

MINUTES
District Board of Trustees
Tallahassee Community College
Herbert F. Morgan Room
Hinson Administration Building
Tallahassee, Florida
Monday, June 15, 2015
2:30 pm - Business Meeting & Workshop

The June 2015 District Board of Trustees meeting was called to order by Chair Messersmith at approximately 2:30 p.m.

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

Absent: None

Via phone: None

Others Present: President Murdaugh, Ginny Wagner, Dr. R.E. Sofer, Bill Spiers, Calandra Stringer, E.E. Eunice, Bill Bierbaum, Gloria Mitchell, Joe Neeley, Lei Wang, Kalynda Holton, Bret Ingerman, M. Banocy Payne, Sally Search, Monte Finkelstein, Shanna Autry, Winnie Schmeling, Renae Tolson, Alice Maxwell, Kim Allen, Craig Knox, Debbie Robinson, Dustin Frost, Don Herr, Karinda Barrett, Bobby Jones, D. Wildes, Mike Coleman, Dave DelRossi, Suzanne Ferrell-Locke, Scott Balog, Vanessa Wright, Betty Jensen, Sharisse Turner, Justin Adams, Patricia Manning, Kris Reeves, Vivian Pope, Frank Baglione, Kim Moore and Lenda Kling.

COMMENTS

Board Chair – Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He indicated at the last Foundation Meeting there was discussion about how dark the Turner Auditorium parking lot is and after his discussion with President Murdaugh, he is glad to announce all the parking areas are being evaluated.

Board Members – Trustee Moore recognized Trustee Kilpatrick and the City of Tallahassee Underground Utilities for being a recipient of the 2015 Governor's Sterling Award. She said this was the first and only public utility in eighteen (18) years to win the award. Trustee Kilpatrick stated Trustee Moore was one of their keynote speakers, thanking her and indicating everyone should see her in this role.

Trustee Moore recognized Trustee Lamb for the Governor's appointment to the Commission on Healthcare and Hospital Funding, indicating we are fortunate to have him representing our north Florida area. Trustee Lamb stated he had no idea he was going to be appointed.

President – President Murdaugh recognized the upcoming birthdays of Trustees Lamb and Pople. He stated VP Mitchell would be recognizing Ms. Winnie Schmeling, indicating Ms. Schmeling's service to the TCC Foundation and support to the College has been remarkable.

VP Mitchell introduced Winnie Schmeling, Director Emeritus for the TCC Foundation, stating she is a healthcare consultant based in Tallahassee and a fellow in the American Academy of Nursing. She indicated the accomplishments of Ms. Schmeling include serving on the TCC

Foundation Board from 1996-2002 and 2008-2014 and as President of the Board in 2000. She said Ms. Schmeling was one of the leads in the funding of the Ghazvini Center for Healthcare Education, indicating Ms. Schmeling continues to be involved and is a member of the President's Circle.

Ms. Schmeling said she is appreciative of her affiliation with TCC, watching it grow and change over the years. She indicated TCC has been important to her and particularly to the work in healthcare. She thanked everyone for their involvement with TCC and expressed her appreciation. Chair Messersmith thanked her on behalf of the Board, indicating a lot of what TCC does requires strong support from the Foundation.

Chair Messersmith stated we have a healthy agenda today, confirming everyone had received the latest change.

APPROVAL OF MINUTES

May 18, 2015 Board Meeting

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the May 18, 2015 Board Meeting.

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

Presidential Evaluation Committee

Chair Messersmith stated he and Trustee Callaway wanted to bring a new member of the Board into the Presidential evaluation process, indicating he and Trustee Vaughn met with the President in reference to his evaluation. He stated they went through the evaluation comments, sharing they were glad to see the wonderful comments about the President's service.

President Murdaugh thanked everyone for the comments and evaluation, indicating it was humbling. He said it is very reflective of the team effort, because he doesn't do anything alone.

Chair Messersmith asked for any comments and requested a motion to approve the minutes of the Presidential Evaluation Committee meeting.

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

INFORMATION AND NEWS ITEMS

Director Maxwell said we have received some national recognition; introducing clips for the 2015 Promising Places to Work in Community Colleges, Wakulla Environmental Institute (WEI) Drone Open House, The Able Trust grant and a TCC Report on Leadercast 2015.

UNFINISHED BUSINESS

President Murdaugh suggested we discuss Trustee Moore's request to change the August 2015 Board Meeting date. Trustee Moore proposed we move the meeting date to August 24th, instead of the proposed August 17th date. After calendar discussion, motion was made to make the change as requested.

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

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

Trustee Pople said there are a lot of good things happening in the grants and contracts area.

Academic Affairs

Exception to Policy 05-00, Faculty Recruitment and Selection (Action)

Chair Messersmith indicated this is a result of a change in the program.

This request is that the Board approves exception to Policy 05-00 by accepting the previous competitive instructional hiring process as substitute for a new search in this personnel transfer.

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

Dual Enrollment Articulation Agreements with County School Boards (Action)

Chair Messersmith indicated this is an annual requirement.

This request is that the Board approves the Articulation Agreements.

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

Trustee Callaway referenced the criminal justice basic abilities test in Gadsden County, asking if this is only for the criminal justice dual enrollment. Dean Stringer indicated this test is a specific precursor and tie-in to the criminal justice program at FPSI.

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

Trustee Callaway referenced the statement in the Tab 11 memo "This is TCC's first year forming agreements with Heritage Academy and Cross Road Academy" and asked why they are included with dual enrollment. She stated her knowledge of Heritage Academy indicates they are a k-8 (kindergarten through eighth grade) school, asking about the criteria for enrolling in the dual enrollment program. Dean Stringer said private schools request an articulation agreement, we confirm with DOE (Department of Education) that the school meets the criteria for dual enrollment, and we are obligated to allow them into the program.

Trustee Callaway indicated Cross Road Academy only has 1-6 (first through sixth grades), confirming we did not go after the agreement. Dean Stringer said they must contact us and if

they meet the legislative eligibility guidelines of 6-12 (sixth through twelfth grades), we must honor the agreement. Trustee Callaway said it seems questionable that these schools meet the criteria, which is offering high school credit classes for sending students to college, and stated she would be happy to talk with DOE about this.

Dean Stringer said there have only been two (2) students from Heritage and none from Cross Road. She indicated these students are kept to the same requirements – they must be ready in all three (3) areas for dual enrollment. President Murdaugh said the logic questioned is the same we have questioned about being required to offer at a much earlier time in the students' career, indicating test scores and industry credentials are only good for two (2) years.

Trustee Callaway stressed we are a professional group and she does not feel this meets a professional need. President Murdaugh confirmed the question is – do we have the right to say no to a private or charter school. Dean Stringer said she would defer to the college attorney, with Attorney Craig Knox indicating he would research and get back to us. President Murdaugh asked if we have a time limit for initiating the agreement. Dean Stringer stated they should be at DOE by August 1st, but she would let DOE know about the delay due to the question.

President Murdaugh offered a suggestion for an amendment to the item that identified the two (2) schools with questions, giving staff the authority to resolve the issue of whether we have to sign the agreement or not and suggested Attorney Knox assist with the wording on how we might move forward. Trustee Callaway said she would be very comfortable with that process.

Chair Messersmith stated after we learn what is legally proper; we might want to send a letter to the DOE, Speaker of the House and Governor's Office about these concerns. Trustee Callaway indicated she would like them to know we are paying attention. Chair Messersmith said when we find out what we can do, we will take up the issue of whether we wish to address a letter to the decision makers.

This request is that the Board approves the Articulation Agreements, however pending action on the requested agreements from Heritage Academy and Cross Road Academy for further information.

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

Chair Messersmith indicated this Board gets a tremendous benefit from the various life activities and networking of its individual members. He said Trustee Callaway has spent a lifetime in education, been on the State Board and was previously on this Board.

[Request for Exception to Policy 4-14, Tuition Reimbursement for Non-TCC Courses \(Action\)](#)
In reference to the Bachelor of Science (BS) in nursing program, Chair Messersmith stated apparently hiring someone with a doctorate degree in nursing can be a very challenging situation. He shared some of our current staff decided to pursue a doctorate and although we approved tuition reimbursement in the budget, it was not brought as a separate item to the Board. He indicated this item is brought to remedy that oversight.

This request is for the Board to approve the reimbursement for classes taken in Fall, Spring, and Summer of this year and Fall 2015 of next year for hours beyond six (6) credits per term as appropriate to her graduate program for one nursing faculty member.

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

Administrative Services

Construction Status Report (Information)

Director Wildes provided an overview of the completion of the berm remediation at the Florida Public Safety Institute (FPSI), Wakulla Environmental Institute (WEI) insulated concrete forms and the start of the Gadsden Center construction.

Fund Analysis (Information)

Chair Messersmith said this is included each meeting to show where we are financially.

College Operating Budget 2015-16 (Action)

Chair Messersmith shared that statute requires we submit a budget by June 30th. He stated that without the final budget from the legislature, we will be approving only an estimated budget today. President Murdaugh said we anticipate the final budget will be presented in August.

This request is for the Board to approve the College's 2015-16 Operating Budget.

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

Request for Qualifications (RFQ) for Legal Services (Action)

Chair Messersmith said this is a requirement before we can move forward.

This request is for the Board to approve the issuance of the RFQ for legal services.

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

Trustee Lamb confirmed with President Murdaugh that attorney presentations to the Board would occur at the August meeting.

Prequalification of General Contractors (Action)

Chair Messersmith stated nineteen (19) firms applied and fourteen (14) met the qualifications. President Murdaugh stated one of the Trustees asked if there is any concern with the fourth (4th) reviewer not rating anyone.

Attorney Knox expressed a concern, suggesting we go back and have four (4) people rate the firms. President Murdaugh recommended we pull this item and bring it at a later date. Chair Messersmith stated this item is withdrawn from action until further notice.

Capital Improvement Plan (CIP) 2016-17 through 2020-21 (Action)

Chair Messersmith indicated this is part of the legislative process, must be done annually and requires Board action.

This request is for the Board to approve the 2016-17 through 2020-21 Capital Improvement Program, as summarized on the CIP-1 forms.

MOTION: Trustee Callaway

SECOND: Trustee Vaughn
Motion passed unanimously.

Annual SREF Fire, Sanitation and Casualty Inspection (Action)
Chair Messersmith stated this item requires Board action.

This request is for the Board to approve the annual Fire Safety, Sanitation and Casualty Inspection reports in accordance with Florida Statutes.

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

Trustee Callaway said it is commendable that it appears all things are done. President Murdaugh indicated he had asked Director Wildes to go to the facility in Gadsden County and inspect it himself, indicating we got a favorable response.

Annual Inventory of Property Assets (Information)
Chair Messersmith indicated the inventory has been completed.

Disposition of surplus property assets (Action)
Chair Messersmith indicated this item requires Board approval.

This item requests the Board authorize staff to dispose of these surplus and obsolete property items in accordance with the procedures identified in Section 274.05 and 274.06, Florida Statutes.

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

Accounts Receivable Write-Off (Action)
Chair Messersmith stated this always gets his attention and for a number of years it has been mostly financial aid default. He said it is good to see that has decreased to about half a million dollars (\$500,000), asking if we have a contract with a firm for collections. Interim VP Jones said we do and are in discussion with another vendor, indicating we may have multiple firms.

President Murdaugh said this is a lot of money, indicating last year we had an analysis from the Sterling Council and that Renae Tolson, in her new role, is also reviewing. He indicated we are working with some of the local financial institutions to try to make students aware of the impact of their financial decisions in the long term. He shared this is an issue we have discussed in Washington DC with our congressional delegation, stating this is a national problem.

Trustee Callaway confirmed with Director Spiers we do not hold classes for students that will not be receiving financial aid. Director Spiers said we are finding a large pool of students that fail or withdraw from all classes the first semester and then re-enroll the next semester, indicating those students must now submit an appeal for re-enrollment. He stated we are hopeful we will get the write-off amount for loans and Pell Grants even lower.

Trustee Lamb inquired about veterans, with Director Spiers stating by law we must complete a deferment for the funds to go directly to the veteran. He shared we have a group that does not pay us and they are held to the same restrictions. Trustee Pople confirmed with Ms. Manning

that collection after the fact is about 15 percent, although it is impacted by lapsed time. Interim VP Jones indicated that although this is a write-off, we continue to try to collect funds.

This item requests the Board authorize the write-off of accounts receivable.

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

Duke Energy Easement at Wakulla Environmental Institute (Action)

Chair Messersmith said this item requires Board approval.

This item requests the Board approve the Duke Energy request for a permanent electrical easement at Wakulla Environmental Institute.

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

TCC Foundation

TCC Alcohol Policy (Action)

VP Mitchell referenced the proposed alcohol policy, stating it would only be for events by the TCC Foundation and would not be allowed in classrooms, labs or administrative offices. She indicated we have the appropriate insurance liability, an indemnification clause, and will be abiding by all federal and state laws. She said a survey of the Florida College System shows seventeen (17) of the twenty-eight (28) schools allow alcohol on campus, with no auditor issues.

She shared of the seventeen (17) colleges, four (4) address the sale of alcohol with written permission from the President. She indicated Florida State University (FSU) & Florida A&M University (FAMU) allow alcohol only in designated areas and allow sale, although it is not specific to Foundation events. She disclosed we wish to do a Wine Festival for fund raising at the TCC Capitol Center, where individuals may purchase the wine they are tasting.

Trustee Moore thanked VP Mitchell, stating she feels it is a good conservative policy and appropriate for bringing potential donors on campus. Trustee Vaughn agreed this is a conservative policy and a good way to raise additional funds for the Foundation. Chair Messersmith said this is a conservative policy, since it would not be allowed in classroom areas.

This item requests the Board approve the policy as presented.

MOTION: Trustee Moore
SECOND: Trustee Vaughn
Motion passed, with one opposing vote from Trustee Kilpatrick

TCC Foundation Update (Information)

VP Mitchell stated on August 18th they would have the members of the President's Circle on campus for lunch and a tour of the updated Honors Lounge. She indicated they are in the second (2nd) phase of the feasibility study for the capital campaign, with the consultants planning to present at the August Board of Trustees meeting. She shared they recently awarded another two thousand five hundred dollars (\$2,500) in scholarships to eight (8) students, who had high GPAs and high financial need.

Approval of 2015-16 Schedule of Board Workshops and Meetings

Chair Messersmith referenced the change to the August date previously discussed in this meeting and requested a motion to approve with the noted change.

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

President Murdaugh referenced the possibility of an overlap of the Provost position. He stated that Board Policy 07-03 allows an overlap and our Salary Schedule states a two (2) month overlap is allowed. He said since we are doing the interviews this week, it is possible we may make it through the process and extend an offer before our next meeting in August.

He indicated this could result in an overlap greater than two (2) months, asking if we can do a overlap greater than two (2) months for the Provost position if needed.

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

BOARD WORKSHOP

Strategic Metrics

President Murdaugh introduced our topic, Strategic Metrics, indicating as of this morning the legislature is proposing four (4) instead of the original ten (10) metrics we had planned to review today. He said as of 4:05 p.m. today, the moratorium on the baccalaureate has expired and we will be able to proceed with making a proposal to the state to begin the nursing program. He stated based upon the metrics, we should be in an okay position under the performance based funding and indicated PECO, which affects our deferred maintenance, is still unresolved.

Trustee Kilpatrick shared the drone class was capped at twenty (20) students and is full, with another forty (40) on a waiting list. He said, speaking of performance, TCC is ahead in the industry. Chair Messersmith stated there is a four (4) year waiting period for the oyster class.

AVP Wang stated her objectives of the meeting. She reviewed the guiding principles used in the fall of 2012 when we embarked on a new strategic planning process. She reminded everyone the Board of Trustees had a high level of involvement, along with faculty and staff, students and the community. She displayed the structure and components of the plan, indicating the day-to-day execution of the plan is the responsibility of the college.

She shared our vision statement, indicating it is one of the most important parts of the strategic plan and a clear description of what we aspire to become. She stated our strategic priorities are defined as what we hope to achieve in the next five (5) years. She reviewed our nine (9) priorities, sharing that implementation is getting what is on paper to come to life.

AVP Wang stated the Board approved the Strategic Plan in the spring of 2013. She said the implementation was a multi-step process, where it was integrated into regular activities and linked into the annual plans within each unit or department. She shared Key Performance Indicators (KPIs) were developed around the strategic priorities and they align with the state performance-based funding metrics.

Job Placement or Continuing Education: This indicator measures the post-college outcomes of graduates who were either employed or continued their education in the year after graduation. She disclosed TCC has been consistently higher than the state average. President Murdaugh said if one (1) of our students goes to work out of state, the state will not have that data and they will not be counted. Trustee Kilpatrick asked how we placed among the twenty-eight (28) Florida colleges, with AVP Wang stating we were in the second (2nd) quartile.

Completion Rate: This indicator measures the outcomes of a cohort of first-time in college students who graduated within three (3) years or four (4) years. AVP Wang shared for three (3) year students TCC rates are essentially the same as the state average; however for four (4) year students we are higher than state average.

President Murdaugh stated most of our students are part-time, so the four (4) years is not surprising. He indicated this is a completion rate for a very specifically defined cohort of students; sharing the only students counted are full-time, first-time in college fall semester students.

Retention Rate: This indicator measures the outcomes of a cohort of full-time, first-time in college students who enrolled in two (2) consecutive fall terms. AVP Wang stated our retention was lower than state average for the prior three (3) year average; however we are higher than state average for the most recent cohort.

Full-Time Entry-Level Wage: This indicator measures the outcomes of a cohort of graduates working full-time with wages in the fourth (4th) fiscal quarter after graduation. AVP Wang reported the average wages of our graduates are slightly lower than the state average.

Chair Messersmith asked if there was a weighting for this, given the wage differences within regions of the state. President Murdaugh stated we had the conversation, but do not know how it ended. Chair Messersmith inquired, if previous to today there was an indicator that measured the types of classes being completed.

President Murdaugh shared the take-away item, referring everyone to page four (4) that shows all indicators we originally thought were being used. He said we wanted the Trustees to see where we are, indicating this is still a work in progress although during implementation we have made a lot of refinements. He stated these indicators are related to the key performance indicators, those things for which we will receive funding.

AVP Wang shared the annual goals and initiatives prepared by the Vice Presidents are tied to key performance indicators and state performance metrics. President Murdaugh said we are proud of the progress we are making and are excited this is coming together. Chair Messersmith said, as a Trustee, to be involved in a plan and see it come to completion is very positive.

PRESIDENT'S REPORT

President Murdaugh reminded everyone their Statement of Financial Interests Form 1 is due July 1st and there is no meeting in July.

He recognized Suzanne Ferrell-Locke for her Association of Community Colleges nomination, indicating she is a remarkable member of our faculty. Ms. Ferrell-Locke indicated she was very

excited to receive the nomination and hoped everything would move forward in a favorable way, indicating she loves teaching at TCC.

President Murdaugh stated we submitted the Chairman's name for the Trustee recognition because of his amazing service. Chair Messersmith thanked TCC for the nomination, indicating Chief of Staff Balog put together a nice commentary about the experiences of the Chair in public service.

President Murdaugh announced the upcoming GED graduation, with VP Ingerman as the featured speaker; dental pinning and the Classified Staff breakfast. He shared President Mangum was having President & Mrs. Thrasher and himself & Mrs. Murdaugh over for dinner tonight. He said those relationships are wonderful, with the Chair thanking him for initiating those dinners.

President Murdaugh indicated we are interviewing four (4) Provost Candidates this week – one internal and the others from Illinois, Texas, and California. He said the screening committee of eight (8) spent a lot of time going through the applicants and identifying really strong candidates.

NEXT MEETING DATE

August 24, 2015

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:40 p.m.

Minutes approved at regular meeting of the District Board of Trustees on August 24, 2015.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President