

MINUTES
District Board of Trustees
Tallahassee Community College
Herbert F. Morgan Room
Hinson Administration Building
Tallahassee, Florida
Monday, August 24, 2015
2:30 pm - Business Meeting & Workshop

The August 2015 District Board of Trustees meeting was called to order by Chair Messersmith at approximately 2:33 p.m.

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

Absent: None

Via phone: None

Others Present: President Murdaugh, Bret Ingerman, Sharisse Turner, Kalynda Holton, Calandra Stringer, Ronald Isriel, Anthony Jones, Marge Banocy-Payne, Alice Nied, Monte Finklestein, Bill Bierbaum, Jim Callaway, Kim Moore, Alden F. Briscoe, Anne Storch, Dave DelRossi, Audrey Mathews, Joe Neeley, Zack Scharlepp, Brian Hayden, David Marsey, Linda Bond Edwards, Chris Summers, Renae Tolson, Barbara Wills, Feleccia Moore-Davis, E.E. Eunice, Kim Allen, Bill Spiers, Sally Search, Kris Reeves, Ryan Libbert, David Wildes, Gig Hawthorne, Barbara Sloan, Dustin Frost, Karinda Barrett, Craig Knox, Ben Andrews, Joe Longfellow, Dena Sokolow, Bobby Jones, Scott Balog, Deborah Robinson, Alice Maxwell, Kelsie Newman, Greg Loyd, Justin Adams, Patricia Manning, Byron Dobson, Marilyn Dickey, Frank Baglione, Amy Gaughf 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 Vaughn thanked Bill Hunter for the mid-afternoon tour of the Wakulla Environmental Institute construction site when he stopped by impromptu on a Friday.

Trustee Moore recognized President Murdaugh for speaking at the Annual Tallahassee Chamber of Commerce Conference, as Chairman of the EDC, about workforce and community growth in addition to the TCC vision. She indicated it was a nice combination of what is being done here at TCC and thanked him for making everyone look and sound good.

Trustee Kilpatrick indicated the Honors Lounge is a top notch facility, expressing his thanks to everyone involved with the completion, opening and reception. Trustees Callaway and Pople echoed the comment.

Trustee Lamb stated he recently attended a very good 21st Century program on our campus.

President – President Murdaugh thanked the Trustees for the recognition about the Honors Lounge, indicating it is a remarkable milestone for the college. He said that under VP Mitchell's leadership we are doing some exciting things. He expressed his thanks to Byron Dobson,

Tallahassee Democrat, for the great coverage of the event, their renewed interest in the college and being at the meeting today.

He shared that Moore Communications Group and Rogers Gunter Vaughn Insurance were recognized by *Florida Trend* as being among the best places to work in the state. He said this type of recognition is very prestigious and helps the brand of the college.

He introduced in the order they joined the college Dr. Barbara Wills, Chief Business Officer and VP of Administrative Services, Audrey Mathews, Human Resources Director, and Dr. Feleccia Moore-Davis, Provost and VP of Academic Affairs.

VP Wills said it is a pleasure to be here, indicating she has met a lot of good people and there is a lot to do. She shared that she came to TCC from ten (10) years at the Leon County School Board where she was the Assistant Superintendent of Business Services and prior to that she was at FSU,

Director Mathews stated she is native of Tallahassee, indicating she previously worked for the Department of Revenue as Employee Relations Manager and prior to that Assistant Human Resources Director at FSU. She stated she is very excited to be able to use her skills here.

Provost Moore-Davis said it truly is exciting to be here and that she came by way of Texas where she spent twenty (20) years in the community college system, serving as a Dean and a Vice-President. She said this is a great place with great people.

Chair Messersmith welcomed them on behalf of the Board, indicating the Board is happy to have them here and looking forward to getting to know them more.

APPROVAL OF MINUTES

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the June 15, 2015 Board Meeting.

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

BOARD OF TRUSTEES ORGANIZATION

Chair Messersmith thanked his colleagues for the great support this past year, stating it is enjoyable to be the Chair of the Board. He opened the floor for nominations.

Motion was made for Vice-Chair Callaway to become Chair.

MOTION: Trustee Lamb
SECOND: Trustee Vaughn

Motion was made for Trustee Pople to become Vice-Chair.

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

Incoming Chair Callaway said it is an amazing thing to be in the position of Chair, indicating previous Chairs have kept the mission of the college above any personal ambition. She stated

the position gives you a great opportunity to work with others for a shared mission, indicating there is respect in the community for TCC.

She recognized outgoing Chair Messersmith as one of the great leaders, presenting him with a symbolic gift for his time as Chair. She said although the torch was passed, it is still the same torch and she looks forward to serving as Chair.

INFORMATION AND NEWS ITEMS

Director Maxwell said we had an incredible couple of months since we last met. She introduced clips for the Pankowski Honors Lounge, Florida Public Safety Institute (FPSI) Fire Academy, Wakulla Environmental Institute (WEI) upcoming programs and TCC Student Success Summit.

Director E.E. Eunice presented a video that will be part of the marketing for the upcoming Instructor Training Conference. He recognized Gigi Hawthorne and her staff for their collaboration on the video with FSU and the FSU Police Department.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

TCC 50th Anniversary Capital Campaign – Feasibility Study Results

VP Mitchell reminded everyone of the capital campaign, indicating the Foundation Board wanted to ensure due diligence was done to find out what people thought about TCC and to ensure there was capacity for the major fundraising. She stated via RFP they selected Brakeley Briscoe, the oldest fundraising professional consultant firm in the country; introducing Aiden Briscoe, Executive VP and Anne Storch, Sr. Consulting Associate.

Mr. Briscoe outlined the keys to a successful campaign as leadership, investment, economy, college reputation and vision/needs/goals. Ms. Storch said everyone they talked to felt TCC had a great reputation, although many said they didn't know enough about us - suggesting we need to do more marketing. Mr. Briscoe said TCC can have a successful campaign and be a beacon for other community colleges, recommending we do not set a specific goal (only a working goal) since they believe the potential is considerably larger than they know at this point.

VP Mitchell provided the Trustees with a copy of the feasibility study, indicating the consultants met with parents, students, donors, staff, etc. and received awesome comments. She said the Foundation Board formally adopted the study and made a motion to move forward with the campaign, asking the TCC Board to do the same. VP Mitchell thanked Trustee Moore for taking on the campaign.

Chair Callaway said being a leader, as a TCC Trustee, requires your heart, saying it is important we engage ourselves. She said with Trustee Moore leading the campaign, we should act on it.

MOTION: Trustee Pople

SECOND: Trustee Lamb

Motion passed unanimously.

Request for Qualifications (RFQ) for Legal Services

VP Wills stated the current contract for legal services expires October 31st, indicating responses to the RFP issued in June identified four (4) qualified firms. She shared each will make a three (3) minute presentation and then answer any questions.

Baker Donelson – Ms. Sokolow stated their Tallahassee office has been open about a year and a half (1 ½), thanking the Board for the opportunity to speak with them. She said that as a firm they put clients first, with attorneys that are passionate about what they do. She indicated they have over six hundred fifty (650) attorneys practicing in every conceivable area needed, nineteen (19) practice groups, and a higher education industry specific team. She shared they are effective because they have a wide breadth of expertise, keep clients informed of changes and work with clients so fees are cost effective.

Trustee Moore asked how many attorneys they had in Tallahassee and specifically who would be working on this team, with Ms. Sokolow indicating there are currently four (4), with space for fifteen (15). She stated the core team would be Kelly Johnson, Russell Buchanan and herself. Trustee Lamb asked if attorneys would rotate at the meetings or would one (1) specific attorney attend, with Ms. Sokolow stating their goal would be one (1); although they had talked about two (2) attending but only charging for one (1).

Rumberger, Kirk and Caldwell – Ms. Bond Edwards said they represent largely public employers in Florida – school districts, law enforcement agencies, municipalities, some community colleges and some of the state agencies. She believes they would bring a very broad prospective and are versed in employment law, FERPA, public records law, etc. She indicated they are willing and ready to work, asking if there any questions.

Andrews, Crabtree, Knox and Andrews – Mr. Knox introduced Ben Andrews and Joe Longfellow, indicating they have previously performed work for the Board and college staff. He said they are a local firm, have been in existence for fifteen (15) years, and have only one (1) office that is in Tallahassee. He stated the legal work for TCC is fun, challenging, exciting, diverse and keeps them on their toes -- sharing they enjoy working with the college. He said the hallmark of their service is to answer questions accurately and as quickly as possible, with follow-up assistance as needed. He reminded everyone of their prompt response when the last attorney became ill, without service interruption to the college.

Isriel, Ponzoli and Simpson – Mr. Isriel shared he is a lifelong Floridian, with a firm that has expanded across Florida and is now in the panhandle. He said they assure a level of professionalism, responsiveness and skill. He indicated they work as a team, including the client as a team member. He stated they have eight (8) attorneys, with big firm service at a reasonable cost, and shared the team has a diverse skill set that will serve the Board in many aspects. He said they have a full understanding of the state statutes that govern the college, business management, employment and student issues, construction, etc.

Trustee Messersmith inquired about a Tallahassee office, with Mr. Isriel stating they have a temporary office but are setting up an office.

After the presentations, VP Wills said this item will come back to the Board for a vote in September. Trustee Lamb inquired how the costs compared to the current, with VP Wills saying all firms presented multiple cost structures.

President Murdaugh asked between now and the next board meeting what would occur to help the Trustees make a decision. AVP Jones said they could do a comparison based upon Board request. Chair Callaway asked if they could provide summary of their experience with colleges

and similar entities. Trustee Vaughn inquired about the average number of hours used over the past few years.

Trustee Pople said he occasionally reads the entire attorney invoice, asking if we were on an hourly fee if we would discipline ourselves more and if that is part of the consideration of this process. President Murdaugh said we might discipline ourselves more if we paid an hourly fee, with Trustee Pople asking which would serve us better. President Murdaugh stated this is a decision for the Trustees, indicating we resurrected a process used before to give the Board all the relevant information to help them make the decision.

Trustee Moore said she felt the Trustees had the responsibility to hire legal counsel, since they represent the Trustees and the college. She indicated it is incumbent upon the Board to determine the best model that provides everyone with the access needed, but is also judicious. She stated she is as concerned with hiring the right firm, as much as, hiring the most cost effective firm. She stressed she wanted to know who would give us the best legal counsel.

She asked if they were publicly voting or filling out a private ballot. VP Wills said they would like a recommendation from the Trustees that could be brought forward as a vote, indicating she would be happy to provide any additional information needed. Trustee Messersmith said he might have additional questions after this meeting.

President Murdaugh clarified that individually Trustees would submit their questions to VP Wills by Friday, August 28th and we will prepare additional information for the Trustees Monday, August 31st. Chair Callaway thanked everyone for their assistance with this very serious item.

NEW BUSINESS

Approval of Consent Agenda

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

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

Academic Affairs

Academic Program and Course Changes (Action)

VP Sloan said over the past few years, we have recognized some of the AS degrees can be completed within sixty (60) hours to be more compatible with the 2+2 program. She indicated, after review, the State Board of Education determined some changes could be made.

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

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

Bachelor of Science in Nursing (Action)

Chair Callaway stated she would like to address each action under this item individually. VP Sloan said we must assure that offering a bachelor level degree falls within the scope of our mission. Chair Callaway stated that after having to put this on hold for a couple of years, we are now very interested.

This request is:

1. That the Board declare its intent that the TCC Mission as written includes offering baccalaureate degrees that meet local need and are approved by the Board.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Trustee Messersmith said that after initial opposition, he will now support this program. Chair Callaway shared this is, of course, contingent upon the State Board of Education determination on Wednesday of this week. VP Sloan stated we would not normally bring an item for Board approval until after the approval by the State Board of Education, however with the SACS deadlines we need to move forward.

This request is:

2. That the Board approve the Bachelor of Science in Nursing as a degree offering at TCC.

MOTION: Trustee Moore

SECOND: Trustee Vaughn

Motion passed unanimously.

VP Sloan stated the tuition of \$91.79 is in statute, it is not a range, but one (1) number that every school charges.

This request is:

3. That the Board approve the fees as detailed on the attachment for a total of \$128.51 in state and \$488.49 out of state per credit hour.

MOTION: Trustee Lamb

SECOND: Trustee Vaughn

Motion passed unanimously.

Trustee Lamb inquired about the start of the program; with VP Sloan stating the Board of Education must approve, then we will submit our application to SACS by September 15th, we should hear from them by the first part of December and assuming an affirmative vote, we will start in the spring 2016 second session.

Trustee Kilpatrick inquired if the coursework currently with the AS will compete with the BSN. VP Sloan stated all seventy-two (72) hours will transfer to the BSN, indicating students will take an additional eighteen (18) hours of general education and thirty (30) hours of upper level nursing courses. Trustee Kilpatrick asked if students will make a choice of an AS or BSN upon enrollment, with VP Sloan sharing the statute requires it must be a 2+2 situation.

President Murdaugh stressed a student cannot initially enroll for a BSN. He said they must enroll for the AS in nursing and upon completion, enroll for the BSN. He reminded everyone that the health care community came to us, since they are moving to magnet status that requires eighty percent (80%) of their nurses to have BSNs. He said this will allow our previous graduates to return to school for the BSN, without quitting their jobs, and help their employers move to magnet status.

Dual Enrollment Articulation Agreements with Private and Charter Schools (Action)

VP Sloan said there are statutory requirements for dual enrollment, indicating we must have articulation agreements with the schools. She stated we are required to have relationships with public schools and are highly encouraged to have relationships with private and charter schools, so that all students get the same opportunity.

She said the schools must be properly accredited and students must be college ready, based on SAT, ACT, etc. scores and have a high school GPA of 3.0 or higher. She stated the statute says sixth through twelfth (6-12) graders are eligible. She indicated the students must keep a 2.3 GPA or higher and complete 75% of their attempted courses with TCC.

VP Sloan stated the instructors (TCC and local school employees) must be approved and meet the TCC criteria. She said they are supervised by TCC deans, with TCC assigning them a TCC mentor. She shared the success rates are generally 78% - 100% for our public school dual enrolled students and 90% - 100% for private and charter school students. She indicated enrollment has increased from four hundred seventy-six (476) students last year to five hundred thirty-nine (539) this year.

She shared both schools on the agenda today are growing, with a few students in tenth (10th) and eleventh (11th) grades that wish to participate. Chair Callaway requested, if approved, that progress updates be made to the Board to ensure the students are being successful.

This request is that the Board approve the Articulation Agreements.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Administrative Services

BOARD WORKSHOP

College Operating Budget 2015-16 (Action)

VP Wills stated we are bringing the full budget, which includes the performance funding allocations from the state. She reviewed the numbers, indicating TCC projected an approximate five percent (5%) decline in enrollment and stating the numbers could change based upon actual review. She said the college is in good financial shape, with a solid fund balance.

She shared the state funding has increased about two and nine-tenths percent (2.9%), which includes the return to base allocation for colleges meeting the minimum. She stated TCC ranked third (in the gold category) in the total number of points earned in the performance-based funding formula. She said the bronze schools did not receive any performance-based funding, with their share reallocated to the schools in the gold category. Trustee Moore said we should look at the graph and recognize the outstanding work done by the faculty, staff and leadership at the college.

VP Wills indicated our tuition per credit hour has not changed over the past few years, displaying a chart that shows we are well below the average in the Florida College System. She said three (3) colleges this year looked at increasing tuition and one (1) is looking at possibly decreasing their tuition, stating even if they lowered the tuition it would not impact our ranking as the fourth (4th) lowest in the state.

She shared, as of the first day of school, we have about a two percent (2%) reduction in enrollment, indicating for budgeting purposes we used a much more conservative figure. She stated PECO funds have been reduced over the past few years, although we may get a small increase over last year. She said these funds are used for facility purposes, technology, etc. She indicated we are working on improving our long-term planning so we can better predict going forward.

President Murdaugh indicated this is an important item for Trustees as they talk to legislators or the Governor. He said PECO impacts more than Florida colleges; it impacts all the k12 systems and universities. He stated the primary source of the funds is taxes on home phone landlines and many people have moved away from those phones.

He shared there has been some discussion about finding another source, asking the Trustees if they get an opportunity to engage in conversation with legislators to discuss finding another model. Trustee Messersmith said another source was the electric utility. He stated with the downturn in construction, the funding took an additional hit.

VP Wills said the budget alignment to the Strategic Plan includes student access and success, stewardship, demand-driven programs, talent, technology, partnerships, communications and marketing, and enrollment. She stressed we are bringing a balanced, conservative budget.

President Murdaugh said we are incredibly proud of our affordability, indicating a few years ago he was the only President in Florida to speak at a Senate hearing in Washington D.C. on college affordability. He said for a number of years we have supported the Governor's initiative to not raise tuition, if we continue to see no increases in state funding (which is about half of our budget) we may need to look at tuition increases.

NEW BUSINESS continued

This request is for the Board to approve the College's 2015-2016 Operating Budget.

MOTION: Trustee Pople

SECOND: Trustee Kilpatrick

Motion passed unanimously.

Trustee Vaughn noted student hours are declining, asking if we have an idea on how to increase those. President Murdaugh said we look at increasing the number of students coming to us via guaranteed transfer programs, the number of students available in the district, making it easy for students to get into college and strategies to try to keep them once they get here.

He stressed there are a number of touch points and at each point there are a number of metrics. He indicated enrollment is not specific to TCC, it is a state and national phenomenon. He said research shows the number of jobs available directly correlates to college enrollment.

Construction Status Report (Information)

Director Wildes summarized the projects that were included in his Board report. President Murdaugh recognized Dean Finkelstein and Director Eunice on their work with the Safety and Security Committee to bring about the door hardware replacement project that would secure classrooms quickly from the inside if a campus lockdown should occur.

Fund Analysis - July (Information)

Trustee Messersmith inquired if more information could be made available for items purchased with exemptions in the future. VP Wills said all exemptions are from the Florida Administrative Code and they will add the code description in the future.

Pre-Qualification of General Contractors (Action)

In response to a question referenced by Chair Callaway, Director Wildes said the firms meeting the MWBE standards are CSI Contracting, Inc., Rippee Construction, inc., and Council Contracting, Inc. Trustee Vaughn confirmed the Board is approving those vendors ranked above the threshold.

This request is for the Board to approve the recommended list of pre-qualified general contractors for the period of July 1, 2015 to June 30, 2016.

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

Phase III Document Approval for the Gadsden Center project (Action)

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

This request is for the Board to approve the Phase III construction documents for the Gadsden Center project.

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

2015-2016 Annual Salary Schedule - REVISED (Action)

Chair Callaway asked if there any questions, with none received.

This request is for the Board to approve the revision to the 2015-2016 Annual Salary Schedule as presented.

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

College Policy Update (Action)

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

This request is for the Board to approve updates to College policies.

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

Workforce Development

Gadsden Re-Entry Center – Emergency Appointments (Action)

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

This request is for the Board to grant to the President the authority to make emergency permanent appointments for vacancies specifically related to the Gadsden Re-Entry Center for

the Florida Department of Corrections, as an exception to Policy Number 04-06, because of the contract requirement that such appointments be made within forty-five (45) days.

Note with the authorization, the President will use best efforts to submit the appointment request for Board approval if possible within the time requirements of the contract, but if sufficient time is not available, the President has the authority to make permanent appointment in order to stay in compliance with the contract.

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

Amendment to Lab Fees for 2015-2016

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

This request is that the Board approves the lab fees for the specified courses for the remainder of the academic year.

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

TCC Foundation

TCC Foundation Update (Information)

VP Mitchell stated the internal annual campaign raised twenty-five thousand dollars (\$25,000) on the first (1st) day. She said the President's Circle will start again this fall, indicating this year for the first (1st) time we will be asking the community to help support the work we do.

She stated the Alumni Association has come back under the Foundation. She said they have been developing a communication plan, hoping to cultivate future donors from our Alumni Association. She shared they will invite alumni to campus September 3rd for an Irish Happy Hour, indicating one of the benefits for association members will be discounts on travel tours – upcoming are an Alaskan cruise and a trip to Ireland.

VP Mitchell shared they will be focusing on donors with a launch of an "It's so Awesome" tour on September 23rd that highlights our labs that have been updated, the STEM Center that needs some upgrades and a FPAC classroom where students work on projects for which they received grants. She disclosed our comprehensive campaign donations have reached seven (7) figures to date.

Chair Callaway referenced that today is VP Sloan's last Board Meeting. President Murdaugh said we couldn't let the last meeting go by without something special for Dr. Sloan, presenting her with flowers and a framed TCC Eagle print. Dr. Sloan said a lot of her job was about rules and regulations, but what sustained her were the stories from the students and faculty. She stated it has been an honor and a privilege.

Chair Callaway said VP Sloan had touched lives that no one else will touch, so her influence will last forever. Trustee Messersmith said there was nothing stuffy about visiting Dr. Sloan in her office on campus, indicating it had been a wonderful relationship. Trustee Lamb thanked her, stating she was well rounded and did a great job here. Trustee Moore said our college has been so privileged to have her leading the programs, indicating Dr. Sloan was Interim President previously and has brought national recognition to the institution.

PRESIDENT'S REPORT

None

NEXT MEETING DATE

September 21, 2015

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 5:02 p.m.

Minutes approved at regular meeting of the District Board of Trustees on September 21, 2015.

Donna Callaway
Chair

Jim Murdaugh, Ph.D.
President