

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, June 20, 2016**  
**2:30 pm - Business Meeting & Workshop**

The June 2016 District Board of Trustees meeting was called to order by Chair Callaway at approximately 2:28 p.m.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Murdaugh, Ginny Wagner, Alice Nied, Summer Washington, Lei Wang, Jimmie Callaway, Joe Neely, Cherie Hodge, Calandra Stringer, Bill Bierbaum, Kalynda Holton, Anthony Jones, Maria Suárez, Sue Bickford, Mike Robeck, Don Herr, Bob Ballard, Craig Knox, Bill Spiers, Julie Barody, Marcus Nicolas, Monte Finkelstein, David Proctor, Thurla Moore, Renae Tolson, Barbara Wills, Kimberly Moore, Heather Mitchell, Sarah Smitherman, Bobby Jones, Ross Brooks, Chris Summers, E.E. Eunice, Sheri Rowland, Dave DelRossi, Debbie Robinson, Li Pon, Christy Mantzanas, F. Davis, Sharisse Turner, Mike Coleman, Tracy Woodard-Meyers, Bob Lutz, Alice Maxwell, Andrew Tucker, Ted Duggan, Byron Dobson, Audrey Mathews, Patrick McDermott, Jen Robinson, Adam LaRose, Pam Butler, Lori Prudom, Frank Baglione, Amy Gaughf, Justin Adams, Scott Balog, Patricia Manning, Martin Balinsky, Marilyn Dickey and Lenda Kling.

**COMMENTS**

**Board Chair** – Chair Callaway welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance.

**Board Members** – Trustee Moore said GED graduation is the favorite day of the entire year, indicating this is a special event and thanking everyone for helping the students go into the next phase of their lives. Chair Callaway thanked Trustee Moore for her scholarship that helps make this happen.

Trustee Lamb shared he went to the Governor’s Job Summit in Orlando, He indicated it was enlightening, they provided input and the Governor did a good job facilitating – something you don’t often see a Governor doing. Chair Callaway expressed her agreement.

Trustee Kilpatrick congratulated Trustee Moore on her book.

Trustee Messersmith said, although they go to many graduations and pinning ceremonies, there is something magical about the GED graduation. Chair Callaway said they wore caps and gowns, switched their tassels and indicated the student speaker was brilliant.

**President** – President Murdaugh thanked the Board for the things they continue to make. He shared the Governor’s Summit in Orlando was a good opportunity for colleges, universities and

employers to get together to talk about the connection between what we do and people getting jobs; indicating this is a continuing theme from the Governor.

### **APPROVAL OF MINUTES**

Chair Callaway asked if there were any comments and requested a motion to approve the minutes of the May 12, 2016 Presidential Evaluation.

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

Chair Callaway asked if there were any comments and requested a motion to approve the minutes of the May 16, 2016 Board Meeting.

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

### **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced several video clips including the Advanced Manufacturing Training Center naming event in honor of Kim Williams, STEM camp at the Florida Public Safety Institute coordinated by our faculty and Embry-Riddle, GED graduate feature and a commercial for local television about our fiftieth (50<sup>th</sup>) year anniversary.

### **UNFINISHED BUSINESS**

None

### **PRESENTATIONS**

None

### **NEW BUSINESS**

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

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

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

### **TCC Foundation**

#### TCC Naming Opportunity – Food Court (Action)

VP Mitchell said this is a naming opportunity for Student Housing Solutions although they would like to come in August, since this is part of a much larger gift. Trustee Moore stated she was very excited about this, since it is a good example of corporate American seeing the investment potential and aligning with the college.

This request is for the Board to approve the naming of the Food Court as presented.

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

TCC Foundation Update (Information)

VP Mitchell disclosed we are at seven million two hundred thousand dollars (\$7,200,000) for the campaign. She stated our next focus for the campaign will be funding by September 1<sup>st</sup> for the renovation of fifty (50) classrooms, with eight (8) already underwritten. She shared the Foundation Board met in a classroom and then toured a different classroom renovated by the Foundation. She indicated the renovation includes fixtures, furniture and technology; which benefits the student and faculty.

Trustee Moore shared employers will be glad to know our graduates are using the latest technology, thanking Pam Butler, the Foundation Board and the Director for this priority.

**Academic Affairs**

Academic Programs and Course Changes (Action)

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

This request is that the Board approves the recommendation for academic course and program changes for the 2016-2017 academic year as attached.

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

Career Pathway Agreements with Public and Private Schools in the TCC Service District (Action)

Chair Callaway said she gets excited about this, since it is tied to public schools and students.

This request is that the Board approve the Career Pathway Agreements.

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

Career Pathway Agreements with Public Schools in the North Florida Region (Action)

Chair Callaway said she was stunned by the counties represented in this item, indicating this is at their request.

This request is that the Board approve the Career Pathway Agreement.

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

Dual Enrollment Articulation Agreements with County School Boards (Action)

Chair Callaway 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.

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

Chair Callaway stressed this is still in our service area, indicating we have added FAMU and Wakulla Christian School.

This request is that the Board approve the Articulation Agreements.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Messersmith

Motion passed unanimously.

Laboratory/Course and Distance Learning Fees for 2016-17 (Action)

Chair Callaway reiterated the request being made for this item.

This request is that the Board approve continuation of the current laboratory/course and distance learning fees for 2016-17 and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Pople

Motion passed, with Trustee Moore voting no.

Trustee Moore said it is important to always look at the total cost of coming to school, although she is delighted to see the assessment included in this item. Trustee Messersmith stated the practice of including the cost of testing and certification into the fees has made a positive impact on students, with President Murdaugh adding we will bring this item back to the Board after review. He shared adding those costs into the fees makes them eligible for financial aid.

Lab Fees for New Courses for 16-17 (Action)

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

This request is that the Board approve lab fees for new courses and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Messersmith

Motion passed, with Trustee Moore voting no.

Revised 2016-2017 Academic Calendar (Action)

Chair Callaway said this is the first time we have a calendar that aligns with the Leon County School District.

This request is that the Board approves the revised 2016-17 academic calendar.

**MOTION:** Trustee Moore

**SECOND:** Trustee Lamb

Motion passed unanimously.

**Administrative Services**

Fund Analysis - May (Information)

Chair Callaway stated this is information only, although VP Wills will answer any questions.

Construction Status Report (Information)

VP Wills stated she would be happy to answer any questions.

Accounts Receivable Write-Off (Action)

Chair Callaway said this is an action item.

This request is for the Board to authorize write-off of accounts receivables.

**MOTION:** Trustee Moore

**SECOND:** Trustee Vaughn

Motion passed unanimously

Trustee Vaughn congratulated everyone on the improvement, indicating the bulk is still financial aid and asking if there were any additional ways, from a policy standpoint, to minimize the loss. Director Spiers said we have taken many steps to reduce this, but federal law requires a partial return of funds to Title IV when a student withdraws before completing sixty and one-tenth (60.1) percent of the semester. He stated he anticipates the number will go down again, since not all the steps they have taken are yet reflected in the report.

Trustee Vaughn said they go to Washington each year, so maybe they can talk to some of them about this issue. Trustee Messersmith confirmed that students get the money, then when they do not stay the required amount of time or do not pass the class that TCC is held liable and must repay the money to the federal government. Trustee Moore recognized the cost is moving in the right direction, commending financial aid for that.

Annual SREF Fire, Sanitation and Casualty Inspection (Action)

Chair Callaway asked about the satellite and lease facilities, indicating a seemingly simple fire hose in cabinet has been noticed six times. President Murdaugh stated this is the W. A. Woodham building in Gadsden County, which is leased by the Gadsden County Commission. He indicated we have discussed this many times and in our documentation they are required to keep the items current. He indicated that getting them to comply is problematic, with Trustee Lamb indicating we have notified them of this every year. She referenced another item and asked that we notify of our concern, although she expressed congratulations that most were okay.

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

**MOTION:** Trustee Pople

**SECOND:** Trustee Moore

Motion passed unanimously.

Pre-Qualification of General Contractors Extension (Action)

Chair Callaway noted this is a continuation of approved contractors.

This request is for the Board to approve extension of current Pre-qualified General Contractors through November 2016 and approve future annual Pre-qualification in November.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Vaughn

Motion passed unanimously.

Request to extend the 2015-2016 Salary Schedule (Action)

Chair Callaway indicated this is a request for approval.

This request is for the Board to extend the 2015-2016 Salary Schedule as presented.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Pople

Motion passed unanimously.

A resolution of the District Board of Trustees of Tallahassee Community College authorizing a lease/purchase agreement not to exceed \$5.4 million (Action)

President Murdaugh said we are pulling this item from consideration this month.

Energy Savings Performance Contract (Action)

President Murdaugh said we are pulling this item from consideration this month.

College Operating Budget 2016-17 (Action)

VP Wills stated Joel Neely was distributing an updated form. The vote was held after the workshop presentation.

### **Florida Public Safety Institute**

Renewal of Contract with the Florida Department of Corrections (Action)

President Murdaugh confirmed with Director Eunice that this contract was the same that had been approved in previous years, without change to terms and conditions.

This request is for the Board to approve the renewal of the contract with the Florida Department of Corrections.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Messersmith

Motion passed unanimously.

### **Information Technology**

Authorization to execute a new (revised) contract and agreement with Instructure for the Canvas Learning Management System (Action)

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

This request is for the Board to approve the recommendation to authorize the College to enter into a Participation Agreement with Instructure and execute a new 5-year contract with Instructure for their Canvas Learning Management System (LMS), associated integrations and support, saving the College between \$30,000 and \$45,000 per year for each of the first 4 years.

**MOTION:** Trustee Pople

**SECOND:** Trustee Lamb

Motion passed unanimously.

### **Student Affairs**

Policy 10-00, Admission Policy (Action)

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

This request is for the Board to approve revisions to College Policy 10-00.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Vaughn

Motion passed unanimously.

Policy 10-04, Withdrawal from College Courses (Action)

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

This request is for the Board to approve revisions to College Policy 10-04.

**MOTION:** Trustee Vaughn

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

## **BOARD OF TRUSTEES**

### 2016-2017 Schedule of Board Meetings and Workshops (Action)

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

This request is for the Board to approve the Schedule of Board Meetings and Workshops as presented.

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

## **PUBLIC COMMENT**

Chair Callaway announced Dr. Balog would time the presentations, disclosing there would be a three (3) minute limit for each.

Patrick McDermott, Faculty Senate Chair, indicated that last week he sent an email with the faculty senate resolution. He stated the faculty expressed disappointment with the attempt to change the loading formula without shared governance. He said at the May meeting the Board received flawed data, sharing they would like the flawed data fixed soon after this meeting.

Martin Balinsky, Faculty Compensation Committee Chair, stated he had emailed the report to the Board. He shared they had done some analysis of the salary regarding the extra class assignments. He indicated the total and average faculty salaries from 2010 to 2016 showed a drop, while the average college salary remained the same. He said they noticed the total salary for the executive team increased along with the number of executive members, excluding the President and one assistant. He stated although the extra classes do cost the college money, classes are a revenue source. He began comparing the tuition rate times the number of students with the average faculty salary.

Chair Callaway indicated his time was up, however she would allow him to continue if he was almost finished, with Dr. Balinsky expressing his thanks. Dr. Balinsky continued with the comparisons. He presented the overload analysis from a different view, indicating the college is receiving a discounted rate from the cost for a full-time salary with benefits. Chair Callaway thanked him for the presentation and information.

President Murdaugh announced that during his report following the workshop, he would make some comments about the data just presented. He stated he does not wish to disrupt the flow of the workshop, however indicated he was saying this so the faculty would not leave.

## **WORKSHOP**

### Budget 2016-17

#### *Ensuring Quality & Value*

VP Wills provided information specific to the state appropriation, comparing to previous year. She said the non-recurring allocation this year is different, with these funds provided for the new trucking facility and the Leon Works project. She disclosed this resulted in an increase in our total funding for the year. She indicated that among other state funds was the one million dollars (\$1,000,000) for fixed capital outlay for the main campus infrastructure. She displayed a chart depicting the history of state funding from the 2012 through 2017 budget years.

She stated last year TCC was in the Gold category and ranked third (3<sup>rd</sup>) in performance-based funding, with twenty-four and eighty-three hundredths (24.83) points earned. She said this year we are in the Silver category, with twenty-five and twenty-eight hundredths (25.28) points earned. She revealed the calculation was changed and although our points increased, the funding decreased. Trustee Kilpatrick inquired about our ranking this year, with VP Wills stating they are not ranking the colleges this year.

VP Wills shared our annual enrollment continues to go down, although it is better this year than we originally projected. She stated the tuition per credit hour is remaining the same (the other colleges did not make changes this past year) so we will still rank toward the bottom. She said we are closing out the year a little better than expected, with some enrollment and collections a little higher than originally projected.

She reviewed the projected revenue and expenses for the new fiscal year, including the transfer of about one million dollars (\$1,000,000) from auxiliary funds. She stated the Capital Outlay transfer will include a funding source for technology. She indicated revision of the Fair Labor Standards Act, which includes a lot of requirements that will impact some of our employees, must be implemented by December 1, 2016. She shared there is also an increase in insurance costs for all employees.

VP Wills said this is a balanced budget, with a sufficient fund balance, and establishes budgets for each college site. She stated it designates a source for classroom and campus technology and a multi-year commitment to classroom technology, with assistance from the Foundation.

President Murdaugh asked VP Mitchell to talk about this from the prospective of donors, sharing the Foundation is looking for twenty-five thousand dollars (\$25,000) and we will match that in our budget. VP Mitchell said donors always like to see what the college is also matching, so this will be a joint project.

VP Wills said this budget also includes a raise for all full-time, regular employees effective October 1, 2016.

This request is for the Board to approve the College's 2016-2017 Operating Budget.

**MOTION:** Trustee Moore

**SECOND:** Trustee Kilpatrick

Motion passed unanimously.

Trustee Moore inquired about the funds for the vision of the Downtown Capitol Center, with VP Wills stating the money for improvements is coming from Capital Outlay and the programs being offered is in the center budget. She said the Capital Outlay budget will include the one million dollar (\$1,000,000) appropriation to Central Plant, which we hope to leverage. She indicated the other part would be energy savings, like water conservation and lighting to be paid over time.

VP Wills said they are looking at establishing a campus-wide inventory, to anticipate future replacement and maintenance costs. She shared they have had a lot of huge projects this year, indicating putting together a project plan will allow us to be more efficient. She stated she hoped to bring back the energy savings performance contract.

President Murdaugh said he appreciated the approach by VP Wills to a multi-year approach. VP Wills said knowing how much labor time and materials are needed for each project will help us compare the cost of maintenance to replacement. She said identifying the relationship in the classroom upgrades is important to facilities when they look at the roof, tiles and other items.

Trustee Messersmith asked if, based upon the Chair's time on the State Board, there has ever been discussion about allowing in-state tuition (as opposed to out-of-state) for bordering states. President Murdaugh said with the difference in the tuition rates, it would take four (4) times as many students to get the same revenue for the college. He said after evaluation, it was determined that in-state tuition for bordering states was not in the best interest of the college.

## **PRESIDENT'S REPORT**

President Murdaugh recognized two upcoming birthdays – Trustees Pople and Lamb.

He thanked Patrick McDermott and Martin Balinsky for their presentations. He said our team messed up the data and he is not confident that it has yet been corrected, therefore will not put anything out there until he knows it is correct. He stated he has learned, as we try to clean up the mistake made, that when you take a snapshot matters.

He indicated that although he has twelve (12) direct reports, the Executive Team meets weekly to discuss college-wide issues and has nine (9) members. He said he could see how faculty might think it was eleven (11). He stated in 2010 there were seven (7), with one (1) position vacant – so he can see how they may have arrived at the numbers in the report.

He said he had no dispute with the average faculty salary going down three percent (3%), sharing that between 2010 and 2016 there were thirty-one (31) retirements – with the average salary of retirees at \$69,500 that certainly would impact things. He stated base salary went up four percent (4%) in 2011 and three percent (3%) in 2014, saying he was not challenging the numbers presented. He shared on his side he is so aware of how easy it is for us to give numbers that are accurate, but based upon a specific point in time. He thanked the compensation committee, indicating faculty is in the best position to help us understand the benefit.

## **NEXT MEETING DATE**

Monday, August 15, 2016

Location: **Main Campus**

## **ADJOURNMENT**

Meeting adjourned at approximately 3:47 p.m.

Minutes approved at regular meeting of the District Board of Trustees on August 15, 2016.

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**Donna Callaway**  
**Chair**

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