

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, May 16, 2016**  
**2:30 pm - Business Meeting & Workshop**

The May 2016 District Board of Trustees meeting was called to order by Chair Callaway at approximately 2:30 p.m.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Murdaugh, Scott Balog, Justin Adams, Amy Gaughf, Candice Grause, Alice Maxwell, Dustin Frost, Betty Jensen, Li Pon, Ysonde Jensen, Ranie Thompson, Sarah Stout, Kendrah Richards, Julie Barody, Dan Beugnet, Frank Baglione, E.E. Eunice, Braze Brickwedel, Sheri Rowland, Jeremy Cohen, Allen Nobles, Chad Thurner, David Griswold, Irvine Leonard, Rhonda MacLeod, Mabry Gaboardi, Niki Costantino, Lonnie Harvey, Kristina Bowers, Dr. Rebekah Lane, Shelly Schmucker, Amy O'Donnell, Kim & Mayda Williams, Bill & Mimi Boyette, Ken Sweeney, Bill Bierbaum, Aaron Boyette, Chris Summers, Gregory Bell, Mike Coleman, Charles Roop, Tracy Woodard-Meyers, Audrey Mathews, Lei Wang, F. Davis, Monte Finkelstein, Sarah Smitherman, Ginny Wagner, Bret Ingerman, Cherie Hodge, Steve Cole, Kim Moore, Bill Spiers, Anthony Jones, Calandra Stringer, Kalynda Holton, Kim Allen, Barbara Wills, Don Herr, Bobby Jones, Craig Knox, Denise Heekin, Dave DelRossi, Martin Balinsky, Johanna Money, Andrew Williams, Byron Dobson, Robert Lute, Laura Girtman, Patrick McDermott, Maria Suarez, Gregory Williams, Jen Robinson, Jarrett Phipps, Alvin McBean, Danny James, Sharisse Turner, Patricia Manning and Lenda Kling.

## **COMMENTS**

**Board Chair –** Chair Callaway welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance.

**Board Members –** Trustee Moore acknowledged another wonderful graduation ceremony this year, thanking everyone for the things they did. She said some of the graduates shared they were the first in their family to graduate, indicating that takes their lives to a new level. Trustee Lamb stated he also enjoyed the graduation, with staff doing a good job organizing some changes this year that placed students first.

Trustee Vaughn said there have been a lot of positive and fun events, indicating he enjoyed watching the 5k run in Wakulla. Trustee Kilpatrick stated he walked the 5k course, sharing he knew one of the graduates this year.

Trustee Messersmith said there were good changes in the graduation, including the elimination of the slick folders on stage. He indicated the Hops and Half Shells 5k was great, stating the Wakulla Environmental Institute (WEI) is incredible and the community has welcomed it.

Trustee Pople said the pinning ceremonies were excellent, thanking Dean Nied. Chair Callaway stated the healthcare pinning ceremonies and graduations at the Florida Public Safety Institute were excellent. She shared the candle ceremony at the nursing pinning signifies the start of a new beginning.

**President** – President Murdaugh thanked the Board for taking the time they do to come to the various events on campus that celebrate the successes of our students.

### **APPROVAL OF MINUTES**

Chair Callaway asked if there were any comments and requested a motion to approve the minutes of the April 11, 2016 Special Board Meeting.

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

Chair Callaway asked if there were any comments and requested a motion to approve the minutes of the April 18, 2016 Board Meeting.

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

### **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced video clips that included the TCC Foundation One Campaign, coach for our new Women's Cross Country sports program, Florida Public Safety Institute (FPSI) Corrections Officer Appreciation, FPSI Workers Safety Remembrance of miners, City of Tallahassee commission meeting with Chair Callaway and the TCC graduation.

### **UNFINISHED BUSINESS**

None

### **PRESENTATIONS**

VP Mitchell shared information on surveyors and their role in land development, announcing Nobles Consulting Group is providing the first endowed scholarship for our students entering this arena. She shared Mr. Allen Nobles has stayed at the forefront of surveying technology, is a member of a number of pertinent organizations and a community college graduate.

Mr. Nobles said the program here has been continually good and he encourages students to attend TCC, indicating discussions for change one semester start the next semester. He introduced Chad Thurner and David Griswold from his company.

VP Mitchell shared the goal of the STEM (Science, Technology, Engineering, Math) Center is to create, support and increase the STEM pipeline for students pursuing degrees related to STEM careers; indicating sixty percent (60%) of the current job openings in our community are STEM jobs. She said approximately one hundred to one hundred ten (100-110) students' use the STEM Center on a weekly basis, stating the belief is usage will increase with a renovation. She stated the TCC Foundation Board decided the President's Circle would partner with Associate Vice-President (AVP) Lei Wang for the renovation.

AVP Wang shared her earliest memories in China were of poverty and persecution, because her parents were anti-communists. She indicated when she turned fourteen (14) the revolution ended; she was able to go to school and later the university. She said she came to America in 1990 to attend graduate school, indicating she came with a suitcase and a dream. She stated she has worked hard – now she has a home, a family she cherishes and a job she loves. She disclosed she can never repay what America has done for her, but she wants to give something back to her adopted country. She shared STEM is vital to the country and our students, with a national growth rate of seventeen percent (17%) for STEM jobs.

VP Mitchell shared the Advanced Manufacturing Training Center (AMTC) serves as the one-stop shop for manufacturers in the region. She said the facility boasts state of the art equipment with cutting edge technology to support the learning experience of our students, listing a number of benefits the Center offers students and employers. She indicated the college previously had a lease obligation for the Center with a term through 2030.

She announced a one million dollar (\$1,000,000) gift from the 3954 Pensacola Street Partnership that will allow the college to exit the lease at a cost savings so we can redirect the funds for try robust offerings at AMTC. She stated this is a big investment in TCC and will benefit the local business community, disclosing the gift was made in honor of Kim Williams.

She disclosed Kim Williams began his career at Marpan, his family's business, as a part-time employee while attending TCC in 1968. She imparted he has served as President of Marpan since 1985, listing a long history of community involvement. She said he recognizes that workforce development is the backbone for our local economy, sharing he is committed to encouraging economic growth so that our children and our graduates will be able to find an opportunity here – while maintaining our quality of life.

She introduced the partners in the 3954 Pensacola Street Partnership – Ken Sweeney, Bill Boyette and Kim Williams. Mr. Williams said they created this partnership as a way to do the capital improvements for the AMTC at the direction of former TCC President Bill Law. He expressed his pride in the project and the work done by Mr. Boyette, Pro-Steel Buildings, Inc., and Ken Sweeney, Architect. He said he has had many opportunities to participate at events in the building, encouraging us to stay the course and work together.

Mr. Boyette shared Mr. Williams had the vision to show an old warehouse, presenting it as a new manufacturing facility and indicating we should all be proud of how it came together. Mr. Sweeney said he was proud of his friends and partners, the community and TCC – stating we are doing a fabulous job. VP Mitchell said this is one of the largest gifts TCC has ever received. Mr. Williams introduced his family that was in attendance.

VP Mitchell shared there will be a naming ceremony for the AMTC on June 9<sup>th</sup> and for the STEM Center on September 8<sup>th</sup>. Chair Callaway thanked VP Mitchell for her work and recognized the staff of the TCC Foundation.

President Murdaugh introduced Eyrie advisor, Niki Constantino, and student, Lonnie Harvey, the fiction editor and the emcee at the magazine unveiling last month. They distributed the thirty-seventh (37<sup>th</sup>) edition of the magazine to the Board members. Mr. Harvey stated, on behalf of himself and other staff members, how honored they were to work on the magazine and their appreciation for the opportunity.

President Murdaugh stated faculty have taken steps to move forward with a vote to determine if they will be represented by a union. He said he had engaged the law firm, Bryant Miller Olive; indicating Denise Heekin, a Labor and Employment lawyer from their Miami office, is with us today. He shared that Ms. Heekin will be providing information about where we are, dos and don'ts, how to move forward and answer any questions the Board may have. He imparted she most recently was involved with the contract negotiations at Broward College.

Ms. Heekin stated United Faculty of Florida (UFF) filed a petition on May 6, 2016 to represent a bargaining unit consisting of full-time faculty, counselors and librarians. She said on May 10, 2016 a Notice of Sufficiency was issued by the Public Employees Relations Committee (PERC). She shared a previous petition had been filed in 2009, with the union and college agreeing to the same bargaining unit being sought now. She disclosed when that election was held there were one hundred sixty-two (162) ballots cast, with one hundred thirteen (113) votes against the union.

She said our response is due May 26<sup>th</sup> and we must state whether the college agrees or disagrees with the unit proposed by the union. She shared because there is a prior order finding the unit appropriate, the college would have to show substantial circumstances or changes to now say we should have a different bargaining unit. She stated if there is a disagreement over the bargaining unit, there will be a PERC Hearing with a final decision by PERC that can be appealed or if there is no disagreement, we can agree to hold an election.

Ms. Heekin stated the Board is the legislative body for the college, with the final say, and will decide the terms and agreements if the parties do not come to an agreement. She said once the appropriateness of a bargaining unit is determined, a secret ballot election can be done on-site or via mail – with a final count by PERC immediately following.

She shared there will be campaigning from the union and communication with the faculty, indicating we will want to respond truthfully and accurately to the things faculty will hear. She indicated after the election, there can be objections on challenged ballots – although if the number of challenged ballots would not affect the outcome, they are ignored. She disclosed for a union to be voted in, the votes cast must be in favor by fifty percent (50%) plus one (1).

Ms. Heekin said the college cannot discriminate against employees because of union sympathies or activities, cannot make threats or promises in order to discourage union activities or sympathies, cannot “interrogate” employees about union activities or sentiments – although we do have a legal right to non-coercive speech and conduct. She indicated we can and should legally and freely express our position on unions, including the college is opposed and why we think it is unnecessary.

She stated the union may make lavish promises to employees, which cannot be fulfilled unless the college agrees. She announced the college will want to emphasize the financial impact of unionization, indicating we want to answer and refute as fully and factually as possible any false statements or misleading assertions made by the union. She said employees are typically not aware of their rights or the employer's rights and obligations when it comes to unions.

Ms. Heekin disclosed employees should know they do not have to sign a union card, speak to a union organizer or belong to a union to keep their job. She revealed if they chose to belong, they will have to pay dues – reporting current UFF dues are one percent (1%) of the employee's regular salary. She imparted they can vote against the union, even if they sign the union card or

they pay membership dues – sharing many people are members even if they are not part of a bargaining unit.

She indicated it is important that employees understand and that they vote, because the union only has to get a majority of those who actually vote in the election. She stated once the union is certified as a bargaining representative, it is difficult to get rid of them. She said at minimum, it will be a year of negotiating with them. She disclosed the union cannot automatically give the faculty what it promised, it cannot guarantee certain benefits and wages, it cannot guarantee job security and the college does not have to sign a contract.

Ms. Heekin imparted the union cannot force the college to provide anything that the college does not want to provide. She shared that negotiations can result in benefits that increase, stay the same or decrease. She disclosed the important point is the union has no power to legally or otherwise tell the college how to operate, although the college must negotiate with the union. She emphasized, with a union, the college may not negotiate with individuals or other groups.

Trustee Kilpatrick confirmed with Ms. Heekin this would include the faculty who do not join the union. Ms. Heekin stated this is a good point – anyone in the bargaining unit (whether they joined and paid dues or not) would be bound to the terms of the bargaining unit. She said once a union is in place, there will be no dealing with the faculty senate on wages and terms and conditions of employment.

She continued by saying the college only has to bargain for items that are mandatory subjects of bargaining -- wages, benefits, teaching loads, office hours, attendance at graduation, sabbatical, faculty senate, evaluations and grievance procedure. She said we have managerial rights and can make decisions without consulting union for layoffs, subcontracting, academic term, type of academic programs offered and class size. She shared managerial rights are covered under Florida Statute §447.209.

Ms. Heekin shared that despite good faith attempts, many times the union and employer cannot agree – with one or both parties declaring an Impasse. She said PERC will provide a list of special magistrates for selection of an individual and each side will present their side on each article for which they have not agreed. She indicated the magistrate will provide to the Board of Trustees (BOT) a recommendation – the BOT will then make the final decision as to what will be in the collective bargaining agreement and impose the working conditions.

In closing, she stated the college may oppose the union because:

- It is not in the best interests of college operations, faculty or the rest of the college community
- It will not represent the best interest of all the faculty, counselors and librarians
- The college will not operate as productively or efficiently.

She emphasized that it takes a lot of time to collective bargain.

Trustee Kilpatrick inquired about communication after unionization, with Ms. Heekin stating individual faculty members cannot negotiate with administration about bargaining subjects. She said soliciting and the distribution of literature cannot occur during work hours of any employee, although we may need to further define our current policies and how we treat other organizations.

Trustee Moore thanked her for the information and asked for information on the timelines, with Ms. Heekin saying it depends on several factors. She said it can be lengthy if there is a reason to challenge the appropriateness of a unit, it could be as much as thirty to forty-five (30-45) days for a hearing; fifteen (15) days after the hearing to respond, hearing officer has thirty (30) days to respond, etc.

Trustee Lamb asked Ms. Heekin in her experience why it is necessary to have a union in an academic setting when students are our focus, with Ms. Heekin responding she does not feel it is necessary. She said that unions are in business to represent employees and will try to get dues. Trustee Lamb said he believes in a day's work for a day's pay – indicating he has family members who participate in a union and employees need to be educated about what happens.

Chair Callaway confirmed the Board makes the final decision when there is an impasse and there is no appeal to the decision for that academic year. Ms. Heekin shared the item can go back to the bargaining table the next year. Trustee Kilpatrick asked what happens during the years of impasse, with Ms. Heekin stating the status quo continues. She said as an example -- even if the college wanted to give a raise, but we don't have an agreed upon contract yet – the college cannot give a raise.

Trustee Messersmith said the collective bargaining statute was originally set up for elected officials to be the final decision makers; with the statute later amended to include appointed officials at colleges, universities and others. He stated that is why the BOT is the governing body for the final determination. Chair Callaway thanked Ms. Heekin for presenting the information the BOT must know and understand, indicating the BOT will take it seriously.

President Murdaugh recognized VP Kim Moore, asking her to share information on her recent award. VP Moore reported she recently received the *Tallahassee Woman Magazine* 2016 Innovator of the Year award.

## **NEW BUSINESS**

### **Approval of Consent Agenda**

Chair Callaway asked if there were any requests for the Consent Agenda, with none received.

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

### **TCC Foundation**

#### TCC Naming Opportunity – Advanced Manufacturing Training Center (Action)

VP Mitchell indicated the 3954 Pensacola Street Partnership would like to rename the AMTC the Kim B. Williams AMTC.

This request is for the Board to approve the naming of the Advanced Manufacturing Training Center as presented.

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

TCC Naming Opportunity – STEM Center (Action)

VP Mitchell stated this is a request to honor AVP Wang by renaming the STEM Center the Lei Wang STEM Center.

This request is for the Board to approve the naming of the STEM Center as presented.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Messersmith

Motion passed unanimously.

TCC Foundation Update (Information)

VP Mitchell thanked Dustin Frost, Jean O’Kon and Ranie Thompson, who were the leads for the Hops and Half Shells 5K event, and indicated there were three hundred fifty-one (351) runners. She thanked Trustees Kilpatrick, Messersmith and Vaughn for attending and shared a college student provided artwork that was framed and provided to the winners. She stated the event netted five thousand dollars (\$5,000) to support programs and projects at WEI.

She shared a donor indicated they would provide fifty thousand dollars (\$50,000) if we could match the funds – hence the One Campaign. She said as of today we are at sixty-two thousand three hundred forty-five dollars (\$62,345). She stated this is our first social media campaign, with twenty-three thousand (23,000) people visiting our website.

VP Mitchell indicated, in seven and one-half (7 ½) months, we are at six million dollars (\$6,000,000) in our ten million dollar (\$10,000,000) campaign. She said this shows the value of what we do in the community and the impact we have on our students.

**Academic Affairs**

Academic Programs and Course Changes (Action)

Chair Callaway indicated we have all been waiting for the truck driver’s certification, stating we are now training in all the top ten (10) hot workforce categories for our area. She said we now offer something for every area in life, mentioning the AS degree in Early Childhood Development, Education and Management and a course in ethical hacking.

This request is that the Board approves the recommendation for academic course and program changes for the 2016-2017 academic year as attached.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Pople

Motion passed unanimously.

Trustee Moore requested the President speak about the commercial vehicle driving program and how it meets local need. President Murdaugh said during our strategic planning there was an emphasis on demand-driven. He shared the significance of truck driving, a high-paying high-demand growing job, is that it is the final area we needed to provide training for the top ten (10) hot jobs in our area. He stated thanks to a legislative appropriation this year; we now have the funds needed for the high costs to enter this program.

**Administrative Services**

Fund Analysis - April (Information)

Chair Callaway asked for any questions or comments, with none received.

Construction Status Report (Information)

VP Wills shared we will be working on many projects this summer, including the Trucking School and the STEM Center. She said there is still a lot of work going on at the Capital Center, first floor renovations, and FPSI, Department of Highway Safety and Motor Vehicles (DHSMV) high speed track.

Trustee Lamb asked where the Trucking Center would be located, with VP Wills saying it will be on the vacant corner of Tennessee and Appleyard. President Murdaugh stated this is where Eagle's Nest used to be. He said the DHSMV got the funding from the legislature and although the high speed driving track is being built on FPSI property, it will not use any college funds or funds lobbied for by the college.

Certificate of Final Inspection for the Wakulla Environmental Institute Project (Action)

Chair Callaway asked for any questions or comments, with none received.

This request is for the Board to approve the Certificate of Final Inspection, OEF Form 209, for the Wakulla Environmental Institute Project.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Moore

Motion passed unanimously

A resolution of the District Board of Trustees of Tallahassee Community College authorizing a negotiated loan not to exceed \$1,100,000 (Action)

VP Wills said this item is related to the donation presented by the Foundation earlier in the meeting. She indicated this authorizes negotiating a loan for paying off the current obligation, which will reduce our payoff term by approximately seven (7) years. She stated Bryant Miller Olive and Hancock Bank are available for any questions.

This request is for the Board to approve the resolution authorizing a negotiated loan not to exceed \$1,100,000.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Kilpatrick

Motion passed, with Trustee Moore abstaining (see attached Form 8a).

Bargain Sale Agreement (Action)

VP Wills shared the ownership of the 3954 Pensacola Street Partnership will be turned over to TCC and closed out, sharing this will result in savings to the college.

This request is for the Board to approve the Bargain Sale Agreement as presented to the Board.

**MOTION:** Trustee Pople

**SECOND:** Trustee Messersmith

Motion passed, with Trustee Moore abstaining (see attached Form 8a).

**Information Technology**

Information Technology Plan for FY 2016-17 (Information)

VP Ingerman stated the plan is similar to previous year, since we work on a multiple year plan. He emphasized the continuation of the Workday implementation processes, indicated the current telephone system is about twenty-five (25) years old and needs to be replaced and shared the college website and intranet are being updated.



Trustee Messersmith inquired if there were any big ticket items they should expect soon. VP Ingerman said the biggest ticket item would be the telephone system, although they were working to minimize the impact -- stating other items are maintenance or the regular cycle of replacement. Trustee Messersmith referenced the one card solution, asking if we were trying to get to the card that disburses money. VP Ingerman said this item is more with the college ID, for building/classroom access and other uses on campuses.

Trustee Moore thanked VP Ingerman for bringing this to the Trustees, indicating they want to know that the technology is available to support the college.

## **PUBLIC COMMENT**

None

## **WORKSHOP**

### *Review of Faculty Workload and Compensation*

President Murdaugh indicated this information is in response to the request by the Board last month, stating Dr. Wang has been the point person for the collection of the data. He said the issue was the Provost seeing some things related to faculty workload and reassignments that caused questions, unfortunately with confusion and disagreement about the scope of those questions. He shared we have put together a workshop of data related to the issue, reminding all that his commitment was to provide the data and work collaboratively with faculty to identify strategies as we move forward.

Provost Moore-Davis said TCC has a great faculty, with a passion for students and they do excellent work within the college community. She stated our faculty are the foundation for college success. She indicated she reviews and approves faculty workload each semester, to ensure we are following board policies and our procedures align with those policies.

She shared that in Fall 15, when she was new in her position, there were questions regarding faculty workload that consistently arose. She said many of the questions were her own, but she also received questions from faculty and deans about workload calculations and reassigned time. She stated reassigned time is not a new concept in higher education, since it serves as a way to support the college mission and our goals for student success and completion.

She expressed the number of full-time faculty allocated reassignments was unusual. She disclosed that upon further review she found variations in the accountability and measurable outcomes of these activities, including widespread inconsistencies and a lack of equity among the divisions in the allocations and opportunities for reassignments that was driven primarily by the workload formula. She indicated that for those reasons she proposed change.

AVP Wang said the presentation focuses on the questions asked by the Board. President Murdaugh said Dr. Balog will provide a spreadsheet with names and other information to meet the Board request, copies of the Board Policies and a copy of the Florida Statute.

AVP Wang stated Section 1012.82 of the Statutes requires that each full-time member of the teaching faculty teach a minimum of fifteen (15) classroom contact hours per week, indicating if further states a college president may approve reductions in the required number of contact hours. She shared each college is required to adopt policies to implement the statute, reporting TCC has three (3) relevant policies.

She shared that Policy 05-04 states faculty assignments require forty (40) or more hours of professional services to the college each week, with at least twenty-five (25) hours in an instructional capacity (available to students in a classroom, through office hours, etc.). Trustee Messersmith asked about the fifteen (15) hours previously mentioned, with AVP Wang saying those are the hours in the classroom and then this includes ten (10) hours for office hours. She stated the remaining fifteen (15) hours are for curriculum, professional development and other projects of the college.

AVP Wang announced Policy 05-09 quotes the state statute and includes a formula created to determine faculty teaching load. She reminded everyone that one of the Board questions was how the policies of other Florida colleges addressed teaching load. She indicated the key findings of her research were:

- The majority of the colleges (seventy-one percent (71%)) state that faculty are required to teach a minimum of fifteen (15) contact hours per week
- Several colleges determine teaching load on a point system
- A few colleges vary teaching load according to the discipline
- TCC is the only institution that uses a formula to calculate teaching load

She stated the review indicated in the 1970s many community colleges in the state developed and used formulas, indicating the TCC teaching load formula has served the college for more than a decade. She said as faculty activities and instructional modalities become more complex, almost all colleges moved away from the formula model – therefore a review of TCC's teaching load formula seems warranted.

AVP Wang disclosed the teaching load formula takes into consideration class size, number of preparations (defined as the number of different courses) and total student contact hours. She walked everyone through an example of how the formula works. She said with this formula, as class sizes increase the number of classes taught decreases and as the number of different courses taught increase, the number of student contact hours decreases.

She stated that in summary, the total number of student contact hours generated determines whether a faculty member meets or does not meet the full teaching load at TCC – instead of the fifteen (15) contact hours required by statute. She said the teaching load formula leads us to conclude that class size is an important factor.

AVP Wang displayed a chart showing that in Fall 15 sixty percent (60%) of TCC classes had more than thirty (30) students and twenty-eight percent (28%) had more than forty (40). The chart also showed that in Spring 2016 fifty-three percent (53%) of classes had more than thirty (30) students and twenty-three percent (23%) had more than forty (40). She disclosed that in both Fall and Spring, approximately five percent (5%) of TCC classes had more than fifty (50) students.

She showed a chart that indicated in Fall 15 sixty-two (62) faculty had ten and nine-tenths (10.9) or fewer contact hours, eighty-three (83) had eleven to fourteen and nine-tenths (11-14.9), twenty (20) had fifteen to fifteen and nine-tenths (15-15.9) and twelve (12) had sixteen (16) or more contact hours.

Trustee Pople confirmed these were full-time faculty. AVP Wang reported eighty percent (80%) taught less than fifteen (15) contact hours, with an average of eleven and four-tenths (11.4).

She said Spring 16 contact hours shows a similar pattern as Fall 15 and leads to the question of reassigned time.

She shared that TCC Policy 05-08 says upon the recommendation of the appropriate dean or VP for Academic Affairs, the college may reassign a faculty member to a non-instructional assignment for service that benefits the college, the reassignments are made on an annual basis, annual written reports are submitted through the appropriate dean to the VP for Academic Affairs and the faculty member is expected to accomplish all of the objectives.

AVP Wang stated that data shows eighty-one percent (81%) of faculty had reassigned time in Fall 15. Trustee Moore confirmed the percentage provided.

Provost Moore-Davis provided some examples of reassigned time that should be continued, such as program chair, Model UN, curriculum development, etc. She stated these are programs that should be supported and can be assessed, although some activities are without clear objectives. She shared the English Department this semester submitted a proposal to align their work with established objectives and outcomes.

She provided a list of other activities in Spring 16, with sixty-five percent (65%) of our faculty engaged in these activities. She stated there are some worthwhile activities here, but the duties and accountability vary greatly and generally there is no assessment of the effectiveness for those reassignments. She indicated she is a strong proponent of mentoring, but as an institution we do not have a consistent definition therefore the practices and outcomes vary across divisions.

Provost Moore-Davis disclosed some of the reassignments may actually be professional service to the institution or one's discipline. She stated as we hired more faculty and the institution grew, the number of reassignments continued to increase without a review of their continued necessity. Trustee Pople confirmed the numbers provided were numbers of occurrences.

AVP Wang said faculty can teach additional classes not included in their contract, indicating seventy-six percent (76%) of faculty in Fall 15 taught at least one additional class. She reminded everyone of a previous chart that showed the vast majority of faculty taught less than fifteen (15) contact hours in Fall 15 and Spring 16. She displayed another chart inclusive of the additional class contact hours that showed slightly more than half (fifty-one percent (51%)) of our faculty taught more than fifteen (15) contact hours.

She stated the analysis of the teaching load formula, the reassigned time and the additional classes taught, raises the issue of workload equity. She walked everyone through an example of faculty member "A" teaching fifteen (15) hours and faculty member "B" teaching twelve (12) hours, with three (3) hours of reassigned time and then an additional class of three (3) hours beyond the annual contract.

Trustee Pople referenced previous mention of the twelve (12) contact hours accomplishing the full load because of the formula, asking what the impact is. Provost Moore-Davis said the current workload formula does not account for small classes. Trustee Kilpatrick confirmed that if the formula does not work because of the small class size, then the faculty member must teach fifteen (15) contact hours.

Trustee Pople asked if the formula was compliant with statute. President Murdaugh said the question might not be if the formula is compliant, but how the formula has been used here and are we in compliance with statute. He said we are in compliance because if someone is not teaching fifteen (15) contact hours, then we are granting three (3) hours of reassigned time – which is our right as a college. He said the examples are not hypotheticals – these are two (2) actual faculty members. He shared this process has certainly not been equitable for Healthcare faculty, one of the issues that has surfaced through the questions that have been asked.

AVP Wang shared that consistent with national research, TCC data showed that student success is significantly higher in classes with thirty (30) or fewer students – noting the differences were statistically meaningful. Chair Callaway said it is also important to understand the different discipline requirements. AVP Wang stated for history and social sciences the average class size is forty (40) and healthcare is fifteen (15).

President Murdaugh emphasized that reassignment of faculty is an important thing done at the college. He said the discovery is that we feel there is room to improve on documentation and he needs to talk a little about the cost. He shared for the extra three (3) hour class the cost to the college is three thousand six hundred dollars (\$3,600) per semester for a professor with a Master's degree (approximately two thirds (2/3) of our faculty) and three thousand eight hundred dollars (\$3,800) for a professor with a doctorate (the remaining one third (1/3) of our faculty).

He stated as much as we will all salute the fact there are appropriate benefits to reassignment, we must talk about cost. He said the finding that surprised us most is we are paying almost twice as much as (for faculty that teach an extra course) the average at the other colleges. He shared we are proud that we pay our faculty well, indicating among the twenty-eight (28) colleges our faculty are the seventh (7<sup>th</sup>) highest paid in terms of their base salary.

President Murdaugh said our commitment was to provide the data and our next step is to work collaboratively with faculty to make sense of the data, indicating there is a lot about data that faculty are in the best position to help us answer. He presented a number of questions that occurred to us as a consequence of the data. He said on a regular basis we see the success of our students, asking if there is a different way we can ensure our faculty are appropriately compensated over and above a forty (40) hour work week.

He shared the questions faculty submitted to AVP Wang about three (3) weeks ago, indicating some of the data requested requires surveys of other colleges. He said we will look at the real data, but it by no means answers all the questions. He proposed a workgroup of seventeen (17) members comprised of two (2) faculty from each academic division (representative of disciplines in division), two (2) deans, and one (1) member each from the business office, human resources and institutional effectiveness.

President Murdaugh indicated the Provost would call for faculty volunteers and submit the names to the Faculty Senate Chair, with the Provost and Faculty Senate Chair selecting the volunteers. He stated the Provost and President would meet with and provide charge to the workgroup, indicating recommendations from the workgroup will be submitted to the Provost by August 1<sup>st</sup> and presented to the Board at the August Board Meeting.

Chair Callaway stated we fulfilled the Board request thoroughly, indicating she likes the workgroup reporting back to the Board in August. She asked that this proposal be accepted by the Board in the form of a motion.

**MOTION:** Trustee Moore  
**SECOND:** Trustee Kilpatrick  
Motion passed unanimously

Chair Callaway said the college is the students and anytime you have something like this that affects students, you need to have objectives that must be accomplished by the faculty member in the reassigned time and it must be measurable. Trustee Moore supported clarity of the objectives, evaluation of success and meeting the goals. She asked for further clarity on hours, stating if it is fifteen (15) teaching hours and ten (10) office hours which totals twenty-five (25) hours and the Statute says forty (40), requesting clarity in the expectations for the difference in the remaining hours.

Trustee Messersmith said he is not familiar with this, although the data will help him better understand. Chair Callaway said we all want our students to get the best education.

Trustee Kilpatrick asked about the reassigned hours, indicating there are faculty with more than three (3) reassigned hours per semester. Provost Moore-Davis said sometimes it is SACS accreditation; substituting for a dean who is on a workday assignment and sometimes it goes back to the formula because of the number of students in each class. Trustee Kilpatrick asked us to add some examples for this category.

Chair Callaway asked if a faculty member can decide the subject of their reassigned time. Provost Moore-Davis said they could propose and by Board policy it should come through the Dean to her office for approval. Chair Callaway confirmed that not all current reassigned time had gone through the Board process.

Trustee Moore said, from her prospective, she is excited and would like the workgroup to bring forth a process which has transparency, clarity and equity. Chair Callaway asked that the President provide any updates he found important at the June meeting. She said like Trustee Moore she is excited. She stated that change and transition is always hard, but occasionally you need to look at what is being done to see if it can be done better and in a more equitable fashion.

#### **PRESIDENT'S REPORT**

President Murdaugh provided a list of upcoming events to the Trustees.

#### **NEXT MEETING DATE**

Monday, June 20, 2016

Location: **Main Campus**

#### **ADJOURNMENT**

Meeting adjourned at approximately 5:20 p.m.

Minutes approved at regular meeting of the District Board of Trustees on June 20, 2016.

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**Donna Callaway**  
**Chair**

May 16, 2016

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

Page **13** of **13**

## FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Moore Karen Batchelor</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>District Board of Trustee</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>May 16, 2016</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, Karen B. Moore, hereby disclose that on May 16, 20 16.

(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:

*Defining to #1. A resolution of the DBOT TEC authoring a negotiated loan not to exceed \$1,100,000, and #2. Bargain Sale Agreement.*

*I serve on an advisory board for Hancock Bank and abstaining from voting on these two items.*

May 16, 2016  
Date Filed

Karen B. Moore  
Signature

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.