

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Hinson Administration Building**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, June 18, 2018**  
**2:30 pm - Business Meeting**

The June 2018 District Board of Trustees meeting was called to order by Chair Kilpatrick at approximately 2:30 p.m.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Murdaugh, Lenda Kling, Mike Robeck, Al Moran, Bobby Jones, Rob Hall, Craig Knox, Calandra Stringer, Don Herr, Anthony Jones, Heather Mitchell, Nyla Davis, Michelle Rehwinkel Vasilinda, Marcus Nicolas, Sheri Rowland, Melinda Rodgers, Gloria Mitchell, Sharisse Turner, Kim Moore, Dustin Frost, Feleccia Moore Davis, Tracy Woodard, Carmy Greenwood, Amy Bradbury, S. Solomon, Summer Dusek, Gregory Williams, S. Balog, Bret Ingerman, Alice Maxwell and Patricia Manning.

**COMMENTS**

**Board Chair –** Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance. He shared President Murdaugh was recently elected to the Vice-Chair position for the Council of Presidents and Chair of the Policy & Advocacy Committee.

**Board Members –** None

**President –** President Murdaugh said he is thrilled and looking forward to his role.

**APPROVAL OF MINUTES**

Chair Kilpatrick asked if there were any comments and requested a motion to approve the May 21, 2018 Presidential Evaluation Meeting Minutes.

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

Chair Kilpatrick asked if there were any comments and requested a motion to approve the May 21, 2018 Board Meeting Minutes.

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

**INFORMATION AND NEWS ITEMS**

Director Maxwell introduced video clips for the new flex path program, Capital Regional Medical Center (CRMC) nursing scholarship, cybersecurity camp and training, Wakulla Environmental

Institute (WEI) oyster aquaculture and co-op programs and Florida Public Safety Institute (FPSI) graduate who helps community.

## **UNFINISHED BUSINESS**

None

## **PRESENTATIONS**

President Murdaugh shared Michelle Vasilinda is running for Mayor of Tallahassee and Anthony Viegbesie is seeking re-election to the Gadsden County Commission. He said the current policy states the President and the Board should approve, indicating our attorney does not see any perceived conflict of interest.

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

Ms. Vasilinda thanked the Board for their support. Mr. Viegbesie expressed his thanks for the vote of confidence, indicating he is currently our most senior faculty member.

President Murdaugh said previously brought to the Board were Greg Williams running for Leon County Commission and Marcus Nicholas running for the Leon County School Board. He stated he does not believe we have had another time when we had four (4) members of our institution running for office.

VP Mitchell stated we have a new dental partnership with The Kearney Center. Melissa Olson shared part of the program was to instill volunteerism in our students. Rick Kearney said our community has a need for a no-barrier program, indicating we should be honored by what our students are doing. Dr. Russ Rainey said the desire was to staff the center with volunteers, indicating the transition with students has gone smoothly.

President Murdaugh introduced Forster Agama to talk about the Ghana Study Abroad program. Mr. Agama introduced some of the students in the program, who indicated they were immersed in the local culture and it was a great learning program. Provost Moore-Davis said this was our first visit, which was a life-changing opportunity for the students.

President Murdaugh recognized the birthdays of Trustees Callaway, Pople and Lamb. He announced Form 1, Statement of Financial Interests, is due July 1<sup>st</sup>.

## **NEW BUSINESS**

### **Approval of Consent Agenda**

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

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

### **TCC Foundation**

#### TCC Foundation Update (Information)

VP Mitchell provided an overview of her report and upcoming events.

### **Academic Affairs**

#### Academic Programs and Course Changes (Action)

Chair Kilpatrick 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 2018-2019 as attached.

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

**SECOND:** Trustee Callaway

Laboratory/Course and Distance Learning Fees for 2018-19 (Action)

Trustee Messersmith stated it is impressive to see the number of lab opportunities we offer.

This request is that the Board approves the laboratory/course fees and distance learning fees as presented and direct staff to conduct and assessment of fees to identify opportunities to reduce student cost.

**MOTION:** Trustee Lamb  
Motion passed my majority vote, with Trustee Moore Opposed

**SECOND:** Trustee Messersmith

Dual Enrollment Articulation Agreements with Private Schools (Action)

Trustee Callaway asked if the schools were taking advantage of these courses, with Provost Moore-Davis saying we have seen some increase. Marcus Nicolas shared Tree of Life is new and only has three (3) students. He stated Community Leadership may start on their campus. Trustee Callaway inquired about online usage, with Mr. Nicolas replying it has been limited.

Trustee Lamb asked about the number of private schools participating in the program, with Mr. Nicolas answering six (6). Trustee Pople inquired about dual graduation, with Mr. Nicholas responding there were nine (9) last year and five or six (5 or 6) this year.

This request is that the Board approves the Articulation Agreements.

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

**SECOND:** Trustee Lamb

**Administrative Services**

Fund Analysis - May (Information)

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

Construction Status Report (Information)

Trustee Lamb asked if we had any construction going on, with VP Wills stating we are replacing the Lifetime Sports Center roof and the Student Union walls due to water intrusion. Director Herr said we are accepting bids for roof coating on the library/learning commons and student union; as well as replacement of the roof and glass block in the administration building.

Tuition & Fee Waiver for Active Duty Military (Action)

VP Wills said for a student to be qualified they have to already be receiving the Department of Defense (DOD) tuition waiver and, if applicable, the State of Florida out-of-state tuition waiver. She stated this request will allow us to waive the fees assessed by the college.

President Murdaugh asked for the numbers, with AVP Jones sharing there are fifteen (15) students with five thousand dollars (\$5,000) in fees. President Murdaugh stated Chair Kilpatrick inquired about the EDD waiver for National Guard, with Director Spiers indicating he did not have any students in this category but would check on availability and get back to him.

Director Spiers shared the DOD had previously paid these fees, but changed their policy – stating this legislation was to offset the DOD change. Trustee Moore said she is delighted we are stepping up to help our students

This request is for the Board to approve the creation of a College tuition and fee waiver for students who are active duty military, to be effective July 1, 2018.

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

Accounts Receivable Write-Off (Action)

Director Spiers shared students earn financial aid throughout the term, reaching one hundred percent (100%) of their entitlement at sixty and one-tenth (60.1) percent of the term – however students leave the college during that time and we calculate the return to Title IV amount. He said there are also students with F, W & I grades who only earn fifty (50) percent of their aid.

He shared we monitor class schedules to ensure students are enrolled in six (6) eligible hours of credit before payments are issued. He said some of our sister institutions have an even larger percentage of write-offs per student. He stated we are now in a Department of Education (DOE) pilot program so we can require students with even social security numbers to take entrance counseling on loans every year.

Chair Kilpatrick confirmed the pilot started last year. Trustee Pople verified we send write-offs to collections, with Director Spiers stating we are collecting about twenty-one (21) percent. Trustee Moore requested trend lines for three (3) and five (5) years. President Murdaugh indicated average student loan debt is approximately four thousand (4,000) dollars; although it is not the same everywhere.

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

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

Capital Improvement Program (CIP) 2019-20 through 2023-2024 (Action)

VP Wills shared we begin with a list of needs for the college, working closely with DOE about how they will value and assign points. President Murdaugh shared the format is provided by DOE, indicating the college system (unlike universities) is handled collectively.

Trustee Pople asked if we had a value for all our capital on all campuses, with VP Wills stating we do for insurance purposes and can supply that number later. President Murdaugh said we are hurting in funding for new construction, remodeling and renovation; although we are in better shape than many colleges.

This request is for the Board to approve the 2019-20 through 2023-24 CIP, as summarized on the CIP-2 form.

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

Change to Salary Schedule (Action)

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

This request is for the Board to approve updates to the College 2018 – 2019 Salary Schedule as presented.

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

Tallahassee Community College Educational Plant Spot Survey 2018 (Action)

Trustee Messersmith stated it is amazing to see the detail on the report.

This request is for the Board to authorize approval of the attached Spot Survey 2.2.

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

College Operating Budget for FY 2018-19 (Action)

President Murdaugh requested and Chair Kilpatrick agreed to delay this item until after the workshop.

**Information Technology**

Information Technology Plan for FY 2018-19 (Information)

VP Ingerman said this is a broad list and we won't do everything listed. Trustee Pople asked how much is system vs. security, with VP Ingerman responding security is taking an increasing amount of time and budget. President Murdaugh said when we learn some of our systems are vulnerable to attack – the vulnerability must be addressed.

2018-2019 Schedule of Business Meetings and Workshops (Action)

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

**PUBLIC COMMENT**

Chair Kilpatrick stated we do not have any speakers today.

**WORKSHOP**

VP Wills provided an overview of the 2018-19 fiscal budget, indicating we must keep five (5) to ten (10) percent in our fund balance. She displayed the budget trends from 2011 to current, sharing we do not yet have performance funding amounts for this year.

She said enrollment history shows the state has traditionally provided about fifty (50) percent of our funding, with what we raise in tuition and fees providing the remainder. She stated our tuition has remained the same for a few years and is one of the lowest rates in the state. She shared the cost of instruction as a percent of total operating budget is ranked fourth (4<sup>th</sup>) highest in the state.

Chair Kilpatrick inquired what is included in the cost, with VP Wills sharing it is faculty salary and other direct student costs as recognized by the State. President Murdaugh said we are affordable, although at a financial disadvantage compared to other schools.

VP Wills covered the rising cost of insurance and the Florida Retirement System, sharing currently employees do not pay anything for their individual health insurance coverage. She said we are bringing a balanced budget; with no increase in tuition, student fees or enrollment projected and a one and one-half (1.5) percent reduction in state appropriations. President

Murdaugh said a flat enrollment projection serves us well, indicating we will watch the budget and in most cases have a budget adjustment later.

VP Wills shared the rising costs of services and insurance, changes in legislation and faculty bargaining will all have an impact on our budget. She stated the capital outlay budget is down; with no funding for capital projects, operating costs of new facilities, or remodeling and renovation allocations statewide. She said we will continue infrastructure improvements, classroom updates with the Foundation, equipment preventative maintenance, the facilities refresh program and establish a project priority list.

This request is for the Board to approve the College's FY 2018-19 Operating Budget.

**MOTION:** Trustee Lamb      **SECOND:** Trustee Pople

Motion passed unanimously.

### **PRESIDENT'S REPORT**

President Murdaugh said the briefs for the faculty bargaining are now due July 2<sup>nd</sup>, with recommendations from the special magistrate expected late July. He provided a list of upcoming events to the Trustees.

### **NEXT MEETING DATE**

August 20, 2018

Location: **Main Campus**

### **ADJOURNMENT**

Meeting adjourned at approximately 4:13 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on August 20, 2018.

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**Jonathan Kilpatrick**  
Chair

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