a possibility an incident could have occurred after hire. He said he hoped we didn't find any of that, but other institutions have.

Information Technology

Replacement of the Simulator Capture System at the Ghazvini Center for Healthcare Education (Action)

VP Ingerman said the system used at the Ghazvini Center for Healthcare Education (GCHE) to run all the simulators is at the end of its contract term. He shared the vendor stated the system should be replaced since it is at the end of its useful life and they charge a significant annual maintenance fee in excess of one hundred thousand dollars (\$100,000).

He indicated GCHE looked at all the possible vendors, calling each one and checking their references. He stated they also attended seminars, conferences and negotiated the pricing to that shown, with annual maintenance costs less than twenty thousand dollars (\$20,000). He said the ten thousand dollar (\$10,000) difference below is for local networking companies to complete the installation. He shared we may find some use for the old remaining equipment.

This request is for the Board to approve the recommendation to replace the simulator capture system that is now in use at the Ghazvini Center for Healthcare Education at a cost not to exceed \$340,000. This includes the purchase of the HD Hi Fidelity Simulation Room suite from Kb Port LLC, including the necessary hardware, software, cameras, servers, cabling, training, support, etc., at a price not to exceed \$330,000. The purchase(s) will be made using FDOE

Rule 6A-14.0732(2)(g) Exempting IT Purchases from competitive bid: "Information technology resources as defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan."

MOTION: Trustee Vaughn

SECOND: Trustee Pople

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

Interim Executive Director Thompson reviewed the report in the Board book, indicating for this quarter they have raised more than four hundred fifty thousand dollars (\$450,000).

PRESIDENT'S REPORT

President Murdaugh said we are excited about the groundbreaking for the new Gadsden Center that will be occurring after this meeting. He indicated it would be great if the Trustees are available to join us at the holiday luncheon on December 19th.

He stated he will be hosting the President's Coalition (which includes the College Presidents west of here and Judy Bense at University of West Florida) on December 2nd. He said this is a nice opportunity to build relationships and partnerships, indicating they have done some mutual work on grants.

Chief of Staff Balog provided information on the events following this meeting.

NEXT MEETING DATE

Tuesday, January 20, 2015

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 3:16 p.m.

Minutes approved at regular meeting of the District Board of Trustees on January 20, 2015.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President