

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
October 15, 2012
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

The October 2012 District Board of Trustee meeting was called to order by Chair Callen at approximately 2:28 pm.

Members Present: Chair Callen, Trustees Callaway, DeFoor, Lamb, Messersmith, Moon and Moore

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Gloria Mitchell, Ginny Wagner, Renae Tolson, Teresa Smith, Jerry Schilling, Marge Banocy-Payne, Sharon Jefferson, Vanessa Lawrence, Susan Payne-Turner, Monte Finkelstein, Alice Maxwell, Sally Search, Lourena Maxwell, Demetriss Locke, Dale McColskey, Lei Wang, Mike Robeck, Ben Achong, Heidi Kerr, Carol Easley, David Hendry, Bret Ingerman, Bill Spiers, Bobby Hinson, Joe Neeley, Neisa Logman, Alice Nied, Bill Bierbaum, Robin Johnston, Patricia Manning, Thomas Dickens, Anthony Jones, Rob Hall and Lenda Kling.

COMMENTS

Board Chair – Chair Callen welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. She announced President Murdaugh won the Leadership Tallahassee Leader of the Year award, stating it was heartwarming to hear the applause for him at the event.

She attended the first annual Trustee Chair Training in Orlando with Provost Sloan, stating it was important to learn what is happening in the state and have the networking opportunity. She referenced the town hall meetings in Gadsden and Wakulla Counties. Although she missed the ribbon cutting at the Wakulla Center, she showed the large gold scissors received for the event.

Chair Callen asked the Board Members to consider sharing the things going on in their lives.

Board Members – Trustee Calloway attended the town hall and ribbon cutting at the Wakulla Center, indicating she was pleased with the feedback received from the people in the local community. When leaving, she wondered how we would reduce into manageable components all the things they wanted. She congratulated Trustees DeFoor and Messersmith, along with President Murdaugh, on the mission and direction they gave.

Trustee Lamb commended President Murdaugh on the Leadership Tallahassee Leader of the Year award received, indicating it was good to see the President's father there. Trustee Lamb stated he enjoyed the Gadsden Town Hall, sharing the discussion about the strategic plan went very well.

Trustee Moon congratulated President Murdaugh on the Leadership Tallahassee Leader of the Year award, indicating she wished she could have been there. She stated the Gadsden Town Hall was very enlightening for her, indicating the resounding comments were in reference to facilities.

Trustee Messersmith thanked Trustee Calloway for her kind comments, indicating he had enjoyed all three meetings. He stated all the comments were about the things we have been discussing and is encouraged by the public dialogue that we are on the right track for the strategic plan. He recognized and thanked Susan Payne-Turner from Wakulla County, who is very involved in many things throughout the community.

Ms. Payne-Turner stated it was a pleasure, indicating there was an awesome turnout at the town hall. She is excited about TCC being there and making a commitment to the County. She shared that for those in attendance; you could hear and feel the excitement.

Trustee Moore stated she supported everything that had been said, thanking Trustee Messersmith for communicating that our discussions reflected the communities' requests. She acknowledged that President Murdaugh agreed to become chair-elect of the Economic Development Council (EDC), stating his leadership and insight into the possibility of what our region can be down the road will come through as he chairs the EDC for two years.

Trustee DeFoor joined in the congratulations to President Murdaugh, stating that is quite an honor. He thanked everyone for the commitment to Wakulla, indicating we had not seen anything yet and stating it would be world class before it was all over.

Chair Callen said it was exciting and worth the drive to go to Gadsden and Wakulla Counties for our meetings.

President – President Murdaugh expressed his thanks to the Trustees for attending as many of the town hall meetings as they could, stating that he knows this is on top of everything else they have. He indicated it is wonderful for the Trustees to hear the feedback directly, since they own the strategic plan of the college, and hopes they hear that people appreciate us listening. The Wakulla Center is off to a magnificent start, thanking Susan Payne-Turner for her help.

He stated there have been a lot of things happening around the state at other colleges. There was recently a major data breach at a college in Okaloosa County, resulting in compromised student, faculty and staff data. He shared a memo prepared by VP Ingerman.

VP Ingerman indicated the lost data included employees and about 200,000 bright futures students around the state. The data included dates of birth, social security – all the things that could be easily used. The State Department of Education (DOE) letter indicated they wanted us to ensure their data supplied to us was secure. Our response, sent prior to the required date, indicated we had confirmed all the data was secured.

VP Ingerman sent an email to the entire campus telling them of the breach, advising we were taking steps to secure all data under our custody, and reminding everyone that data security is a shared responsibility. He said we can secure the data we control, but it is important for us to remember we are all responsible for the data we receive. We have also worked to use this as a catalyst to ensure all the data we store, not just that supplied by DOE, is secure.

Trustee Moon inquired if the Auditor General's Office was involved. VP Ingerman stated he did not believe so, we have been hearing from the Inspector General's Office at DOE. Trustee Messersmith asked how this happens when we have firewalls, etc. VP Ingerman stated it appears there were multiple files from 2005-06 and 2006-07 that when combined provided the required data for identity theft. He also thinks the security on their system allowed access.

Trustee Messersmith inquired why we needed new processes when we already had safeguards in place. VP Ingerman stated that when a Microsoft security flaw is found and patches are not applied immediately, we have left our door open for risk. We have some systems that are not as up to date on patches as he would like and shared folders of information that should be more frequently audited – not because we have a problem, but because if we don't continually check them slowly things can happen.

Trustee Calloway asked if there was any reaction from the student population here. VP Ingerman indicated he received two phone calls and two or three emails, whom he referred to the DOE website for assistance since this was not our data breach. Trustee Moore expressed thanks that it was not on our watch, on our campus and for our quick response to the issue.

VP Ingerman indicated the IT staff took the situation quite seriously, handling it immediately. Trustee Lamb confirmed we were enhancing what we already had in place. Chair Callen expressed her thanks, stating she thought they had handled the matter well. President Murdaugh thanked VP Ingerman and his team, indicating VP Ingerman had hit the ground running.

President Murdaugh asked Director Wildes to discuss the collapse of the parking garage under construction at Miami Dade College. Director Wildes stated the entire campus, which is one large building, had been closed because of the incident. He stated the annual SREF Inspection was probably one of the most important things we have to identify possible safety issues, along with internal safety inspections by internal State Certified Inspectors.

He shared that shortly after starting here, they discovered a couple of cracked welds on the steel angles that support the wall panels on the parking garage here on the main campus. Although not critical, we took care of it within a month. In addition to structural issues; our certified internal inspectors check fire alarm panels, emergency generators, etc. monthly.

President Murdaugh asked Director Spiers to speak about financial aid issues that happened at Florida State College (FSC) in Jacksonville. Director Spiers stated we look at the appropriate granting of appeals, where students have had satisfactory academic progress issues. The federal government process outlined states the conditions for the appeal must be unusual, mitigating and documented.

A few years ago we found a student who submitted fraudulent documentation – the male student submitted a signed lower back pain statement from an OBGYN. Consequently we verify every piece of documentation that comes into our office. Fraud is a very common occurrence on college campuses and we have sent 30 – 40 people to the State Attorney's Office over the past few years for fraud.

AT FSC in Jacksonville they decided about eleven years ago to disassociate financial aid appeals from the Financial Aid office, deciding to have the appeals reviewed by Campus Deans. A Dean will look at an appeal much differently, often not applying the federal government

guidelines of unusual, mitigating and documented circumstances. Consequently the State Attorney's Office found they did not comply.

We must be very careful about the stringent regulations, but we must be diligent about staying on top of the new rules. This year it will be more complicated, since we are going from a one tier to a five tier verification process. Our efforts will be to remain compliant, out of the newspaper and within the state and federal program standards.

Trustee Calloway asked for further detail about the one tier vs. five tier verification. Director Spiers stated we are still awaiting final details, but it will vary by student based upon individual circumstances. Trustee Messersmith asked about further clarification for an appeal. Director Spiers stated the appeal was for students who do not meet the satisfactory academic progress. The unusual, mitigating circumstances could be medical operations, death of an immediate family member, etc.

APPROVAL OF MINUTES

Chair Callen asked if there were any comments and requested a motion to approve the minutes of the September 17, 2012 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Director Maxwell introduced news clips about bloodhound training at FPSI, the Healthcare Job Fair at the Ghazvini Center for Healthcare Education and the TCC Channel 22 "*The Skinny*" report on college engagement via clubs on campus.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

Academic Affairs

Lab Fees for Surgical Technology Program (Action)

President Murdaugh stated this is for approval of lab fees.

This request is that the Board of Trustees approve the attached fees to become effective immediately and applied to the courses the next time they are offered.

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

Administrative Services

Budget Amendment No. 1 (Action)

President Murdaugh shared this is to update the college's operating budget in response to changes in enrollment. It brings forward purchases and obligations open at year's end, with a reduction of 10% in OPS budgets and 5% in current expenditures.

Trustee Messersmith inquired about the OPS money, asking if it was money currently being used or money just available for use. President Murdaugh indicated this is budgeted OPS dollars, so those entities within the college that have a budget will be uniformly decreased.

This request is that the Board approve the amendment as presented.

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

Construction Status Report (Information)

Director Wildes stated there are some small safety related items on main campus – repairs at the English Building stairwell and lighting in the parking lot west of the Student Union. The GCHE chiller has been accepted as complete and at FPSI a piggyback on the natural gas service conversion under the DOC contract. He expressed thanks to the bank and Susan Payne-Turner for the work at the Wakulla Center.

Trustee DeFoor inquired if there was any official communication from the Department about the prison, indicating there had been some questions about its opening. President Murdaugh and Director Wildes indicated they had only seen flyers.

Trustee Messersmith confirmed the GCHE work had all been completed, indicating there were some sub-contractors that had not been paid by the main contractors. Director Wildes stated he had approved final payments last week, after the completion of the work.

Annual SREF Fire, Sanitation and Casualty Inspection (Information)

Director Wildes shared there is no change in the SREF, with only the inspection of the boiler at the Gadsden Center pending. He has been informed the inspection should occur next month and next month this year's SREF inspection should begin.

Fund Analysis – September 2012 (Information)

President Murdaugh shared this is a monthly item and we would answer any questions.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston stated as of September 30th we have \$200,000 collected. He indicated Susan Payne-Turner is the TCC Foundation Chair-Elect and will become their Chair in March. TCC Chair Callen indicated she enjoyed attending the Foundation meetings each month.

Susan Payne-Turner indicated she was looking forward to becoming chair, indicating the event at the Wakulla Center was awesome. She stated during the transition we would begin seeing more of her.

PRESIDENT'S REPORT

President Murdaugh shared with the Trustees a pass to the athletic events on campus, providing them with a supply to share with others in their communities. He distributed information on the current art exhibit at the college, as provided by Dean Banocy-Payne, indicating those events are always exciting.

He provided copies to each of the Trustees of the latest Trustee Manuals delivered today around 2:00 pm by the Association of Florida Colleges.

Next week we will begin the interviews for the VP of Workforce Development. He will be attending the President's Coalition later this month and the Artist Reception at Aloft Hotel on October 25th. He has been notified of jury duty on November 2nd.

Trustees Lamb and Messersmith have indicated they will be attending the AFC Convention in Palm Harbor later this month. If others of you are able to go, please let us know and we will make the arrangements. There will be Trustees conferences in February and we will provide more information as it becomes available.

The incident in Jacksonville and previously the salary paid to the President at Edison prompted a letter from the Governor to the Chief Inspector General calling for an investigation. We have not received any correspondence from the Inspector General, the Governor or the Department of Education.

The two major driving points in the Governor's letter are the severance package provided to the President and allegations of the President's expenditures from Foundation funds. President Murdaugh stated he would be happy to talk to the Trustees at any time, indicating he does not feel they will find anything out of bounds here at TCC. He stressed the importance of the Trustees knowing where the President, his contract, the college and foundation funds stand.

Trustee DeFoor indicated this is the road we didn't go down. Chair Callen stated the Governor's Staff shares with their staff that they should always honor the position. It is comforting to know that we do things hopefully from good character and all the information provided is helpful.

She thanked everyone for trying to attend as many of the evening events as possible.

Trustee Messersmith shared that he was on a conference call about education with lobbyists from major states. When he began sharing what we are doing here beyond the traditional scope of community colleges, it was astounding how they were listening. We are really on the cutting edge of what is going on in education and stated he is so proud of TCC.

NEXT MEETING DATE

Monday, November 19, 2012

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 3:31 pm.

Minutes approved at regular meeting of the District Board of Trustees on November 19, 2012.

Dana Callen, Ph.D.
Chair

Jim Murdaugh, Ph.D.
President