

**Minutes**  
**District Board of Trustees**  
**Tallahassee State College**  
**Center For Innovation**  
**350 South Duval Street**  
**Tallahassee, FL 32301**  
**Tuesday, February 18, 2025**  
**Business Meeting – 2:30 PM**

**CALL TO ORDER**

On Tuesday, February 18, Chair Karen Moore called the Tallahassee College District Board of Trustees meeting to order at 2:30 p.m.

Chair Moore asked everyone to stand for a moment of silence in memory of Dot Binger, the third employee hired by the College, who recently passed at one hundred years old, and the Pledge of Allegiance.

**Members Present:** Chair Karen Moore, Vice Chair Eugene Lamb, Trustees Monesia Brown, Jonathan Kilpatrick, Frank Messersmith, and Charlie Ward.

**Absent:** Trustee Monte Stevens

**Others Present:** President Jim Murdaugh, Candice Grause, Bobby Jones, Bertie Culbreath, Trevoris McDaniel, Amanda Clements, Jordan Sheppard, Janet Hartman, Wayne Almy, Tamara Swatts, Dustin Frost, Frank Mix, Riley Landy, Nyla Davis, Emily MacMichael, Anthony Jones, Brooke Hallock, Jeff Barbacci, Brannon Snead, Karen Frost, Dan Bailey, Josh Woodruff, Jessica Griffin, Alison Fleischmann, Jennifer Peavy, Calandra Stringer Lei Wang, Shelly Bell, Jason Fowler, Heather Mitchell and Barbara Wills.

**COMMENTS**

- i. Chair's Remarks: Chair Moore noted that the trustees participated in a strategic planning session prior to this meeting. She shared that she attended the African American History Calendar President's Luncheon. This board meeting combines the January meeting which was postponed due to weather with the February meeting. Additionally, she provided an update about the Florida College System Legislative Fly-In and noted that TSC was the only one among the twenty-eight colleges that had all of its trustees attend.

- ii. Trustee Remarks:
  - a. Trustee Brown mentioned that she attended the African American History Calendar President's Luncheon and enjoyed learning how the initiative started.
  - b. Trustee Ward complemented the team on recent work and said that the work does not go unnoticed.
  - c. Vice Chair Lamb attended the Summer and Fall Commencement Ceremony in December, where he recognized several of the graduates who had attended high school in his area. He mentioned that he attended the African American History Calendar President's Luncheon and thanked the staff for their excellent work on the event.
  - d. Trustee Messersmith provided a brief update from the Florida Public Safety Institute Housing Board meeting and mentioned that he is a part of the Heroes in the Public Safety planning committee. He commended Trustee Kilpatrick's recent work in Ghana.
  - e. Trustee Kilpatrick praised the Summer and Fall Commencement Ceremony as an incredible event and highlighted the Florida College System Legislative Fly-In.
  
- iii. President's Remarks: President Murdaugh expressed his appreciation to the Trustees for attending the Legislative Fly-In, emphasizing the importance of demonstrating their commitment to the Florida College System. He highlighted the African American History Calendar as a point of pride for the institution. He announced that TSC has been awarded a \$491,826 grant to establish a teacher apprenticeship program, aimed at strengthening the teacher pipeline in the region and further enhancing the College's strong partnerships, particularly in Leon County. He invited Vice President Candice Grause to introduce the new Director of Marketing, Amber O'Connell.

## **APPROVAL OF MINUTES**

- 1. November 2024 Minutes

Approve minutes as presented.

**MOTION:** Vice Chair Lamb  
Motion passed unanimously.

**SECOND:** Trustee Messersmith

## **INFORMATION AND NEWS ITEMS**

**VP Candice Grause will email the Information and News Items.**

## **UNFINISHED BUSINESS**

### **PRESENTATIONS**

VP Heather Mitchell presented nine donors.

- Micah Roden, Vice President of Human Resources for HCA Florida Capital Hospital, presented a check for \$500,000 from HCA Florida Healthcare to support healthcare programming.
- Giovanni Castro, Public Policy Manager for Amazon, presented a \$30,000 check as the presenting sponsor of the 2025 Cleaver and Cork.
- Brooke Hallock, Chief Brand Officer at Capital City Bank, presented a \$20,000 check as a sponsor of the 2025 Cleaver and Cork.
- Brandon Sneed, General Manager of Peter Boulware Toyota, presented a check for \$20,000 as the presenting sponsor of the Cleaver and Cork Food and Wine Festival.
- Karen Frost, Senior Vice President of Clinical Operations for Capital Health Plan, presented a \$10,000 check in support of Cleaver and Cork .
- Micah Roden, Vice President of Human Resources for HCA Florida Capital Hospital, presented a check for \$10,000 in support of Cleaver and Cork.
- Monica Ross, Chief Human Resources Officer for Tallahassee Memorial Healthcare, presented a \$10,000 check in support of Cleaver and Cork.
- Richard and Karen Moore of The Moore Agency, presented a check for \$10,000 in support of Cleaver and Cork.
- Jeff Barbacci, Partner at Thomas Howell Ferguson, presented a \$10,000 check for the establishment of an accounting and technology scholarship.

### **NEW BUSINESS**

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

The consent agenda format is an organization process for meetings that allows the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support the efficiency and effectiveness of the meeting.

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair. This action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the

consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

2. Attorney Invoices – Bryant Miller Olive (December 2024)  
Authorize payment of invoices as presented.
3. Attorney Invoices – Bryant Miller Olive (January 2025)  
Authorize payment of invoices as presented.
4. Human Resource Report for January  
Approve the report as presented.
5. Human Resource Report for February  
Approve the report as presented.

Motion to Approve Consent Agenda

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

**SECOND:** Trustee Ward

### ***TSC Foundation***

6. TSC Foundation Update for January  
Presented as an information item only.
7. TSC Foundation Update for February  
Presented as an information item only.
8. TSC Foundation – Naming  
Accept naming as presented.  
**MOTION:** Vice Chair Lamb  
Motion passed unanimously.

**SECOND:** Trustee Messersmith

### ***Academic Affairs***

9. New Baccalaureate Degrees  
Approve the proposed new baccalaureate degree programs.  
**MOTION:** Trustee Brown                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.

10. Academic Curriculum Changes  
Approve the proposed academic curriculum changes.  
**MOTION:** Vice Chair Lamb                      **SECOND:** Trustee Ward  
Motion passed unanimously.

***Administrative Services***

11. Fund Analysis - December 2024  
Presented as an information item only.
12. Fund Analysis - January 2025  
Presented as an information item only.
13. Architect Invoices for November & December 2024  
  
Authorize payment of architectural invoices as presented.  
**MOTION:** Trustee Kilpatrick                      **SECOND:** Vice Chair Lamb  
Motion passed unanimously.
14. Architect Invoices for January 2025  
  
Authorize payment of architectural invoices as presented.  
**MOTION:** Trustee Brown                      **SECOND:** Trustee Kilpatrick  
Motion passed unanimously.
15. Architect Renewal – Year 3 of 3  
  
Approve renewal recommendation for final year three of three for architectural contracts.  
**MOTION:** Trustee Messersmith    **SECOND:** Trustee Kilpatrick  
Motion passed unanimously.
16. Certificate of Final Inspection – TSC CUP Automation Controls Room Renovation and Restroom Addition  
  
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, RAM Construction & Development, LLC for the TSC CUP Automation Controls Room Renovation and Restroom Addition Project.  
**MOTION:** Vice Chair Lamb                      **SECOND:** Trustee Kilpatrick  
Motion passed unanimously.
17. Construction Status Report for January

Presented as an information item only.

18. Construction Status Report for February  
Presented as an information item only.
19. City of Tallahassee and TSC Electrical Utility Easement  
Approve the attached City of Tallahassee and TSC Electrical Utility Easement for the TSC 15KV Electrical Switchgear Replacement Project.  
**MOTION:** Vice Chair Lamb                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.
20. Sponsored Programs – Provider (January 2025)  
Authorize funding for the awards and contracts as presented.  
**MOTION:** Trustee Messersmith   **SECOND:** Vice Chair Lamb  
Motion passed unanimously.
21. Sponsored Programs – Provider (February 2025)  
Authorize funding for the awards and contracts as presented.  
**MOTION:** Trustee Ward                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.
22. Changes to Salary Schedule  
Approve updates to the 2024 – 2025 Salary Schedule as presented.  
**MOTION:** Vice Chair Lamb                      **SECOND:** Trustee Messersmith  
Motion passed unanimously.
23. Guaranteed Maximum Price – TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project  
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from RAM Construction & Development, LLC., for the TSC Academic Computing Center (AC/TCA) Building#08 - 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovations Project.  
**MOTION:** Trustee Messersmith   **SECOND:** Trustee Ward  
  
Chair Moore recused herself from voting and provided a signed Form 8A Memorandum of Voting Conflict for State Officers.  
  
Motion passed unanimously.

## **PUBLIC COMMENT**

No public comment.

## **PRESIDENT'S REPORT**

- President Murdaugh will attend the DREAM Conference, starting on February 19, where SGA President Destinee Britto will be recognized as a DREAM Scholar, one of eight students chosen nationwide.
- The annual Women's History Month program and reception will be held on March 5 in the Student Union Ballroom. All trustees are invited to attend.
- The College will be closed for Spring Break from March 10 through 14.

## **NEXT MEETING DATE**

March 17, 2025

Location: **Center for Innovation**

## **ADJOURNMENT**

**Chair Moore called for adjournment at 3:25 p.m.**

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**Karen Moore**  
**Chair**

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