

**Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
June 21, 2021
Business Meeting – 2:30 PM**

The June 2021 District Board of Trustees meeting was called to order by Chair Messersmith at approximately 2:30 p.m.

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

Absent: None **Via phone/Zoom:** None

Others Present: President Murdaugh, Candice Grause, Lenda Kling, Bret Ingerman, Josh Willoughby, Craig Knox, Alice Maxwell, Kim Moore, Nyla Davis, Heather Mitchell, E.E. Eunice, Don Herr, Lei Wang, Melinda Rodgers, Barbara Wills, Bobby Jones, Joey Walter, Calandra Stringer, Anthony Jones, Donmetrie Clark, Gregory Williams, Gerald Jones, Kalynda Holton, Bill Spiers, Sharisse Turner and Amy Bradbury.

Via Zoom: Jennifer Russell, Chip Singletary, Mike Robeck, Ayanna Young, Scott Balog, Lauren Schoenberger, Stephanie Solomon, Jennifer Bradley, Tina Workman and Jacque Parramore.

COMMENTS

i. Board Chair Messersmith asked everyone to stand for a moment of silence and the pledge of allegiance. He stated he had a wonderful year as Chair. He referenced the letter from Senator Scott about the Aspen award, the CASE award for special events and the partnership with the Blockchain Academy certifications. He expressed his amazement at the funds TCC has set aside to assist students.

ii. Board Members – Stating she was absent at his first meeting, Trustee Callaway welcomed Trustee Ward and shared she was thrilled to read the Strategic Plan accomplishments. Trustee Ward thanked Ms. Thomas for the opportunity to speak at Take Stock in Children. Trustee Moore thanked Chair Messersmith for his outstanding year as Chair. Trustee Kilpatrick said it is amazing how during COVID we have stayed on track with the strategic plan. Trustee Grant thanked VP Mitchell for inviting Municode to sponsor the Eagles Rise Summer Camp. Trustee Lamb said everyone has done a great job during COVID.

iii. President Murdaugh thanked the Board for the recognitions, indicating he is proud of what everyone has done. He said Director Long will be assessing our progress on the strategic plan. He recognized Dr. Wang for the successful completion of our SACSCOC five-year review, with zero recommendations and findings. He thanked Trustee Grant and Municode for giving each of the Eagles Rise Summer Camp students a computer.

He shared we are proud of the virtual commencement and will be going to in-person commencements twice a year. He recognized Director Eunice who is retiring, with his last day being June 30th. He announced that after a team process, Steve Outlaw will be the new Director at the Florida Public Safety Institute (FPSI). Director Eunice thanked the Board for selecting President Murdaugh and Dr. Murdaugh for his leadership.

APPROVAL OF MINUTES

1. May 17, 2021 Meeting
Request Board approve minutes as presented.
MOTION: Trustee Kilpatrick **SECOND:** Trustee Moore
Motion passed unanimously.

2. 2021 Presidential Evaluation Meeting
Request Board approve minutes as presented.
MOTION: Trustee Lamb **SECOND:** Trustee Moore
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell introduced media clips for federal student funds, Aspen award, hurricane preparation, Camp Shakespeare, dental program in Florida top ten, first national Juneteenth holiday, etc.

UNFINISHED BUSINESS

None

PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

3. Human Resources Report
Approve the report as presented.
4. Attorney Invoice – Bryant Miller Olive (April and May 2021)
Authorize payment of invoices as presented.
5. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
6. Architect Invoices
Authorize payment of architectural invoice as presented.

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

TCC Foundation

7. TCC Foundation Update
VP Mitchell said incoming funds are still ahead of last year. She thanked Trustee Grant for his generous remarks and Municode for matching the funds for the Eagles Rise Summer Camp. She referenced the updates that will occur as a result of the successful Athletics Campaign, thanking Trustee Ward for his support. President Murdaugh asked the Board to thank any City and County Commissioners they see for their unanimous support to TCC.
None required. Report provided for information only.

Academic Affairs

8. Laboratory/Course and Distance Learning Fees for 2021-2022
That the Board approve the laboratory/course and distance learning fees as presented and direct staff to conduct an assessment of fees to identify opportunities to reduce student cost.

MOTION: Trustee Ward **SECOND:** Trustee Grant
Motion passed unanimously.

9. Annual, Continuing and Post Award Contract Recommendations
That the Board approve the recommendations for annual, continuing and post award contracts in the attached list.

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

10. Academic Curriculum Changes
Trustee Kilpatrick thanked everyone for staying current and useful to our graduates.
That the Board approve the recommendation for the program revisions, program deletion, new courses, and course changes as attached.

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

11. Policy Manual Change
Provost Stringer and Director Spiers indicated we are one of only three colleges in Florida that does not give students returning to college another chance. Director Spiers said this change will give transfer students a second chance at financial aid. Responding to Trustee Ward, Provost Stringer stated we will provide them with an academic success coach and continually monitor the individuals to ensure their success. Responding to Trustee Lamb, Director Spiers said there are one hundred eighty-eight (188) of these students.

Approve revision of College policy as presented.
MOTION: Trustee Ward **SECOND:** Trustee Moore
Motion passed unanimously.

Administrative Services

12. Construction Status Report
Chair Messersmith recommended we find a way to control access to the vehicle charging station. VP Wills stated the charging station is for our use and we will monitor, if others wish to use.
Presented as an information item only.

13. Fund Analysis – May
For information only, no Board action required.

14. Use of College Personnel and Facilities
Approve the use of College resources for Foundation DSO activities as presented.
MOTION: Trustee Callaway **SECOND:** Trustee Grant
Motion passed unanimously

15. Capital Improvement Plan (CIP) 2022-23 Through 2026-2027
Approve the 2022-23 through 2026-27 CIP, as summarized on the CIP-2 form.
MOTION: Trustee Moore **SECOND:** Trustee Lamb
Motion passed unanimously

16. COVID Air Quality Upgrade Contract
VP Wills shared the federal funds will allow us to make additional improvements to our current system, including the replacement of some of our current air handler units. She said, although we received proposals from ten (10) other vendors, we chose Siemens because we have a current contract with them for energy savings performance. She stated they have been very responsive and we continue to receive savings we can put back into the campus.

President Murdaugh said we do not usually bring a sole source contract to the Board. Chair Messersmith indicated he supports this as the continuation of a project. Trustee Moore stated she supports this, since it is a long-term relationship and they already know our system. Trustee Lamb confirmed the contract will be a one-year installation, with a five-year program warranty. Jason Taylor, Siemens, responded to Trustee Grant saying they used the state pricing model previously used for TCC. VP Wills said Siemens will also be providing some adjunct instructors.

Authorize the College to enter into a contract for air quality upgrades not to exceed \$4.25 million.

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

17. Bookstore Service Contract
Approve a one-year renewal of the Follett contract for bookstore services.
MOTION: Trustee Lamb **SECOND:** Trustee Kilpatrick
Motion passed unanimously

18. Changes to Salary Schedule
Approve updates to the 2021 – 2022 Salary Schedule as presented.
MOTION: Trustee Ward **SECOND:** Trustee Grant
Motion passed unanimously

19. College Operating Budget for FY 2021-22
Approve the College's FY 2021-22 Operating Budget.
MOTION: Trustee Moore **SECOND:** Trustee Grant
Motion passed unanimously

20. Student Financial Obligations
VP Wills said this is a temporary waiver request for the period Fall 2020 through Spring 2022, indicating the temporary waivers we allowed last year represented two million one-hundred thousand dollars (\$2,100,000) in tuition we would otherwise not have received. She stated the students will still owe the money (this waiver will allow them to register, but not get a transcript) and indicated we will be able to use some of the student federal funds to recoup some of the money owed. Trustee Moore asked how the other colleges and local institutions are handling this process;

with VP Wills saying some of the colleges do not have this policy, but for those who do – they are looking at or doing some variation of this process.

Authorization to waive Policy 09-03, Receipts and Disbursements, and allow students with outstanding financial obligations to register for classes.

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

Information Technology

21. Information Technology Plan for 2021-22

Trustee Moore said it is helpful to know that our students, faculty and staff know that we want to be up-to-date, current and proactive.

Approve the Information Technology Plan for FY 2021-22.

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

BOARD OF TRUSTEES

22. 2021 - 2022 Schedule of Business Meetings and Workshops
Request Board approve schedule as presented.

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

PUBLIC COMMENT

None

WORKSHOP

None

PRESIDENT'S REPORT

President Murdaugh shared we will be moving back to the Board Room at our August Board Meeting, indicating the college will be back to full-time normal. He said we will offer as many in-person classes as students want, although we did this for spring and they primarily chose online classes. He indicated we will make vaccines available for those who want them and respect personal choices for vaccines and masks. He stated we did not have a single incident of a student transmitting the virus to a faculty or staff member.

He recognized Trustee Lamb's upcoming birthday. He stated we need to prioritize the production of nurses, indicating the legislature provided funds for this and VP Wills has found a way to use some of the federal funds to expand the simulation center at the Ghazvini Center for Healthcare Education. He shared the next graduation will be December 11th.

NEXT MEETING DATE

August 16, 2021

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:03 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on August 16, 2021.

Eric Grant
Chair

Jim Murdaugh, Ph.D.
President