

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Florida Public Safety Institute**  
**75 College Drive**  
**Tallahassee, FL 32333**  
**Monday, March 20, 2017**  
**2:30 pm - Business Meeting**

The March 2017 District Board of Trustees meeting was called to order by Vice-Chair Kilpatrick at approximately 2:32 p.m.

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

**Absent:** Chair Pople

**Via phone:** None

**Others Present:** President Murdaugh, Rob Hall, Scott Balog, Justin Adams, Brandi Elliott, George Smith, Matthew J. Holmes, E.E. Eunice, Amy Bradbury, Nyla Davis, Diane Garrard, Stephanie Solomon, Patrick Whitsell, Bobby Jones, Desiree Gorman, Kim Allen, Ginny Wagner, Mike Robeck, Frank Mix, Heather Mitchell, Sheri Rowland, Calandra Stringer, Bill Spiers, Chris Holmes, Lisa Holmes, Alice Maxwell, Anthony Jones, Tabitha Washington, Craig Knox, Angela Sapp, Patricia Manning, Ryland Moore, Michael Farrow, Debbie Robinson, Gigi Hawthorne, F. Moore-Davis, and Lenda Kling.

**COMMENTS**

**Board Chair –** Vice-Chair Kilpatrick indicated Chair Pople is unable to join us today due to a family health issue. He welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He stated that in honor of Chair Pople and Women's History Month, our history lesson for the day is that Margaret Wilcox (born in Chicago in 1838) was one of the few female mechanical engineers of her era and invented the automobile heater.

**Board Members –** Trustee Callaway shared Trustee Messersmith is studying for his Captain's license.

**President –** None

**APPROVAL OF MINUTES**

Vice-Chair Kilpatrick asked if there were any comments and requested a motion to approve the February 20, 2017 Board Minutes.

**MOTION:** Trustee Moore

**SECOND:** Trustee Lamb

Motion passed unanimously.

**INFORMATION AND NEWS ITEMS**

Director Maxwell disclosed they have run advertisements, designed new publications, shot new photographs and placed strategic billboards for the expanded healthcare profession promotion. She introduced videos about the TCC Healthcare Program Showcase, Building Legacies

March 20, 2017

Page 1 of 7

Women's Summit, Southern Model United Nations Conference, TMH Foundation gift for scholarships, TCC Foundation Cleaver and Cork dinner, Athletic Director Rob Chaney award and the performance of the national anthem by TCC students at the opening joint House and Senate session.

She announced recent awards received by TCC Trustee Karen Moore, President Murdaugh, Athletic Director Rob Chaney, TCC Career Center, Amy Gaughf, VP Kimberly Moore, AVP Lei Wang, Alice Maxwell, Roopali Kambo, Alycia Malicz, Candice Grause, the Communications and Marketing Office and Moore Communications Group.

Trustee Messersmith shared one of the legislator's daughters, who is a TCC student, sang the national anthem at the organizational session of the House.

## **UNFINISHED BUSINESS**

None

## **PRESENTATIONS**

President Murdaugh stated he swore in our new Chief of Police this morning, introducing Chief Greg Gibson. President Murdaugh welcomed Nyla Davis, the new Human Resources Director.

VP Mitchell said Firehouse Subs Public Safety Foundation made a scholarship gift of fifteen thousand dollars (\$15,000) for TCC Fire Academy students, introducing Chris Holmes. Mr. Holmes recognized Lisa and Matt Holmes, indicating their foundation is known as the heart of Firehouse Subs. He shared their founders are former firefighters, who formed a foundation to donate life-saving equipment and support education.

VP Mitchell shared The Committee of 99 established a scholarship to honor Leon County Deputy Chris Smith, who was tragically killed in the line of duty – indicating the scholarship will be for students entering the law enforcement program at the Florida Public Safety Institute. She introduced Fred Dunphy, The Committee of 99 President, and Erica, the wife of Deputy Smith.

Mr. Dunphy indicated The Committee of 99 was created to support law enforcement in this area. He said they are honoring Deputy Smith and are very proud of Erica. Erica thanked everyone, stating her husband loved to teach and this is a great honor. Mr. Dunphy recognized many of their sponsors for the scholarship and said they are proud to be a part of this.

President Murdaugh asked Erica and her son, Hunter, to join them for the photo.

## **NEW BUSINESS**

### **Approval of Consent Agenda**

Vice-Chair Kilpatrick asked if there were any questions, with none received.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Moore

Motion passed unanimously.

## **TCC Foundation**

TCC Naming Opportunity – WEI Classroom (The David & Rhonda Harvey Classroom) (Action)

VP Mitchell said this is being brought before the Board this month since we would like to unveil the signs at our next meeting.

This request is for the Board to approve the naming of one of the classrooms at WEI as presented.

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

TCC Naming Opportunity – WEI Classroom (The William M. & Irene C. Payne Family Classroom) (Action)

VP Mitchell said this is also for an unveiling at the next meeting.

This request is for the Board to approve the naming of one of the classrooms at WEI as presented.

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

TCC Foundation Update (Information)

VP Mitchell said she would answer any questions, with none received.

**Academic Affairs**

Annual and Continuing Contract Recommendations (Action)

Vice-Chair Kilpatrick asked if there were any questions, with none received.

This request is that the Board approve the recommendations for annual contracts in the attached list.

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

**Administrative Services**

Fund Analysis - February (Information)

Vice-Chair Kilpatrick asked if there were any questions, with none received.

Construction Status Report (Information)

Vice-Chair Kilpatrick asked if there were any questions, with none received.

A Resolution Authorizing an Amendment to a Promissory Note issued May 18, 2016 (Action)

VP Wills shared this is a refinance of the Advanced Manufacturing Training Center, with a lower interest rate that will save us approximately fifteen thousand dollars (\$15,000).

This request is that the Board approve the First Amendment to the Loan Agreement between the District Board of Trustees of Tallahassee Community College and Whitney Bank, D/B/A Hancock Bank, that will change the interest rate from 2.31% to 1.80% on an outstanding principal sum of \$964,000.

**MOTION:** Trustee Messersmith  
**SECOND:** Trustee Vaughn  
Motion passed, with Trustee Moore abstaining (see attached Form 8A).

## **PUBLIC COMMENT**

None.

## **WORKSHOP**

### Serving Gadsden County

#### *Fostering Opportunity and Making a Difference*

President Murdaugh said when we bring a Board Meeting to Gadsden or Wakulla County; we try to highlight that county in our workshop. He indicated today we will be providing an update on what is happening here in Gadsden County.

VP Moore said it has been one (1) year since the opening of the Gadsden Center, reminding everyone of the services previously offered at the TCC Quincy House. She indicated in March 2016 we opened the Gadsden Center which houses a computer lab, classrooms, HVAC lab (which focuses on this industry-recognized certification program) and a conference room where we host and provide business services. She stated we offer GED/ESOL classes, expanded testing and satellite support services for students.

She shared the HVAC training is offered at the request of employers, stating we support the non-English speaking community by providing bilingual staff and ESOL classes. She disclosed we have an Ask the Expert Kiosk at the Gadsden Center that connects prospective and current students with Admissions, Advising, Financial Aid, Scholarships, Veterans Affairs and the Cashier's Office at our main campus.

VP Moore shared we provide access to a computer lab and other resources; offer assistance with resume writing, job searches and submission of college and financial aid applications; host community resources, college admissions and advising services; proctor tests; provide business and community space; and focus our programming on employer and workforce needs.

She stated in the first year we have developed a comprehensive service delivery model that replicates our main campus environment and addresses transportation barriers; implemented GED, ESOL and HVAC programs that are at or near capacity; provided certified staff to address employer and student needs; and expanded services to include a satellite GED location in Chattahoochee.

Trustee Callaway asked what the end product is of the ESOL program. VP Moore replied students receive a Certificate of Completion showing they speak English, participate in our graduation ceremony and can pursue employment or further their education.

VP Moore recognized a large number of internal and external partnerships for the services. She said they have twenty-seven (27) students currently enrolled in the day and evening Adult Education/GED programs. Vice-Chair Kilpatrick inquired about capacity; with VP Moore sharing it should be around twenty-two (22). Vice-Chair Kilpatrick stated this shows the need.

VP Moore disclosed we have eighteen (18) enrolled ESOL students, indicating they are mostly from Mexico and El Salvador. She said half of them are already employed, but are seeking to improve their proficiency in English to secure a better paying job. Trustee Callaway inquired if this was the State curriculum, with VP Moore responding yes and adding we have built in a workforce component that includes words from the occupation in which they are interested.

VP Moore shared that HVAC is one of the fastest growing programs statewide, indicating we offer this as an evening program and completion takes approximately five (5) semesters. She shared we currently have eleven (11) students enrolled, indicating these students are currently employed outside the field earning less than this field offers and two (2) of the students travel four (4) nights each week from Panama City and Perry to participate.

She introduced HVAC student Mike Farrow, asking what interested him most in the program. Mr. Farrow stated he is working in Panama City for a Department of Defense contractor, but they have recently experienced some concern of downsizing and he wanted to have a trade that he felt would always be in demand. He said he looked in Panama City for a HVAC program, but it was geared toward high school students – indicating the drive here is worth it.

VP Moore recognized the staff that makes these programs work. She shared that in one (1) instance when the GED instructor was not available, all but one (1) of the students decided to stay and learn – indicating this says how committed they are to the class.

She talked about the in-demand workplace safety workshop series for local businesses and their employees that will be offered at no cost, indicating it will include first aid/CPR, active bystander and shooter training, cyber-security and continuity of operations planning. Trustee Messersmith inquired about first aid/CPR certification, with VP Moore sharing it is a Certificate of Completion.

Trustee Lamb said he had stopped by the center and was told they are doing good things. President Murdaugh thanked Mike Farrow for driving here to classes and for coming today to share his story, which is very powerful.

Director Eunice said the Florida Public Safety Institute (FPSI) has approximately sixty (60) partners. He shared the Florida Highway Patrol (FHP) currently has a shortage of about three hundred (300) troopers. He indicated they have three (3) simultaneous basic recruit classes, with an average of fifty (50) students each, training on campus for seven (7) months.

Trustee Moore asked about the cost of the program, with Director Eunice indicating they run their own program but we get funds from food and housing. He stated we get twenty dollars (\$20) per person for a double room and twenty-seven dollars (\$27) for a single room per night.

He shared FHP would like to build the first public safety high-speed driving track in Florida on an identified area at the back of our property. He said they want to complete the project within the next twelve (12) months; but they will need to obtain enough funding and resolve some safety concerns first. Trustee Lamb confirmed the track would be adjacent to Interstate 10.

Director Eunice said the Department of Corrections probation basic recruit class has five (5) classes administered simultaneously, with an average of forty (40) students each, training for four (4) months. He shared we are the only academy in Florida that trains probation officers and we have a one hundred percent (100%) pass rate, noting that probation officers in Florida must have a bachelor's degree.

He shared we have hosted training for the National Association of State Boating Law Administrators for the past few years and they have requested to build a boat storage facility here. He indicated, when finished, they plan to move their entire training here.

Director Eunice indicated the Federal Mine Safety and Health Grant delivers training in seven (7) states, sharing there are state as well as federal standards in mining. He said there are sand, phosphate, gravel, limestone and other types of mines; sharing Director Kim Allen has been selected to serve on the Federal Safety and Health Administration Committee.

Director Allen indicated Florida has never had a seat on the twenty-one (21) state Interstate Mining Compact Commission. She said we have been invited to attend their conference and will be asked if we wish to enter the five (5) year journeyman stage. She shared that based upon our training process; they have asked us to sit on two (2) committees.

She indicated we will be hosting the Surface Mine Search and Rescue Contest – a first of its kind, three (3) day competition in March of 2018. She said rescue teams from across the United States will participate in this surface and underground competition, sharing the scenarios will be created and judged by the Federal Mine Safety and Health Administration.

Director Eunice said they have recently upgraded the original housing (built in the early 1980s) that has thirty-two (32) rooms with sixty-four (64) beds, sixteen (16) bathrooms, hallways, common areas and a laundry room. He stated the new facility has two hundred (200) rooms with three hundred five (305) beds. He displayed photos of the rooms and disclosed all the artwork in the rooms has been done by prisoners.

Trustee Messersmith said this Board wanted the facility to grow to a regional impact facility with national recognition and people like Director Eunice and Dr. Murdaugh have made this happen. Director Eunice stated we do this economically – indicating a recruit can be here for eight hundred thirty-four (834) hours at a cost of three thousand seven hundred dollars (\$3,700).

Trustee Callaway said the organization used here should really be a course of its own. Trustee Lamb stated he gave President Murdaugh credit for acquiring the land so we can spread out, which is the key to the entire thing. Director Eunice said there were three hundred sixty-five (365) acres when Dr. Murdaugh came on board and now there are upward of one thousand five hundred (1,500) acres.

He said fifty (50) of those acres houses the DOC Re-Entry Center with four hundred thirty-two (432) inmates, who do our laundry for no cost. President Murdaugh shared the Re-entry Center provides good jobs for Gadsden County residents which impacts the local economy, we trained the people who have those jobs and we can take recruits directly into the center.

He indicated nothing here would be possible without the Board of Trustees and seventeen (17) years later, we can see the benefit. He said when we get to Wakulla next month; he would like us to think about what we can do to grow it as we have FPSI. He stated it is a different mission, but it is his hope we will have a similar impact.

Vice-Chair Kilpatrick said he had the pleasure to attend the swearing-in ceremony for the Chief this morning, welcoming the new Chief of Police and Human Resource Director.

## **PRESIDENT'S REPORT**

President Murdaugh referenced the Florida Legislature session, asking Trustees Moore and Messersmith to add any information and indicating he has concern about the funding for the Community College System. He reminded us there is a higher education community college

funding formula that divides any funds among the colleges, sharing the Governor's first recommendation was for only nine million dollars (\$9,000,000) for twenty-eight (28) colleges.

He said he is disappointed since we have met the Governor's challenges to get people to work, indicating we have twice as many students in the college system as the university system. He shared the Senate wants to put one billion dollars (\$1,000,000,000) into universities. He stated the House held a hearing that showed universities over the past ten (10) years had a forty percent (40%) increase in their funding, with only about a fourteen percent (14%) increase in enrollment.

President Murdaugh disclosed that over those same ten (10) years, colleges have had close to a zero percent (0%) increase in funding. He stated he is not optimistic that we will come out with money that supports our mission, indicating they are looking to cut one hundred eighty-one thousand dollars (\$181,000) from our truck driving program – a program that is clearly putting people to work in a much needed regional and statewide area.

He said we are where Floridians come when they need training. He said they are looking to slash approximately fifty-five million dollars (\$55,000,000) in developmental education from the budget, sharing there are people who need developmental education for different reasons – soldiers returning to school, people who didn't get it in high school, and other reasons.

Trustee Moore said the Florida College System Trustees recognize the value colleges bring to local communities, suggesting if we wish to share our opinions that we do so – on non-work time and equipment. Trustee Messersmith stated this is only the second week of session, so what we see now will not be what we see at the end. He shared the Senate leadership has a problem with community colleges going to four (4) year programs, but there are things to do and it will all change before it is over.

#### **NEXT MEETING DATE**

April 17, 2017

Location: Wakulla Environmental Institute

#### **ADJOURNMENT**

Meeting adjourned at approximately 4:07 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on April 17, 2017.

---

**Randy Pople**  
Chair

March 20, 2017

---

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

Page 7 of 7

# FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Moore Karen Batebdon</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE <i>District Board of Trustees</i>
MAILING ADDRESS <i>2011 Delta Blvd</i>	NAME OF STATE AGENCY <i>Tallahassee Community College</i>
CITY COUNTY <i>Tallahassee Leon</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED <i>3/20/17</i>	

### WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

**ELECTED OFFICERS:**

As a person holding elective state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, if you vote on such a measure you must complete this form and file the form within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

**APPOINTED OFFICERS:**

As a person holding appointive state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, you must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.



**DISCLOSURE OF STATE OFFICER'S INTEREST**

I, Larry Moore, hereby disclose that on March 20, 2017:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I serve ~~on~~ on an advisory board (non paid) for Hancock Whitney Bank - a resolution authorizing an amendment to a promissory note was brought before the board. I abstained from the vote.

Date Filed

3/21/17

Signature

Larry B Moore

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.