MINUTES District Board of Trustees Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 Monday, June 17, 2019 Business Meeting – 2:30 pm

The June 2019 District Board of Trustees meeting was called to order by Chair Moore at approximately 2:30 p.m.

Members Present: Chair Moore, Trustees Callaway, Kilpatrick, Lamb, Messersmith, and Pople Absent: None Via phone: None

Others Present: President Murdaugh, Lenda Kling, Bret Ingerman, Bob Ballard, Craig Knox, Calandra Stringer, Frank Mix, Candice Grause, Lei Wang, Amy Bradbury, E.E. Eunice, Heather Mitchell, Nyla Davis, Renae Tolson, Bobby Jones, Kim Moore, Audra Flowers, Shelly Bell, Don Herr, Travis Jordan, Selina Sterling, Gloria Mitchell, Catrenia McLendon, Greg Gibson, Byron Dobson, Bill Spiers, Pat Manning, Summer Dusek, Anthony Jones, Barbara Wills, Gerald Jones, Sila Lott, Jules Bailey, Kelli Herm, Marcus Nicolas, Rick Murgo, Chris Petley, Rocky Hanna, Rosanne Wood, Alice Maxwell, Sheri Rowland, Gregory Williams, Tracy Woodard and Fyiane Nsilo Swai

COMMENTS

Board Chair – Chair Moore asked everyone to stand for a moment of silence and the Pledge of Allegiance.

Board Members – Trustees Kilpatrick, Callaway and Messersmith shared the GED graduation is always a special event, indicating students overcome many hardships to be there. Trustees Pople and Lamb shared the successes of TCC student athletes.

President – President Murdaugh thanked the Trustees for the many events they attend.

APPROVAL OF MINUTES

Chair Moore asked if there were any comments and requested a motion to approve the 2019 Presidential Evaluation Meeting and the May 20, 2019 Board Meeting Minutes.

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

INFORMATION AND NEWS ITEMS

Ayanna Young shared information on recent TCC activities and media coverage, including the official launch of TCC2Work, while Travis Jordan handed the Trustees a license plate promoting the TCC2Work program. President Murdaugh thanked VP Moran and his team for their work.

UNFINISHED BUSINESS

None

PRESENTATIONS

VP Mitchell recognized John and Maria Lentz for their donation in support of the Wakulla Environmental Institute (WEI) Phase II Project campaign.

Eva Nielsen-Parks introduced members of the Theatre Group, which received recognition for two (2) of their productions. Student Hanna MacGregor, from Texas, was recognized for her recent superior acting award from the Florida College System Activities Association (FCSSA).

VP Moore introduced Catrenia McLendon, Business and Industry Service Center Director.

President Murdaugh reminded Trustees their Statement of Financial Interest is due July 1st.

NEW BUSINESS

Approval of Consent Agenda

Chair Moore asked if there were any questions, with none received. **MOTION:** Trustee Kilpatrick **SECOND:** Trustee Lamb Motion passed unanimously.

New Agreements

Joint Resolution with Leon County School Board (Action)

Superintendent Hanna said it is good to work toward a common goal and strengthen our relationship. President Murdaugh shared this is our commitment to each other and read the resolution into the record. Leon County School Board Chair Wood stated she is glad we are putting this in writing.

This request is for the Board to approve the resolution.

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

<u>Lively Technical College and Tallahassee Community College MOU (Action)</u> President Murdaugh stated this is an agreement with The School Board of Leon County, specific to Lively Technical College.

This request is that the Board to approve the agreement with Lively Technical College. **MOTION:** Trustee Pople **SECOND:** Trustee Lamb Motion passed unanimously.

TCC Foundation

<u>TCC Foundation Update (Information)</u> VP Mitchell provided an overview of Foundation activities and upcoming events.

Academic Affairs

<u>19-20 Collegiate High School Agreements (Action)</u> Chair Moore asked if there were any guestions, with none received.

This request is that the Board approve the 19-20 Collegiate High School Agreements. **MOTION:** Trustee Messersmith **SECOND:** Trustee Pople Motion passed unanimously. Academic Curriculum Changes (Action)

Trustee Callaway clarified the changes in the science curriculum. Trustee Messersmith confirmed this is an expansion of our apprenticeship programs.

This request is that the Board approve the recommendation for the curriculum changes as attached.

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

Annual Continuing and Post Award Faculty Contract Recommendations (Action) Chair Moore asked if there were any questions, with none received.

This request is that the Board approve the recommendations for annual, continuing and post award contracts in the attached list.

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

Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools (Action)

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

This request is that the Board approve the articulation agreements. **MOTION:** Trustee Lamb **SECOND:** Trustee Kilpatrick Motion passed unanimously.

<u>Dual Enrollment Articulation Agreements with Private Schools (Action)</u> Trustee Callaway said, as a future request, it would be good to have a list of the number of students participating in each of the schools.

This request is that the Board approve the Articulation Agreements.

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

Laboratory/Course and Distance Learning Fees for 2019-20 (Action)

Trustee Callaway confirmed we are buying specific material packages that include pencils and paper for certain labs. Trustee Messersmith inquired about a proposal for trucking companies to sponsor students. President Murdaugh said we could possibly convene a meeting with employers to discuss various options.

Trustee Kilpatrick commented it appears more of the fees are going down and for those increasing, it is in lieu of a textbook which results in an overall savings to the student.

This request is that the Board approve the laboratory/course fees and distance learning fees as presented and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.

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

Administrative Services

<u>Fund Analysis - May (Information)</u> Trustee Pople confirmed we expect to end the year at our projections.

Construction Status Report (Information)

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

2018-2019 Equity Report Update (Action)

Trustee Callaway stated we have made progress over the years.

This request is for the Board to approve the 2018-2019 Equity Report as presented. **MOTION:** Trustee Lamb **SECOND:** Trustee Kilpatrick Motion passed unanimously.

<u>Annual Inventory of Property Assets (Information)</u> Trustee Callaway said it is amazing that with all the equipment only one (1) item was missing.

Approval for Bookstore Services (Action)

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

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

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

<u>Capital Improvement Plan (CIP) 2020-21 Through 2024-25 (Action)</u> Chair Moore asked if there were any questions, with none received.

This request is for the Board to approve the 2020-21 through 2024-25 CIP, as summarized on the CIP-2 form.

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

Change of Salary Schedule (Action)

VP Wills said there are senior custodians that will be at the top of their salary schedule and unable to get a pay raise. President Murdaugh asked that all our employees at the top of their pay scale have an adjustment to allow the two (2) percent raise, asking someone to offer suggested language for clarify.

VP Wills requested the Board give them the authority to adjust the pay grade to ensure the employee can receive a pay increase.

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

This request is for the Board to approve updates to the College 2019-2020 Salary Schedule as presented.

MOTION: Trustee Callaway SECOND: Trustee Pople Motion passed unanimously. Disposition of surplus property assets (Action)

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

This request is for the Board to authorize College staff to dispose of the items designated as surplus and obsolete property.

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

Policy Manual Changes (Action)

President Murdaugh stated we wish to pull Policy 04-30, Sick Pool Policy, from consideration on advice from our attorney representing us in bargaining.

This request is for the Board to approve updates and revisions of College policies, with the removal of Policy 04-30.

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

<u>Recommendation to Purchase Lincoln Welding Equipment (Action)</u> Chair Moore asked if there were any questions, with none received.

This request is for the Board to authorize staff to make the purchase of welding equipment from Jones Welding & Industrial Supply, Inc.

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

Use of College Personnel and Facilities (Action)

Trustee Pople confirmed this is to allow us to spend the money for the operation of the TCC Foundation.

This request is for the Board to approve the use of College resources for Foundation DSO related activities as presented.

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

College Operating Budget FY 2019-20

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

This request is for the Board to approve the College's FY 2019-20 Operating Budget. **MOTION:** Trustee Lamb **SECOND:** Trustee Pople Motion passed unanimously.

A motion was made to approve a two percent (2%) pay raise for President Murdaugh and to direct the committee responsible for his evaluation and compensation review to meet and make any changes they deem appropriate in his contract. President Murdaugh stated his contract only makes him eligible for a raise, but it is not automatic and must be voted on by the Board.

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

Information Technology

Information Technology Plan for 2019-20 (Action) Trustee Kilpatrick verified we are mostly cloud based.

This request is for the Board to approve the Information Technology Plan for FY 2019-20. **MOTION:** Trustee Lamb **SECOND:** Trustee Kilpatrick Motion passed unanimously.

2019-20 Schedule of Board Meetings and Workshops (Action)

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

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

PUBLIC COMMENT None

WORKSHOP None

PRESIDENT'S REPORT

President Murdaugh recognized the upcoming birthdays of Trustees Pople and Lamb.

NEXT MEETING DATE

Monday, August 19, 2019

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 4:00 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on August 19, 2019.

Karen Moore Chair Jim Murdaugh, Ph.D. President