

MINUTES
District Board of Trustees
Tallahassee Community College
Herbert F. Morgan Room
Hinson Administration Building
Tallahassee, Florida
Monday, April 20, 2015
2:30 pm - Business Meeting &
Board Workshop

The April 2015 District Board of Trustees meeting was called to order by Chair Messersmith at approximately 2:31 p.m.

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

Absent: None

Via phone: None

Others Present: President Murdaugh, J. Chaires Lacey, Sandy Sampson, Amy Gaughf, Alice Maxwell, Katie Williams, Colleen Dwyer, Scott Balog, Candice Grause, Vanessa Wright, Pat Manning, Debbie Robinson, DelRossi, Kim Moore, Randey Burnette, Sharrise Turner, Lauren Campbell, Delaitre Hollinger, Rob Hall, Ginny Wagner, Bill Spiers, Renee Green, Kalynda Holton, Anthony Jones, Gloria Mitchell, Margaret Wingate, Lei Wang, Barbara Sloan, Craig Knox, E.E. Eunice, Calandra Stringer, Sally Search, Marge Banocy-Payne, Bret Ingerman, Shanna Autry, Elaine Giles, Lindsey Smitherman-Brown, Mike Coleman, Kris Reeves, D. Wildes, Bobby Jones, Chris Summers, Henry Thomas, Frank Baglione, Martin Balinsky, Monte Finklestein, and Lenda Kling.

COMMENTS

Board Chair – Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance.

Board Members – Trustee Lamb mentioned that VP Mitchell was a superb speaker at the Kiwanis Club in Havana, Florida, indicating they didn't want her to leave.

President – President Murdaugh introduced and welcomed Colleen Dwyer, our new Associate Director at the Wakulla Environmental Institute (WEI).

John Schultz shared that at Nationals the Forensics Team won an Overall Team Sweepstakes award for the fourteenth (14th) consecutive year, stating there are only three (3) other schools with that record. He indicate they won a ninth (9th) consecutive two-year state title and finished second (2nd) at the four-year state tournament. He announced Dr. Marge Banocy-Payne is being inducted into the Florida College System Activities Association (FCSAA) Hall of Fame this year.

Students George Ramirez, Gerald Djajaputra and Adeline Mitchell expressed their thanks to the Board, with George and Gerald saying next year they are transferring to Universities with full scholarships. Alexis Parish, a classified staff member who volunteers as a Forensics Coach, stated it is amazing to watch the team members grow.

Trustee Callaway stated she admires what Mr. Schultz does, thanking him. Chair Messersmith thanked John Schultz on behalf of the Board. He said it is great when they show up at the meeting, indicating the Board shares in their joy.

President Murdaugh said today is all about students, with a workshop about engagement. He announced that Quincee Messersmith is being inducted into the Hall of Fame at Thomas University, one of our private university partners.

APPROVAL OF MINUTES

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the March 16, 2015 Board Meeting.

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

INFORMATION AND NEWS ITEMS

Director Maxwell introduced clips about the FPSI law enforcement program, Word of South Festival, and part-time job fair. Chair Messersmith indicated the TCC Report recently received a recognition award for their work.

President Murdaugh said Word of South was a remarkable event, giving Chief of Staff Balog kudos for his role as our point of contact. President Murdaugh shared the festival was the brainchild of Mark Mustian, who felt TCC should have a community event and laid out his thoughts of how TCC was a perfect fit for the festival. He stated we hope to make this an annual event, indicating it is important for education and community economic development.

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.

Academic Affairs

Career Pathway Agreement with Florida State University High School (Action)

Chair Messersmith indicated this is our first agreement with this charter school.

This item requests that the Board approve the Career Pathway Agreement.

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

Academic Programs and Course Changes (Action)

Trustee Callaway asked if our AS degree in Pharmacy put students ahead at the FAMU School of Pharmacy. VP Sloan said the coursework is very different. – they teach hard sciences and our program is hands on practical courses.

This item requests that the Board approve the recommendation for academic course and program changes for the 2015-2016 academic year as attached.

MOTION: Trustee Lamb

SECOND: Trustee Pople

Motion passed unanimously.

Laboratory User Fees and Distance Learning Fees for 2015-16 (Action)

Provost Sloan distributed a cost summary, sharing we are taking three (3) different approaches:

- working with textbook companies to move to online materials that don't cost students as much and are available the first day of class,
- looking for free materials (a couple of big foundations are helping with this at a cost of \$5 per student), and
- having our faculty develop material so we don't have to worry about copyrights.

She shared this fall Associate VP Wang is going to track some of our high enrollment courses to see how much money we are saving for these students. She said part of our Digital Literacy Quality Enhancement Plan (QEP) is to help students use online resources wisely. She stated students are not losing one book, but gaining hundreds on the internet.

This item requests that the Board approve the laboratory user fees, distance learning fees, and capital improvement fee as presented.

MOTION: Trustee Vaughn

SECOND: Trustee Kilpatrick

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Director Wildes summarized his report and displayed some pictures of the progress being made at the Wakulla Environmental Institute (WEI) site, including the work to prevent future sinkholes. He shared we expect the construction work to begin as early as April 27th.

Fund Analysis – March 2015 (Information)

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

General Contractor Pre-Qualification (Action)

Chair Messersmith said we have done this previously on an annual basis.

This item requests that the Board approve the initiation of the process to pre-qualify general contractors for the period of July 1, 2015 through June 30, 2016.

MOTION: Trustee Vaughn

SECOND: Trustee Moore

Motion passed unanimously.

Construction Manager Agreement – FPSI Berm Remediation (Action)

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

This item requests that the Board approve the attached Agreement between the District Board of Trustees of Tallahassee Community College and Construction Manager for Certain Projects.

MOTION: Trustee Pople

SECOND: Trustee Moore

Motion passed unanimously.

Construction Manager Agreement – Gadsden Center (Action)

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

This item requests the Board approve the attached Agreement between the District Board of Trustees of Tallahassee Community College and Construction Manager for Certain Projects.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Guaranteed Maximum Price – Gadsden Center (Action)

Director Wildes explained a negotiation process was used with sub-contractors to obtain the best pricing, stating the bids came in higher than expected and sharing that is the experience across the state. He indicated we had to make some modifications; with President Murdaugh stating the size of the building, amenities and furnishings would not be impacted.

This item requests the Board approve the Guaranteed Maximum Price from Cook Brothers, Inc. for the Gadsden Center project in the amount of \$843,693.07.

MOTION: Trustee Lamb

SECOND: Trustee Pople

Motion passed unanimously.

Guaranteed Maximum Price – FPSI Berm Remediation (Action)

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

This item requests the Board approve the Guaranteed Maximum Price from CSI Contracting, Inc. for the FPSI Berm Remediation project in the amount of \$474,903.00.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Recommendation for Food Services Vendors (Action)

Chair Messersmith indicated there are four (4) vendor recommendations, asking if these are the current vendors. President Murdaugh stated Subway and Voltage Café are the same, with the other two (2) replacing current vendors.

This item requests the Board authorize staff to contract with the vendors listed above to provide food services for the College.

MOTION: Trustee Kilpatrick

SECOND: Trustee Lamb

Motion passed unanimously.

Information Technology

Information Technology Plan for FY 2015-16 (Information)

VP Ingerman provided a summary of the steps taken to arrive at the date Workday went live, saying we implemented on schedule and under budget. He recognized all those in the room who were involved in the implementation, stating this team took on a tremendous amount of work. He introduced a video message from Workday, Inc.

He said the implementation is for both a student system and HR/Finance. He shared the rest of the student system is being developed and will be fully implemented in about two years, indicating we are following the lifecycle of a student.

President Murdaugh said Trustee Moore sat in on the initial meeting with Workday, asking for her comments. She said Workday did a marvelous job setting up challenges/opportunities and seemed so pleased that we would be a true partner, congratulating us on the implementation. VP Ingerman said we redid every business process of the college and, with few exceptions, following the best business practice.

Responding to an inquiry from Chair Messersmith, VP Ingerman stated most of the items in the technology plan are stand-alone although some include Workday. Trustee Kilpatrick inquired about priorities, with VP Ingerman saying we need to look more at data security (particularly at the user level) and priorities for the executive team.

President Murdaugh thanked VP Ingerman for his leadership, indicating this was no small undertaking. Chair Messersmith said he had apprehensions, expressing his congratulations. Trustee Moore said during the strategic planning, many had concerns about technology. She expressed her thanks to everyone for taking us beyond what many thought.

Based upon a comment by Chair Messersmith about the big book, President Murdaugh asked the Trustees about the best way to provide the materials in the future. VP Ingerman said many Boards are struggling with the best method to provide materials – print, searchable pdfs, personal tablet or a college provided Wi-Fi tablet while Trustees are here; asking how the Trustees how would like to get the materials.

- Chair Messersmith said the online materials are convenient, but he would like a format where he can make comments – although he needs to think about whether he wants both electronic and hardcopy.
- Trustee Callaway requested both hardcopy and electronic.
- Trustee Moore wanted electronic only, especially if she can add comments and prefers to use her tablet.
- Trustee Vaughn would use his tablet, but may want some items in paper.
- Trustee Kilpatrick prefers electronic, using his tablet.
- Trustee Pople will use his tablet with electronic materials.
- Trustee Lamb would like both formats.

President Murdaugh asked VP Ingerman to reach out and speak with each Trustee individually; stating this is not a one size fits all and he wants everyone to feel comfortable with what we do. He said despite the size of the book, we provide complete documents for everyone.

Trustee Pople said he wants to ensure the Trustees are looking at things from the Trustee level, not drilling down into management issues.

TCC Foundation

TCC Foundation Update (Information)

VP Mitchell said the year-to-date cash donations have decreased considerably, explaining the high dollar amount for year 2012-2013 was due to a donation received from a will. She said the gifts-in-kind is currently over \$250,000 and came to us in the form of medical supplies for the Ghazvini Center for Healthcare Education.

She stated the bulk of their money goes to scholarships and they will be assessing the distribution. She shared they have hired a consultant to do a feasibility study and help with the fall campaign. She indicated interviews are happening for hiring a new Director of Grants.

Trustee Moore expressed her excitement about the gift-in-kind, asking if Trustees could get the contact information when we receive a substantial gift so they could send a personal note of thanks. VP Mitchell stated she would provide that information, thanking the Trustees.

2014-2015 Equity Report

2014-2015 Equity Report (Action)

President Murdaugh shared Renae Tolson, Equity Officer, could not be here today; but we have lots of people here who participated in various parts of the document to address any questions. He said some of this is strictly descriptive; stating that making a judgment of its importance can be difficult.

Trustee Callaway said it was a tremendous report, requiring a great amount of work. In response to a question from Trustee Callaway, Dave DelRossi explained that STATWAY is an alternate pathway to college math for students that come in at the developmental level. Kalynda Holton said we use the skills needed for statistics on the academic support level, starting with algebraic rules to do statistics. She said students work in groups and with concepts they will encounter in the real world.

Trustee Callaway indicated at most schools students involved in athletics tend to have a tie-in to their school and will accomplish other things. She said the proposal to possibly expand the sports programs is exciting, stating she would like to tour the facilities and see cost estimates for renovation (space by space). She indicated this is one way to reach those students that are often lost in the equity gap, stating she will be happy to work on it.

President Murdaugh shared VP Search and Rob Chaney, Director of Athletics, are putting together a business plan that would move us to year round athletics. He said we would look at the gender equity issue, must figure out who we would play and are moving forward with cross-country running. He stated there are non-recurring costs for set-up and recurring costs to keep it going and he has asked VP Mitchell to think about potential donors. He indicated he has spoken to VP Moran about how we leverage this to recruit more students.

This item requests the Board approve the 2014-2015 Equity Report as presented.

MOTION: Trustee Callaway

SECOND: Trustee Moore

Motion passed unanimously.

BOARD WORKSHOP

Engagement at Tallahassee Community College

President Murdaugh said the workshop today is focused on students. He stated Director Coleman has done a phenomenal job and shared about a year ago they restructured from Campus Life and Volunteerism to the Campus and Civic Engagement Office. VP Search said she is enormously proud of the work the team and students have been doing, which is tied into our mission and student priority.

Director Coleman thanked everyone, saying it is important we look at engagement. He said we have a three-prong approach; engagement in the classroom, on campus and in the community. He provided the definition of student engagement, sharing we reviewed national benchmarks – the Survey of Entering Student Engagement (SENSE) and Community College Survey of Student Engagement (CCSSE).

He stated engagement on campus includes the Leadership Academy, with training for Peer Leaders, SGA officers and student employees. Lanekia Bennett, Student Government Association (SGA) VP, shared they meet for training before the semester starts and weekly throughout the semester.

Landon Glover, SGA Treasurer, said via events such as Earth Day, Breast Cancer Awareness, etc. they bring a sense of belonging to the student body. He said the Department of Education stresses that student involvement groups improve retention and graduation rates.

Michelle Barnett, President of Pride, said the organization is one of inclusion, regardless of gender identity or expression, to have a safe place where they belong. She thanked everyone for allowing these services on campus.

Angela Cole said Phi Theta Kappa is more than high GPAs; it is also about focusing efforts on the community, including volunteering at the Word of South Festival. Sarah Allen, Phi Theta Kappa, is thankful to be involved and felt honored that she was invited to join. She has been able to meet others and is an All Florida Academic Team member for 2015. President Murdaugh said he had the privilege of having lunch with them at a statewide awards ceremony, presenting them with plaques.

Chair Messersmith asked about the role of the Peer Leader in the classroom, with Director Coleman stating they are there to assist faculty with student engagement. Responding to a question from Chair Messersmith, Director Coleman said they work with Peer Leaders to recognize and refer students to the resources they might need.

Sara Seppala from Finland, Secretary of the International Student Organization, said she has met a lot of people and learned about other cultures through the organization. She stated she learned a lot at the International Student Conference in February.

Gerald Djajaputra, Co-Captain of the TCC Forensics, stated the TCC library has a vast, diverse data base that is kept updated. He stated TCC Forensics has given him an opportunity to look beyond the State of Florida, sharing he received his scholarship as a result of TCC Forensics.

Patrick Hinson-Willis, Black Male Achievers, said the organization has helped him get involved in other clubs and network with members of the community. He indicated he mentors six (6) hours weekly in the Learning Commons.

Kylie Bryan-Vertz, SGA President, said this has been a learning experience and opened doors for her; indicating she will transfer to Florida Gulf Coast University in the fall. She stated Student Government hosts forums, which gives students transferrable skills in organizations that fit their interests.

Director Coleman shared Connect 2 Complete is a grant funded program where Peer Leaders are trained on leadership skills and the resources on campus. He stated the Peer Leaders are placed in developmental and College Success courses to assist and foster engagement with students, both in and out of the classroom. He said their program has won awards and they have been asked to speak at regional and national conferences.

Lindsey Smitherman-Brown said when a faculty member approaches service learning; it is about developing relationships with community partners to identify a real need. She indicated it is a process involving student work in the community and a way to achieve learning outcomes. She shared an Academic and Student Affairs partnership in service learning has resulted in Campus Compact awards for 2013 and 2014.

Annie Dorough is in her first year at TCC, hoping to enter into the Nursing program in the fall. She shared that last fall she entered a college classroom, after more than thirteen (13) years. She said the faculty has been most helpful and after her first semester, she was on the President's list. She expressed excitement about her service learning project, stating a museum visit was a real world situation of the things learned in the classroom.

Director Coleman said we applied for a Carnegie designation as an engaged campus and although we did not receive it, we were encouraged to continue on the same path. He introduced a short video from one of our partners, Kids, Inc. He listed some of the service projects this year for the main campus, Florida Public Safety Institute (FPSI) and Ghazvini Center for Healthcare Education (GCHE).

Rick Murgo, History and Social Science, said we also have a civic education component. He indicated if a student transfers to another school, we want them to have the same skills as those who spent the first two years at that school; sharing there five (5) courses that connect the curriculum to various civic engagements in the community. He said we have a responsibility to academics, but we have a second goal – the responsibility of community and citizenship.

Trustee Callaway asked if we coordinated with public school civics on community projects, with Mr. Murgo stating at this point we do not. Chair Messersmith asked if the student finds projects, with Director Coleman saying they may and there are faculty who already have community projects. Chair Messersmith said our Trustees have had a lifetime of community service and thanked everyone for the great work.

PRESIDENT'S REPORT

President Murdaugh handed out the Florida College System (FCS) document about legislative priorities. He said it appears there may be a deal for the baccalaureate, which will allow us to make a case. He shared universities went under performance funding a couple of years ago, indicating we could see some additional funding under the metrics being discussed.

Chair Messersmith said there is a possibility of legislative adjournment without a budget. He indicated this would allow everything to be dropped and they would then go into special session to discuss budget, with only limited issues.

President Murdaugh said there have been conversations about donor cultivation and the issue of alcohol on campus; sharing currently there is a Board policy of no alcohol on campus. He shared VP Mitchell would prefer we do donor cultivation on campus, since some of the people present at the President's Circle event (where alcohol is served) have never been on our campus. He asked if anyone objected to looking at the policy to possibly allow alcohol under certain circumstances.

Trustee Kilpatrick said with his background he would be opposed, although he recognized he is a minority. Trustee Callaway said she is open to the idea. No other comments were made. Chair Messersmith stressed this has to do with organization events. President Murdaugh said we would not be setting a precedent, indicating we should look at whether we limit it to the foundation or allow other potential ideas. He stressed under no circumstances would there be a recommendation to sell.

He shared that last year a legislative group asked if they could use the capitol center for a reception with alcohol. Chair Messersmith said he felt we should expand our horizons and look at that possibility. President Murdaugh said we could show an a la carte option and see what makes the Board comfortable. Trustee Lamb said generally he is okay with it, but it should not be available at activities involving students. Chair Messersmith said it was okay to present a proposal.

President Murdaugh said he would be going to Boulder, CO with the EDC and community leaders, where they will be looking at things like manufacturing and workforce development. He thanked Craig Knox for being at the meeting. President Murdaugh announced there is an arranged tour of the Dental Lab following this meeting.

NEXT MEETING DATE

May 18, 2015

Location: **Wakulla Center**

ADJOURNMENT

Meeting adjourned at approximately 5:29 p.m.

Minutes approved at regular meeting of the District Board of Trustees on May 18, 2015.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President