

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
November 15 22, 2010
Business Meeting – 4:00 pm

Chair Lamb called the District Board of Trustee business meeting to order at approximately 4:06 pm.

Members Present: Chair Lamb, Trustees Callen, DeFoor and Moore.

Absent: Trustee Moon

Via phone: Trustees Hebrock and Messersmith

Others Present: President Barbara Sloan, President-Elect Jim Murdaugh, Bobby Jones, Bobby Hinson, Chad Call, Karinda Barrett, Frank Brown, Jerry Schilling, Mary Heard, Bill Bierbaum, E.E. Eunice, Kate Stewart, Monte Finkelstein, Marge Banocy-Payne, Howard Kessler, Anne VanMeter, Matthew R. Hansard, Carol Easley, Bruce Batton, John Chapin, Robin Johnston, Gareth Euridge, Susie Hall, Sheri Rowland, Curtis Watkins, Betty Jensen, Christopher Rich, Tony Stallworth, Neisa Logman, Moana Karsteter, John Norris, Frank Baglione and Lenda Kling.

COMMENTS

Board Chair – Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He thanked Dr. Sloan for the work she had done for the college.

Board Members – Trustee Moore thanked Dr. Sloan for her diligence and leadership, indicating it was an honor and a pleasure having her lead the college during the interim period.

President – President Sloan thanked everyone for their support over the past few months, indicating it had been a wonderful experience.

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the October 18, 2010 Workshop and Board Meeting.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Susie Hall introduced the news clips for the bloodhound training, Florida Disabled Outdoor Association, Presidential selection and Career Expo.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

Betty Jensen presented the International Student Services Calendars to the Board Members, commenting this was the first time a Trustee had submitted an entry.

BOARD OF TRUSTEES

Employment Contract for Dr. James T. Murdaugh (Action)

Chair Lamb asked if there were any questions. Trustee Hebrock asked for comments from Dr. Murdaugh. President Murdaugh indicated he had met one-on-one with each of the Trustees, was comfortable with the product before them and would be happy to answer any questions.

This request is for the Board to approve the employment contract for Dr. James T. Murdaugh as presented.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

After the vote, President Murdaugh echoed the comments made about Dr. Sloan, indicating she had done a phenomenal job as interim and deserved special recognition. He thanked all the Trustees, stating he knew he had big shoes to fill.

Dr. Sloan offered her congratulations to President Murdaugh.

Amendment to Employment Contract for Dr. Barbara R. Sloan (Action)

President Murdaugh stated there was a revision in Dr. Sloan's contract that requires action. Trustee Hebrock confirmed Dr. Sloan was aware of the changes.

This request is for the Board to approve amended employment contract for Dr. Barbara Sloan.

MOTION: Trustee Hebrock

SECOND: Trustee Moore

Motion passed unanimously.

NEW BUSINESS

Approval of Consent Agenda

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

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Mr. Stallworth indicated there were no pictures uploaded this time, but there would be a special viewing at the January Board Meeting. He stated he had an opportunity to provide a tour of the project for Dr. Sloan, Dr. Smith and Chair Lamb and looked forward to taking President Murdaugh to the site. Mr. Stallworth shared the Chair indicated during his visit that there are a

lot of people there working and a lot of stuff going into the building. Mr. Stallworth stated the building is about 88,000 square feet and the project is proceeding on schedule.

Mr. Stallworth shared the kitchen renovation at FPSI will bring it up to code and add some additional equipment. He said the Department of Corrections Gadsden Re-Entry Center is moving forward and should be in construction in January or February 2011.

Fund Analysis – October 2010 (Information)

President Murdaugh stated Mr. Schilling would answer any questions in VP Smith's absence. President Murdaugh indicated at the Board's request, we provided a report with description of all purchases over \$100,000 but under \$250,000.

Budget Amendment #1 (Action)

President Murdaugh indicated Mr. Schilling would explain what was in the book. Mr. Schilling stated this was a fairly standard report presented at this time each year.

This request is for the Board to approve the amendment as presented.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Direct Support Organizations – Audit Reports (Information)

President Murdaugh indicated our auditor had joined us and recognized him for comment. The auditor stated they are pleased to render opinions and thanked us for the opportunity.

Approval of Purchase over \$250,000 (Action)

President Murdaugh asked Mr. Stallworth to explain this item. Mr. Stallworth indicated this request is for patient simulation equipment and is funded as part of the Ghazvini Center, stating we are tying into a contract with Florida State College in Jacksonville. President Murdaugh indicated that Bobby Hinson from Purchasing could answer any questions about the process.

This request is for the Board to authorize staff to purchase this equipment from METI Learning and trade in the items shown above.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Recommendation for Kitchen Renovations at the FPSI (Action)

President Murdaugh stated this is a recommendation for a vendor to do renovations at the dining facility at FPSI.

This request is for the Board to authorize the staff to contract with Southland Contracting, Inc. for the Kitchen.

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

Approved Grants and Contracts – TCC as Fiscal Agent (Information)

President Murdaugh stated he would be happy to answer any questions.

Approved Grants and Contracts – TCC as Provider (Information)

President Murdaugh indicated he would be happy to answer any questions.

Policy Manual Revision – Chapter 4 (Action)

President Murdaugh indicated there were appropriate folks in attendance to answer any questions, stating the College is diligent in sending the policies through the relevant committees.

Trustee Hebrock inquired about the subject matter for Chapter 4 and was informed it was relevant to all personnel. Trustee Messersmith inquired if this chapter included suspensions and was informed by Ms. Tolson that suspensions were included in Chapter 6.

This request is for the Board to approve policy revisions as presented.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Policy Manual Revision – Chapter 6 (Action)

President Murdaugh asked if there was a question about suspension. Trustee Messersmith asked if this was new language or a new rule. Chair Lamb indicated the question was related to the policy in Chapter 5 and they would address at the appropriate time.

This request is for the Board to approve policy revisions as presented.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Policy Manual Revision – Chapter 7 (Action)

President Murdaugh stated this revision required Board approval.

This request is for the Board to approve policy revisions as presented.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

Academic Affairs

Policy Revision – Chapter 5 (Action)

President Murdaugh indicated this is the item with the suspension item referenced by Trustee Messersmith, stating Policy 5-16 was reviewed and revised by Mr. Mabile. Trustee Messersmith stated there was no way to see the changes and inquired if this was all new language. Ms. Tolson stated the documents had a link at the bottom that took you to the document where the changes were reflected.

Trustee Messersmith asked where they would have found that information. President Murdaugh indicated it was on the electronic document, indicating he may not have been able to link to it. Trustee Callen confirmed it was mostly strikethroughs and deletions.

Trustee Messersmith indicated he did not have an issue with the new language, but he thought it would be most useful to show all the changes so the Trustees did not have to track down the

language. President Murdaugh asked if Trustee Messersmith wanted the item pulled, but Trustee Messersmith indicated he was okay with moving forward.

President Murdaugh indicated we would send a hard copy showing all the changes for all the policies. Trustee Hebrock asked if this was something Dr. Sloan was working on while she was serving as interim. President Murdaugh confirmed the work was done by many people under Dr. Sloan's leadership.

President Murdaugh indicated this work is consistent with the process we began under the leadership of Dr. Law. He stated this was mostly to separate procedure from policy and has been happening for some time.

This request is that the Board the approve policy revisions as presented.

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

Approval of a Contract for Services over \$250,000 (Action)

President Murdaugh indicated this item is for Blackboard services. It is a multi-year contract and the initial funding is \$77,472, but the duration of the contract places it in the category requiring Board approval.

This request is for the Board to authorize staff to enter into this licensing and hosting agreement with Blackboard.

MOTION: Trustee Callen

SECOND: Trustee Moore

Motion passed unanimously.

Student Services

2010-2011 Lease Agreement for Quincy House (Action)

President Murdaugh indicated this is a lease renewal for the Quincy House. Trustee Hebrock questioned if we should be leasing any property for a period of time. President Murdaugh indicated he did not know if we had inquired about purchasing, however the lease holder wanted a multi-year lease. He stated that after discussion with Dr. Sloan, the decision was to move forward with a one year lease and to reevaluate our needs.

Trustee Hebrock indicated we should engage our two Gadsden Board Members to look around for other places to provide services. President Murdaugh stated we have actually outgrown the Quincy House and would like to find a different, better solution. Chair Lamb stated he believes the location was also being used by another organization, possibly at no cost, asking that we look into it and bring a report back to the Board.

This request is for the Board to authorize the College to extend the lease agreement from midnight on October 31, 2010 to midnight on October 31, 2011, at the new rate of \$4,900.00.

MOTION: Trustee Hebrock

SECOND: Trustee Moore

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston stated the amount raised to date is \$333,000 for the annual campaign. He indicated we are also in the middle of the major gift campaign from the Board of Trustees, Foundation Board Members and Health Care Professions Division employees and faculty. He said we are moving forward with Leadership Awareness parties, where we bring people together to educate them on our healthcare initiatives and let them know we will be seeking their support.

Trustee DeFoor stated he was pleased to share that all Trustees were committed to this campaign.

Center for Workforce Development

Affiliation Agreements – Allied Health Training Programs (Action)

President Murdaugh indicated Dr. Chapin would be happy to answer any questions.

This request is that the Board authorize the President to enter into these agreements.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

PRESIDENT'S REPORT

Follow-up items from previous Board Meetings

Ms. Naomi Tutu – President Murdaugh referenced the Naomi Tutu event, the International Parade and the Calendar under the leadership of Betty Jensen, indicating she had done a wonderful job. Betty Jensen stated she could not have done it without the help of others.

Tuition Waiver – President Murdaugh stated that with research from the Board Attorney we could confirm this was for families of fallen officers. Trustee Hebrock asked if there were any sworn officers not included and was told it was quite broad, including investigators.

TCC Presidents – President Murdaugh shared the listing of Presidents at TCC, indicating he was the 6th President. Chair Lamb agreed that President Murdaugh was the 6th, although he stated it was good to recognize the Acting Presidents. Trustee Callen said it was good to identify this and be consistent in the future.

Intellectual Property & Sales Tax – President Murdaugh referenced the Follett contract, indicating that sales tax is collected in the store, from the catalog and on the website (including out-of-state sales). Trustee Hebrock stated this addressed his question, and further inquired if our logos were protected.

Mr. Mabile indicated that the eagle head, the words Tallahassee Community College and the interlocking TCC logo were all protected under the intellectual property laws. He stated the only thing not protected was the seal design, but the seal includes the interlocking logo which means it is protected functionally.

Trustee Hebrock asked if there was a need to protect the new sports logo. Mr. Mabile stated he was not familiar with that logo, but we could go through administration to determine the need.

President Murdaugh stated he had asked Alice Maxwell and Susie Hall in Communications for a complete listing and recommendations for all logos and icons. He indicated we should know and recognize there is an associated cost for each item we protect.

Trustee Hebrock shared that a state agency, whose acronym was not protected, had an issue when someone else using the same acronym criticized a director of the department. President Murdaugh thanked Trustee Hebrock for the information, indicating we recognize the need for protecting some of our logos.

Speech & Debate – Marge Banocy-Payne stated in Peoria at Bradley, we took first place in the junior college division and third place in the junior college/university division. In this pentathlon for junior colleges and universities; we took first, second, third and fifth places.

Workforce Development Program – Dr. Chapin talked about the weatherization project and how we trained young men, who were out of work, to prepare homes for the winter. The project was nominated for an award, although we did not win.

Guardian ad Litem Program and Child Advocates II, Inc. – President Murdaugh stated we were recognized and received a wonderful certificate from them.

Biophilia Center – President Murdaugh asked Trustee DeFoor to speak about a tour to the Biophilia Center. Trustee DeFoor shared that E.O. Wilson is the premier environmentalist in the world and he has an interest in the area between here, Pensacola and Dothan AL. Trustee DeFoor indicated E.O. Wilson has stated this area is the third hottest bio-diversity area in the country.

Trustee DeFoor shared that M.C. Davis has made a living out of real estate transactions and rolled some of those proceeds back to build a Biophilia (love of the natural environment) Center. It has been suggested we visit their Biophilia Center to see what they do, either to model after them or team with them.

Trustee DeFoor stated we could put together a field trip with those who want to go, including some of the people from Wakulla (Howard Kessler, PeeWee Herman, etc.). Chair Lamb asked us to coordinate with Trustee DeFoor.

President Murdaugh asked Chair Lamb to identify two Trustees for Dr. Sloan's Presidential evaluation. Trustees Callen and DeFoor will participate in this process.

Trustee Hebrock thanked Dr. Howard Kessler for his public service in Wakulla County, friendship to TCC and willingness to assist with the recent contribution. President Murdaugh echoed these comments and shared that Dr. Kessler would continue to be actively involved. Chair Lamb asked Dr. Kessler if he would like to make comment. Dr. Kessler indicated he appreciated the good work of TCC, stating it was a desire and pleasure to assist.

Trustee Moore stated that Chair Lamb had done an outstanding job leading the Trustees through the Presidential transition. Trustee DeFoor stated the Chair of the Selection Committee had a big part of that as well. Chair Lamb stated Trustee Moore did a beautiful job on the Selection Committee, indicating she kept everything on time.

NEXT MEETING DATE

Tuesday, January 18, 2011

ADJOURNMENT

Meeting adjourned at approximately 5:11 pm.

Minutes approved at regular meeting of the District Board of Trustees on January 18, 2011.

Eugene Lamb, Jr.
Chair

Jim Murdaugh
President