

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
Virtual Meeting details are available at
<https://www.tcc.fl.edu/bot-meeting/2020/June/>
June 15, 2020
Business Meeting – 2:30 PM

The June 2020 District Board of Trustees virtual meeting was called to order by Chair Lamb at approximately 2:30 p.m.

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

Absent: Trustee Kilpatrick **Via phone:** None

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Don Herr, Craig Davis, Craig Knox, Trevoris McDaniel, Bill Spiers, Josh Willoughby, Rob Hall, Heather Mitchell, Barbara K Wills, Nyla Davis, Bobby Jones, Madeline Pumariega and Alice Maxwell

Via Zoom: Al Moran, Brittany Barnett, Rachel Laudadio, Tracy Woodard, Angela Long, Ayanna Young, Gary Smiekle, Robbie Gaffney, Chip Singletary, Gregory Williams, Anthony Jones, Tina Workman, Kimberly Moore, Amy Bradbury, E.E. Eunice, Kalynda Holton, Dustin Frost, Sheri Rowland, Jessica Griffin, Chris Russell, Lei Wang, Scott Balog, Henry Coles, Selina Starling, Mike Robeck, Patricia Manning, Javonni Hampton, Jacque Parramore, Freddy Menendez and Jennifer Russell

COMMENTS

i. Board Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He stated he had received numerous congratulatory calls about our being in the Aspen Top 10; giving credit to the TCC administration, faculty and staff.

ii. Board Members – Several Trustees concurred with the comments made by the Chair.

iii. President Murdaugh stated the Trustees are an important part of the TCC success. He shared there was a recent college-wide zoom meeting about the Aspen announcement; which began with a conversation about the George Floyd situation, indicating Black Lives and Black Minds Matter. He said he has challenged employees with what we need to do to be the employer of choice, how we role model as a partner of choice, and how we help our students get degrees and become citizens.

He shared a follow-up call with faculty and staff resulted in some very good suggestions, sharing we are currently categorizing, determining the scale at which we could implement them. He stated this is not our last meeting. He indicated there was another call with our student leadership, where he primarily listened and asked questions.

APPROVAL OF MINUTES

1. May 2020 Meeting

Request Board approve minutes as presented.

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

2. 2020 Presidential Evaluation Meeting Minutes

Request Board approve minutes as presented.

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

INFORMATION AND NEWS ITEMS

Director Maxwell provided information on media coverage for the Aspen Top 10, student assistance during pandemic, the Be Essential Campaign, our graduation website, etc. Trustee Moore stated the graduation video was one of the best in the state and she

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Consent Agenda

3. Attorney Invoice – April
Authorize payment of invoices as presented.
4. Human Resources Report
Approve the report as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. Architect Invoices
Authorize payment of architectural invoices as presented.

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

TCC Foundation

7. TCC Foundation Update
VP Mitchell shared many of the events and mailings done during their time working away from the office.
None required. Report provided for information only.

Academic Affairs

8. Tallahassee Community College and Lively Technical College Regional Career Pathways Agreement

That the Board approve the career pathway agreement with Lively Technical College.

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

9. Laboratory/Course and Distance Learning Fees for 2020-2021

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

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

10. Academic Curriculum Changes

That the Board approve the recommendation for the program revision, new courses, and course changes as attached.

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

11. Annual, Continuing and Post Award Contract Recommendations

That the Board approve the recommendations for annual, continuing and post award contracts in the attached list.

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

12. Addendum to the 2020-2021 Articulation Agreement with County School Boards, Public Charter Schools and Private Schools
Information Item Only

Administrative Services

13. Use of College Personnel and Facilities

Approve the use of College resources for Foundation DSO activities as presented

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

14. Bookstore Service Contract

Approve a one-year renewal of the Follett contract for bookstore services.

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

15. Changes to Salary Schedule

Approve updates to the 2020 – 2021 Salary Schedule as presented.

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

16. Accounts Receivable Write-Off

Trustee Moore said it appears we are doing a much more aggressive job of resolving potential issues before they get to write-off stage, congratulating everyone.

Authorize write-off of accounts receivables.

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

17. Construction Status Report
Presented as an information item only.

18. Capital Improvement Plan (CIP) 2021-22 Through 2025-2026

Approve the 2021-22 through 2025-26 CIP, as summarized on the CIP-2 form.

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

19. Disposition of Surplus Property Assets

Responding to Chair Lamb, VP Wills stated these items have no useful life and will be discarded.

Authorize the College to dispose of the items listed.

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

20. Fund Analysis - May
For information only, no Board action required.

21. College Operating Budget for FY 2020-21

Approve the College's FY 2020-21 Operating Budget.

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

BOARD OF TRUSTEES

22. 2020 - 2021 Schedule of Board Meetings

Request Board approve schedule as presented.

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

PUBLIC COMMENT

None

WORKSHOP

VPs Wills shared we initially focused on communication, financial support, accessibility and technology. VP Mitchell stated they had a SOS Campaign to focus on food, virtual learning and general emergency to provide laptops, food, rent, funds for international students not covered by federal funds, etc. She said this year we will continue with scholarship dollars, eagle relief, and the Justin Dousa-Valdez mental health fund.

VP Wills indicated we have continued student support via the Learning Commons, Library, orientation, advising, virtual dance party, along with other electronic support. She displayed an overview of the CARES Emergency Grants distribution for students and the utilization of fees during remote learning. She shared we created “no cost” training programs, a “Be Essential” campaign, and the Jump Start and Summer Scholars programs.

Provost Pumariega shared an overview of the restart/reimagine task force made up of campus leaders, faculty, staff, student representatives and external stakeholders. She stated they aligned to CDC and State guidelines, prioritized health and safety, protected and supported academic excellence, provided guidelines and protocols for departments upon return to campus, etc.

She said the plan to return to campus includes health and safety; operations; academic continuity; student support; meetings, events, travel and visitors; technology; communications; and legal implications. She shared faculty and staff are being advised of a four-stage approach for returning to on-campus work locations. She stated students will be offered classes online, Live online, physically distanced on-campus, and possibly a combination of the Live and on-campus classes.

Chair Lamb complimented the task force for the excellent work that has been done. President Murdaugh asked if the Trustees were being asked questions in the community that we have not yet answered. Trustee Grant confirmed mandatory COVID testing will not be required to return to campus. Trustees Callaway and Pople indicated they were impressed with what has been done.

PRESIDENT’S REPORT

President Murdaugh recognized the birthdays of Trustee Callaway, Trustee Pople and Chair Lamb. He shared we went live on Workday Student during this process; thanking VP Rowland, VP Ingerman and others. He reminded Trustees their Form 1 is due by July 1st.

NEXT MEETING DATE

August 17, 2020 Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:33 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on August 17, 2020.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President