

MINUTES
District Board of Trustees
Tallahassee Community College
Center for Innovation
300 W. Pensacola Street
Tallahassee, FL 32301
Monday, November 20, 2017
2:30 pm - Business Meeting

The November 2017 District Board of Trustees meeting was called to order by Chair Kilpatrick at approximately 2:30 p.m.

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

Absent: Trustee Vaughn

Via phone: None

Others Present: President Murdaugh, Lenda Kling, E.E. Eunice, Larry Crombie, Nyla Davis, Steven Solomon, Craig Knox, Chief Gibson, Carmy Greenwood, Tracy Woodard Meyers, Alice Maxwell, Curtis Richardson, Byron Dobson, Jennifer Zimmerman, Susanne Wood, Amy Bradbury, Sheri Rowland, Bret Ingerman, Jeff Liang, Don Herr, S. Balog, Bobby Jones, Heather Mitchell, Gloria Mitchell, Steve Dunnivant, Calandra Stringer, Jen Robinson, Justin Adams, Barbara Wills, Candice Grause, Kim Moore, Al Moran, Richard Matyi, Jennifer Proffitt, Anthony Jones, Kim Allen, Reece Goad, Marshall Ogletree, Kim Kelling, Eva Nielsen Parks, Renae Tolson, Bill Spiers, Amy Bentley, Braze Brickwedel, Rhonda MacLeod, Cathryn Meyer, Alexa Roddenberry, Kim Windham, Julia Steiner, Leslie Wooten, Jack Fiorito, Louise Austin, Martin Balinsky, Bob Lutz, Jarrett Phipps, Summer Washington, Matt Hansard, John Kirk, Patricia Manning, Denise Spivey, Lisa Garner, Rachel Austin-Hickey, Frank Mix, Brian Kupfer, Tom Wezlovek, Jim Davis, Tara Odom, Sue Bickford, Tom Berger, David Proctor, Suzanne Ferrell-Locke, Brandi Elliott, Diane Garrard, Leila Gibradze, Jessica Lowe-Minor, Pam Doffek, Alyce Lee Stansbury, Edward Duggar, Glenn Burhans Jr., Kris Bowers, and Elizabeth Pulliam

COMMENTS

Board Chair – Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance. He shared some information about Thanksgiving.

Board Members – None

President – President Murdaugh thanked everyone for being here at the Center for Innovation. He shared Trustee Moore had a birthday yesterday and Chair Kilpatrick will have a birthday in January.

APPROVAL OF MINUTES

Chair Kilpatrick asked if there were any comments and requested a motion to approve the October 16, 2017 Board Meeting Minutes.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell stated they had thirty-eight (38) broadcast reports and eighty-three (83) print or online news stories this past month. She introduced news clips for the New Start Scholarship donation, Tallahassee Science Festival, Louis Hill Senior Garden dedication, Careers in Foreign Services session, Innovation of Excellence award received by TCC Call Center, Startup Week and TCC's Parade of Nations.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Wills announced we entered into a partnership with the City of Tallahassee on the solar farm; introducing Mr. Reese Goad, Interim City Manager. Mr. Goad said this is a great example of our valuable partnership, thanking TCC for the investment of one million (1,000,000) kilowatt hours per year. He shared a picture of the solar farm at Tallahassee airport, which is being tested beginning today.

Eva Nielsen-Parks introduced student, Alexa Roddenberry, who was recently honored as the FCSSA Theatre Division Student of the Month – thanking the Board for the invitation and honoring Alexa. Alexa shared she was from Wakulla County and fortunate to have been dual enrolled, thanking the Board and indicating the Foundation scholarship was very helpful.

Commissioner Curtis Richardson, President of the TCC Foundation Board, indicated they raise funds in numerous ways for students. He said the Innovation Fund provides grant awards (beyond the College operating budget) to staff, faculty and students for projects that improve quality and/or quantity of programs and services. He shared that to date the fund has provided more than one hundred sixty thousand dollars (\$160,000) for various projects on campus.

Ms. Kim Kelling Engstrom indicated the Foundation was presenting a thirty thousand dollar (\$30,000) check for the following projects with a focus on increasing enrollment:

- Digital Rail Projects – Trailer Modification Project, Office Systems Technology and Mobile Material Strength Laboratory
- Merit Pages for TCC Students
- TCC Senior Day

NEW BUSINESS

Approval of Consent Agenda

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

MOTION: Trustee Moore

SECOND: Trustee Pople

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Mitchell said the numbers are as of October 31st and right where we want them to be, emphasizing the increase in assets. She referenced the upcoming Hob Nob Holiday event, thanking the Trustees who were able to attend the recent scholarship events.

Administrative Services

Fund Analysis - October (Information)

Chair Kilpatrick asked if there were any questions, with none received. Trustee Messersmith said it appears we are on track for the year.

Construction Status Report (Information)

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

Memorandum of Agreement between Florida Department of Highway Safety and Motor Vehicles, Division of the Florida Highway Patrol and Tallahassee Community College, Florida Public Safety Institute (Action)

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

This request is for the Board to approve the Memorandum of Agreement.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

Revised Capital Improvement Plan (CIP) 2018-19 through 2022-2023 (Action)

Chair Kilpatrick asked if there were any questions, with Trustee Messersmith inquiring why we have both this and the Project Priority List (PPL).

VP Wills indicated the CIP was approved by the Board earlier in the year, however the Department of Education (DOE) asked us to provide an updated list due to the storm. She said the PPL is required when we do the Educational Plant Survey and has much more detail. President Murdaugh stated DOE requires the two (2) items be separate.

This request is for the Board to approve the revised 2018-19 through 2022-23 Capital Improvement Program, as summarized on the CIP-2 form.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Recommendation for Banking Services (Action)

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

This request is for the Board to approve the renewal of the banking services agreement with Wells Fargo for an additional five (5) years.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

Project Priority List (PPL) (Action)

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

This request is for the Board to approve the attached Project Priority List in preparation for transmittal to DOE.

MOTION: Trustee Pople

SECOND: Trustee Callaway

Motion passed unanimously.

Direct Support Organization Audit Reports (Information)

President Murdaugh said the auditors are here and would answer any questions, with none received. Trustee Pople said it was a good report.

Information Technology

Request to procure academic room scheduling and optimization software (Action)

Chair Kilpatrick asked for additional information, with VP Ingerman stating the current system does not allow us to electronically schedule our classrooms. He shared we have looked at three (3) vendors that will work with the Workday software and also allow electronic scheduling for other areas, with the highest price proposed listed. Trustee Moore inquired when we will identify the final vendor, with AVP Stringer stating hopefully prior to Thanksgiving.

President Murdaugh said we have pricing valid through the end of this year and this Board Meeting is the last prior to that date. Chair Kilpatrick inquired about the implementation schedule, with VP Ingerman saying we would build rules in spring and begin using in summer.

This request is for the Board to authorize the College to enter into a contract to purchase software to support academic room scheduling and optimization at a total cost not exceeding \$370,000 for an initial 5-year term.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Wakulla Environmental Institute (WEI)

Agreement with the Panacea Oyster Co-Op Corporation (Action)

Director Ballard said this started with the students of the oyster aquaculture program, sharing oyster farmers cannot sell to individuals – only distributors. He stated that as the Director of the Wakulla Environmental Institute, he sits on the Board as a non-paid member. He indicated the Co-Op has purchased a marina and a building for a hatchery.

This request is that the Board approve the Panacea Oyster Co-Op Corporation Agreement.

MOTION: Trustee Messersmith

SECOND: Trustee Pople

Motion passed, with Trustee Moore abstaining (Form 8a attached).

PUBLIC COMMENT

Chair Kilpatrick stated we have seven (7) speakers, with each limited to three (3) minutes and a total time of thirty (30) minutes.

Jeff Liang spoke about the Critical Thinking Initiative he started, sharing they are now award winning. He stated he does this because he wants to make an impact on students.

Martin Balinsky thanked the administration for coming to the bargaining table and making a few moves away from their original position. He expressed hopes that administration drop the impasse and indicated there is still an offer for a free federal mediator.

Jen Robinson said United Faculty of Florida (UFF) TCC has won the Florida Education Association gold, platinum and special awards this year.

Richard Matyi, President of Florida Polytech University Chapter of UFF, offered his support to the TCC Chapter in their efforts to achieve a fair and reasonable agreement with administration. He said by improving and empowering our faculty, we will achieve what is best for our students.

Jennifer Profitt, FSU UFF, urged TCC administration to alter their course, saying UFF should make the partnership stronger.

Marshall Overtree, Executive Director UFF, said a collective bargaining agreement is a partnership between faculty, administration and this Board about how we can make this the best college in the state.

Jack Fiorito, community member with a son who is a TCC graduate, said he was previously a FSU UFF President. He urged the Board to look at UFF as a partner and the mutual gains in collective bargaining.

WORKSHOP

Institute for Nonprofit Innovation and Excellence (INIE)

Jessica Lowe-Minor, Executive Director of INIE, indicated they are the community nonprofit resource and have a number of members of the founding board in the audience today. She said during their first three (3) years they have hosted one hundred forty-one (141) events that attracted over two thousand five hundred (2,500) participants and have received an average rating of four and seventy-seven one hundredths (4.77) out of a possible five (5).

She shared membership delivers professional development, contract services, meeting space, pro bono legal support, public service announcements, fifteen percent (15%) off services at Target Print & Mail, databases of funding opportunities, mentoring and peer-to-peer support. She indicated the more than two thousand (2,000) registered nonprofits in Leon County generate three billion one million dollars (\$3,100,000,000) annually, which is twenty-one percent (21%) of the gross domestic product for the county.

Ms. Lowe-Minor indicated their advocacy principles include economic impact, investment, internal capacity, leadership, sector collaboration and responsiveness. She stated they are future-focused with team-building, executive search, administrative support, an upcoming strategic planning process and a Sector Forward Summit on February 20, 2018.

She displayed a list of the current Board of Directors; introducing Pam Doffek, Vice-President of the LeMoyne Center for Visual Arts Board. Ms. Doffek expressed her thanks to INIE, sharing she had participated in many workshops and classes. She said INIE is the best thing that has happened to nonprofits in the Tallahassee area, indicating continued financial support is critical.

Ms. Lowe-Minor introduced Glenn Burhans, Chairman of the Board of the Ronald McDonald House Charities of Tallahassee. Mr. Burhans indicated the house does not receive funding from McDonalds Corporation – only local support. He said when they lost their long-time Executive Director to retirement, INIE helped them with a marketing, vetting and recruiting plan to hire a new Executive Director. He urged TCC to continue supporting this vital organization.

Ms. Lowe-Minor introduced Alyce Lee Stansbury, current INIE Board Chair. Ms. Stansbury thanked TCC for the investment in INIE and the nonprofit sector. She said there are currently about one hundred fifty (150) members, indicating INIE takes the TCC support very seriously and works to leverage those dollars.

She shared they recently received a twenty thousand dollar (\$20,000) Capacity Building Grant from the Community Foundation of North Florida, which they are using to help fund their first strategic planning effort. She disclosed the Board is focused on self-sustaining, indicating they embrace innovation and the nonprofit economic impact.

Chair Kilpatrick asked if there is a way to quantify the impact of INIE for a nonprofit. Ms. Stansbury said INIE can review historical data, comparing prior data with current data. Ms. Lowe-Minor presented a framed article to the Board.

PRESIDENT'S REPORT

President Murdaugh provided information on the Triumph Funds (BP oil spill money) available to the Florida coastal counties that were impacted, indicating the impacted county we serve is Wakulla. He presented the Trustees with a copy of the pre-application request for fifteen million dollars (\$15,000,000) to engage in Phase II at WEI. Trustee Messersmith stated the County Commission must approve the applications and have approved our application for submission, which is a major step.

President Murdaugh said we are following all the procedures and at some point it will be appropriate to ask our Board of Trustees to help with the Triumph Board that will be approving the requests. He stated he believes we have a very strong case for proving our proposal can create jobs and improve the economy. Trustee Messersmith said there have been many efforts in the area to support us, indicating this would meet a major need for the county.

Chair Kilpatrick said as a college we have a great deal to be thankful for, wishing everyone a wonderful Thanksgiving.

NEXT MEETING DATE

Tuesday, January 16, 2018

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 4:20 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on January 16, 2018.

Jonathan Kilpatrick
Chair

Jim Murdaugh, Ph.D.
President

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Moore Karen Bateelor</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>District Bd Trustees TCC</i>
MAILING ADDRESS <i>2011 Delta Blvd</i>	NAME OF STATE AGENCY <i>Tallahassee Community College</i>
CITY COUNTY <i>Tallahassee Leon</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED <i>11/20/2017</i>	

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, if you vote on such a measure you must complete this form and file the form within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

APPOINTED OFFICERS:

As a person holding appointive state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, you must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, KAREN B. MOORE, hereby disclose that on 11/20/2017, 20 :

- (a) A measure came or will come before my agency which (check one)
- inured to my special private gain or loss;
 - inured to the special gain or loss of my business associate, _____;
 - inured to the special gain or loss of my relative, _____;
 - inured to the special gain or loss of _____, by whom I am retained; or
 - inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Panacea Oyster Co-op Corporation has been a past client of Moore Communications Group, LLC. Full transparency, although not a current client, I chose to abstain from this vote.

19 Nov 2017
Date Filed

Karen B. Moore
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.