

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, August 15, 2016**  
**2:30 pm - Business Meeting & Workshop**

The August 2016 District Board of Trustees meeting was called to order by Chair Callaway at approximately 2:30 p.m.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Murdaugh, Scott Balog, Lenda Kling, Ginny Wagner, Craig Knox, Lei Wang, Stephen Dunnivant, Calandra Stringer, Rod Burk, Scott Cason, Don Herr, Lu Vickers, Bill Spiers, Jason Fowler, Bret Ingerman, Bill Bierbaum, David Vincent, Bobby Jones, Kim Moore, Shelly Schmucker, Julie Baroody, Barbara Wills, George Smith, E.E. Eunice, Demetrius Rice, Anthony Jones, Katherine Garcia, Kalynda Holton, Marc Craddock, Iain West, Sheri Rowland, Dustin Frost, Renae Tolson, Alice Maxwell, Feleccia Moore-Davis, Martin Balinsky, Sharisse Turner, Tracy Woodard-Meyers, Donmetrie Clark, Candice Grause, Audrey Mathews, Maria Suarez, Michele Dames, Summer Washington, Cathryn Meyer, Julia Steiner, Thurla Moore, Frank Baglione, Andrew Tucker, Edward Duggan, David Valladares, Patrick McDermott, Ranie Thompson, Stephanie Solomon, Brian Kupfer, Rick Murgo, Marcus Nicholas, Rex Abert, Mabry Gaboardi, Jarrett Phipps, Chris Summers, Pat Manning, Justin Adams, Monte Finkelstein, Robert Holladay, Vanessa Rowse, and Jim Crosland.

### **COMMENTS**

**Board Chair** – Chair Callaway welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. She thanked everyone here that makes things happen.

**Board Members** – Trustee Lamb said it was good to see everyone on Friday, as they were returning for the new school year. Trustee Moore said it was a wonderful way to launch the new school year with student success being our top priority, thanking VP Mitchell for an enthusiastic welcome.

Trustee Kilpatrick said Friday was fantastic, personally thanking Dean Coleman for working with a youth in their church. He indicated Dean Coleman & Tamara Smith have made an incredible impact on a young girl's life, stating we may not realize the impact we make every day.

Trustee Messersmith shared we recently lost a wonderful champion for education, Former Legislator Walt Young. Trustee Pople concurred with previous comments about the event on Friday.

**President** – President Murdaugh thanked everyone for the amazing amount of work that went into making the event happen, indicating it is a great way to welcome everyone back.

Provost Moore-Davis indicated Academic Affairs had experienced a re-organization to make them more responsive to students, faculty and staff. She introduced Dean Stephen Dunnivant, Business, Industry & Technology; Dean Tracy Woodard-Myers, Communications & Humanities; Stephanie Solomon, who will become Dean of Healthcare Professions in the fall when Dean Alice Nied retires; Associate Dean Donmetrie Clark, Communications and Humanities; Associate Dean Kalynda Holton, Math and Science; and Anthony Jones, recently promoted to Dean for Math and Science.

VP Rowland said although her staff is serving students today in orientation and advising, Student Affairs also recently went through a re-alignment. She announced recent promotions for Brenda Knight, Director of Admissions and Records/College Registrar; Shanna Autry, Dean of Advising and Retention; and Mike Coleman, Dean of Student Services.

President Murdaugh indicated a Trustee has made a request to change the meeting date in October from the seventeenth (17<sup>th</sup>) to the twenty-fourth (24<sup>th</sup>).

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

#### **APPROVAL OF MINUTES**

Chair Callaway asked if there were any comments and requested a motion to approve the minutes of the June 20, 2016 Board Minutes.

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

#### **BOARD OF TRUSTEES ORGANIZATION**

Chair Callaway said August brings another transition – that of the change in Board Chair. She thanked President Murdaugh, indicating he has taken his own skill set and combined it with a passion for students. She said great leaders grow great leaders, thanking him personally.

She thanked the Board and stated her philosophy is that the Board members do their work before getting to the meeting, so it may appear that they are unified although they haven't spoken. She stated faculty and staff are amazing, sharing they have produced students of any age or background that others may have given up on.

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

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

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

**MOTION:** Trustee Lamb  
**SECOND:** Trustee Messersmith  
Motion passed unanimously

Outgoing Chair Callaway and Incoming Chair Pople switched chairs. Chair Pople expressed thanks on behalf of the Board to outgoing Chair Callaway for all the hard work she did during her time as Chair – presenting her with a framed gavel.

Chair Pople said he was honored to serve as Chair; especially during this time with our fiftieth (50<sup>th</sup>) anniversary, the activities in the TCC Foundation and the excitement of a new school year. He shared his goal would be we never forget why we are here, stating our mission statement indicates we will provide a learning environment where students can succeed.

### **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced news clips of the Florida Public Safety Institute Sheriff's Explorer Program, TCC Weekend College, Student Internship Program, Future Leaders Academy, and TCC Volunteer Day.

### **UNFINISHED BUSINESS**

None

### **PRESENTATIONS**

VP Mitchell thanked Dustin Frost for his help in crafting and shaping the following. She announced Refreshment Services, Inc., a local Pepsi-Cola distributor, is donating one hundred thousand dollars (\$100,000). She indicated the funds would be used for an endowed scholarship for their employees, athletic training center renovation (with funds matched by the President's Circle) and classroom renovation. She introduced Scott Cason and Rod Burke, who said they were proud to be part of this.

Provost Moore-Davis introduced faculty members Brian Kupfer and Martin Balinsky. Mr. Kupfer introduced three (3) of the students who went to Iceland for a week to look at the culture, politics and climate change. The students thanked their professors and TCC for the opportunity, stating they got to talk to local people who were amazed by the things a community college does and indicating it is different to know and actually see the climate change impact.

Provost Moore-Davis introduced Dean Anthony Jones, who shared our STEM students worked in learning activities at TCC and other locations, thanking Dr. Lei Wang and the Foundation for the STEM Center renovations. Mr. Demetrius Rice acknowledged Dean Jones, Dr. Stringer, the Advanced Manufacturing Training Center (AMTC) and Library Services for their support, indicating they hosted more than forty (40) students. Student Kathy Garcia expressed her gratitude to the STEM program for giving her the opportunity to attend college.

Trustee Messersmith asked if they used the computerized machines in ATMC, with Dean Jones acknowledging the machine used is determined by the project on which they were working. Trustee Messersmith said this was a wonderful use of resources and Trustee Lamb indicated it was great they were putting everything to use.

### **NEW BUSINESS**

#### **Approval of Consent Agenda**

Chair Pople asked if there were any requests for the Consent Agenda, with none received.

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

## **TCC Foundation**

### TCC Foundation Update (Information)

VP Mitchell said her report showed an overview of last year, with Trustee Messersmith saying they are fantastic. VP Mitchell stated Trustee Moore and Dr. Murdaugh have been very supportive and creative. She shared the campaign is at seven million five hundred thousand dollars (\$7,500,000), sharing the focus moving forward is classroom renovations. She thanked the Trustees that could attend and the planning committee for the Eagles Rise event on Friday. She indicated the Foundation has set the calendar for the year, which she will email tomorrow.

## **Administrative Services**

### Fund Analysis - July (Information)

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

### Construction Status Report (Information)

Trustee Messersmith confirmed the city is not paying for any of the improvements at the Capital Center.

### Approval for Bookstore Services (Action)

Chair Pople shared an interesting story about the history of Follett.

This request is for the Board to approve renewal of Follett contract for bookstore services for one more year.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Lamb

Motion passed unanimously

### Resolution Authorizing a Lease/Purchase Financing Agreement for Energy Performance Contract (Action)

VP Wills indicated we have been evaluating our systems that are past their life cycle, which needs millions of dollars in repairs. She said there is a state contract with the Department of Management Services, with about ten (10) vendors, for this type of program. She shared work will begin within thirty (30) days of the contract and be completed within eighteen (18) months. She stated they are projecting a net savings at the end of each year, providing updated resolution and contract information to Board.

Mr. Marc Craddock, Siemens, said he has been working with these types of contracts for eight (8) years, indicating they hope to use this project as a living laboratory. Mr. George Smith of Bryant, Miller, Olive PA, bond counsel, stated this type of contract has been used throughout the state of Florida. He indicated the resolution was prepared by his firm and allows us to enter into a contract. He shared he reviewed the contract, to verify it includes a stipulation that Siemens is on the hook for payment in any year we do not have the expected savings.

Trustee Moore shared she is pleased with the due diligence done on this project, indicating HVAC issues on campus could spell disaster. VP Wills thanked Don Herr, Interim Facilities Director, for the work he put into this. Trustee Messersmith shared he spoke with VP Wills this morning about the responsibility we will have, even without the funding from the legislature, and indicated it was a very creative approach.

This request is for the Board to approve the resolution authorizing a lease/purchase agreement, not to exceed \$7,100,000.

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

Energy Savings Performance Contract (Action)

Chair Poppe asked for any comments, with none received.

This request is for the Board to approve the Siemens Energy Savings Performance Contract as presented to the Board.

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

Intent to Pre-Qualify General Contractors Announcement (Action)

Chair Poppe stated this is the initiation of the process.

This request is for the Board to approve the initiation of the process to pre-qualify general contractors for the period of November 1, 2016 through October 31, 2017.

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

Annual Inventory of Property Assets (Information)

Chair Poppe stated this item does not require action.

Disposition of surplus property assets (Action)

Chair Poppe stated there is a list of the property included.

This is to request the Board authorize staff to dispose of this surplus and obsolete property in accordance with the procedures identified in 274.05 and 274.06 F.S.

**MOTION:** Trustee Callaway  
**SECOND:** Trustee Kilpatrick  
Motion passed unanimously.

Capital Improvement Program (CIP) 2017-18 through 2021-22 (Action)

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

This request is for the Board to approve the 2017-18 through 2021-22 Capital Improvement Program, as summarized on the CIP-2 forms.

**MOTION:** Trustee Messersmith  
**SECOND:** Trustee Kilpatrick  
Motion passed unanimously.

Tallahassee Community College Educational Plant Five Year Survey (Action)

Chair Poppe said this is very comprehensive.

This request is for the Board to authorize approval of the Educational Plant Five Year Survey for the period 2016 thru 2021.

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

#### Policy Manual Changes (Action)

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

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

**MOTION:** Trustee Messersmith  
**SECOND:** Trustee Callaway  
Motion passed unanimously.

#### **Academic Affairs**

##### Continuing Contract Faculty Post-Award Recommendations (Action)

Provost Moore-Davis indicated the listed faculty have successfully completed their post-award recommendations. Trustee Callaway indicated we should congratulate them on their process.

This request is that the Board approve the recommendation for continuance of continuing contracts in the attached list.

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

##### Industry Certification Fees Amendment (Action)

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

This request is that the Board approve the industry certification and exam preparation fees as presented.

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

#### **Information Technology**

##### Authorization to Replace the College's Telephone Systems (Action)

VP Ingerman said we have aging infrastructure for the telephone system. He stated they hired a consultant, who did not sell anything but consulting, then took two (2) years to assess what we have and determine what is required. He shared we are also looking at converging a new call center with the new telephone system.

He indicated after looking at various systems, the cost of putting a new system on campus would cost more than a million dollars (\$1,000,000) for installation and more than a hundred thousand dollars (\$100,000) annually in a replacement/update fund. He shared the Hayes e-Government Resources, Inc. hosted system was a much more cost-effective process, stating this will allow us to upgrade the way we track and communicate with students.

Trustee Messersmith thanked VP Ingerman for discussing the due diligence under the plan, indicating they have done a great job. Trustee Moore inquired if Hayes represents any other government entities of our size, with VP Ingerman stating they also handle Florida Department of Health. Trustee Kilpatrick inquired about disaster recovery, with VP Ingerman sharing Hayes has a data center in Tampa which is Category 3 hurricane proof.

This request is for the Board to authorize the College to enter into a contract with Hayes e-Government Resources, Inc. to replace the telephone systems that are presently in use at the College. The contract will be for a hosted system and will include all hardware, software, professional services and any other costs associated with the procurement, installation and maintenance of a new telephone system. The contract will be for an initial term of not more than 8 years with optional renewal terms and at a cost of no more than \$300,000 per year for the initial term.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Kilpatrick

Motion passed unanimously.

### **PUBLIC COMMENT**

Chair Pople stated each speaker would be held to three minutes.

Martin Balinsky stated it was good to see some of his students, indicating it is all about the students. He acknowledged the United Faculty of Florida (UFF) would represent the faculty, who wanted a voice in their working conditions at the college.

Frank Baglione indicated for the faculty there was an economic aspect to the change, but the major issue was faculty did not have input. He shared information from an email he received from an unnamed faculty member after the election.

### **WORKSHOP**

Chair Pople said in lieu of a workshop, the Board of Trustees will go into executive session to discuss collective bargaining with their counsel.

### **PRESIDENT'S REPORT**

President Murdaugh shared with the Board a list of upcoming activities.

### **NEXT MEETING DATE**

Monday, September 19, 2016

Location: **Main Campus**

### **ADJOURNMENT**

Meeting adjourned at approximately 4:08 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on September 19, 2016.

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**Randy Pople**  
Chair

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