

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32303**  
**Monday, June 19, 2017**  
**2:30 pm - Business Meeting**

The June 2017 District Board of Trustees meeting was called to order by Chair Pople at approximately 2:30 p.m.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Murdaugh, Rob Hall, Renae Tolson, Josh Willoughby, Craig Knox, Kim Moore, Barbara Wills, Calandra Stringer, Heather Mitchell, Bobby Jones, Don Herr, Nyla Davis, Bob Ballard, E.E. Eunice, Tracey Shrine, Danny Shrine, Stephen Dunnivant, Sharise Turner, Mike Robeck, Lei Wang, Kim Allen, Sheri Rowland, Michael McLeod, Patti Townsend, Feleccia Moore-Davis, Stephanie Solomon, Rob Chaney, Mark White, Amy O'Donnell, Diane Garrard, Monte Finkelstein, Amy Bradbury, Anthony Jones, Justin Adams, Al Moran, Alice Maxwell, Pat Manning, Candice Grause, Shelly Schmucker, Rick Frazier, Patrick McDernott, Summer Washington, Franqua Bedell, Chris McHargue and Lenda Kling.

**COMMENTS**

**Board Chair –** Chair Pople stated before we stand for a moment of silence and the pledge of allegiance, he wanted to recognize President Murdaugh. President Murdaugh shared Patsy Warmack, Assistant to former President Law, and Debbie Robinson, Director of Library Studies, have recently passed; asking as we stand for a moment of silence that we remember them.

Chair Pople said each of the GED (General Education Diploma) and ESOL (English as a Second Language) graduates have traveled down the roads less traveled, but they were focused on the future. He shared in 1942 the Department of Defense asked the American Association of Educators to create a battery of tests so the returning soldiers and sailors could demonstrate their high school equivalency, which would qualify them for the jobs at that time. He stated in the list of GED graduates there was a U.S. Surgeon General, many Governors, CEOs and a U.S. Presidential candidate.

**Board Members –** Trustee Lamb stated the Foundation Scholarship Program at the Gadsden Center was well planned and is good for Gadsden County. Trustee Moore stated it was a great template for the state and excited TCC stepped up with a creative way to identify life changing ideas for individuals, families and communities. Responding to a request from Chair Pople; Trustee Moore shared that her grandmother had to quit school in fifth (5<sup>th</sup>) grade to help her family that was poor, but feeling something was missing and got her GED at the age of 71.

Trustee Kilpatrick said the GED graduate who received the scholarship plans to pursue music in college, indicating the program touches a lot of people. Trustee Callaway said VP Moore and the faculty have a wonderful impact on the students, many that were not previously excited.

**President – None**

### **APPROVAL OF MINUTES**

Chair Pople asked if there were any comments and requested a motion to approve the May 15, 2017 Presidential Evaluation Minutes.

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

Chair Pople asked if there were any comments and requested a motion to approve the May 15, 2017 Board Meeting Minutes.

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

### **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced video clips about the legislative decrease in college funding, active shooter training, Tech Camp for high school students, Mainline Information Systems and Redwire classroom renovations, Toni Jo Mason Foundation donation, Gadsden County graduate scholarships, and the GED and ESOL graduations.

### **UNFINISHED BUSINESS**

None

### **PRESENTATIONS**

VP Mitchell recognized Danny and Tracey Shrine, Full Press Apparel, for a scholarship to the Digital Rail Project with a focus on app development, graphic design, digital media, web design and development, cybersecurity, etc. Tracey Shrine indicated it has been difficult to hire people in graphic design, sharing they hope this project will excite interest in the field at a younger age. Danny Shrine said although they are a manufacturer of apparel and product, they are design dependent and hope to develop creative talent locally. VP Mitchell shared the President's Circle will match the funds on this project.

VP Mitchell recognized Dr. Larry & Vicki Kubiak who are funding a family scholarship, matching funds for the New Start scholarship fund, and a classroom renovation. Dr. Kubiak said he recently learned that his grandmother never went beyond the third (3<sup>rd</sup>) grade, with no one in his family at that point going beyond the eighth (8<sup>th</sup>) grade. He disclosed that thanks to the support of his grandmother; his father had the opportunity to go to high school and later college. Dr. Kubiak indicated he was the first in his family to get a Master's Degree and a Ph.D.; stating he hopes this donation will help some people achieve their goals.

VP Rowland recognized Director Rob Chaney, who last week received an Under Armour award for Athletic Director of the Year. She said he is one of an elite group of athletic directors, making us very proud.

Director Chaney indicated the Coaches are a super group, sharing this year for the first time everyone hit significant points and every team advanced to post season. He introduced:

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- Gary Droze, cross country coach, who led our first women’s team this year – disclosing we will add a men’s team this fall
  - Franqua Bedell, women’s basketball coach, won his one hundredth (100<sup>th</sup>) career NCJAA victory
  - Mark White, men’s basketball coach, won his two hundredth (200<sup>th</sup>) NCJAA victory
  - Patti Townsend, softball coach, reached her four hundredth (400<sup>th</sup>) NCJAA success
  - Mike McLeod, baseball coach, reached his nine hundredth (900<sup>th</sup>) NCJAA success
- Director Chaney disclosed Coaches Townsend and McLeod have gotten all their wins at TCC.

President Murdaugh stated he is amazed with the phrase “they are student athletes” that coaches use and impressed by the student athletes academic successes. Director Chaney said for the 2015-16 school year there was a one hundred percent (100%) academic success rate. He indicated on average our student athletes have an approximate ninety percent (90%) academic success rate; with the state average around eighty percent (80%).

## **NEW BUSINESS**

### **Approval of Consent Agenda**

Chair Pople 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 stated the increase in the year-to-date number compared to last year is due to the Kim Williams gift. She indicated they will be at almost one million six hundred thousand dollars (\$1,600,000) by the end of June. She thanked Trustee Lamb for attending the Gadsden Learn Scholarship announcement and Trustee Pople for joining in the earlier meeting with Gadsden Schools Superintendent Milton.

## **Academic Affairs**

### Academic Programs and Course Changes (Action)

Chair Pople asked if there were any questions, with Trustee Messersmith asking for some examples of “changes based on review of course content” as indicated on the document. Provost Moore-Davis said sometimes there are new tasks or skills students must master. Trustee Messersmith asked about child development; with Provost Moore-Davis stating it did not previously include adolescents, so the change is to further align it with our program in Early Childhood Development.

President Murdaugh asked what types of things would trigger course content review. Provost Moore-Davis said we should be looking at content all the time to ensure it aligns with student outcomes that allow a student to advance to a university or the workforce.

This request is that the Board approves the recommendation for academic course and program changes for 2017-2018 as attached.

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

Laboratory/Course and Distance Learning Fees for 2017-18 (Action)

Chair Pople indicated Florida Statute allows this Board to charge these fees for reimbursement only; indicating thirty-one percent (31%) of the fees are being decreased, twenty-four percent (24%) unchanged, twenty-three percent (23%) increased, nineteen percent (19%) new and three percent (3%) deleted. Trustee Moore advised the Board she would be voting against this because of the new fees, although she understands the College must reimburse its expenses.

Trustee Messersmith said we previously talked about wrapping the certification fees into the course, indicating he thought it was a wonderful idea and asking if this has been helpful for our students. President Murdaugh said it was a wonderful question and we would need to look into it, indicating we had starting imbedding fees when we learned students were not taking the certification because of the cost and imbedding fees also makes them eligible for financial aid.

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

**MOTION:** Trustee Callaway

**SECOND:** Trustee Kilpatrick

Motion passed, with Trustee Moore voting Nay.

**Administrative Services**

Fund Analysis - May (Information)

Chair Pople asked if there were any questions, with none received. He indicated we will have full budget information in the workshop.

Construction Status Report (Information)

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

Certificate of Final Inspection for the Plaza Level Improvements Project (Action)

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

This request is for the Board to approve the Certificate of Final Inspection, OEF Form 209, for the Plaza Level Improvements project.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Messersmith

Motion passed unanimously.

Certificate of Final Inspection for the Starbucks Project (Action)

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

This request is for the Board to approve the Certificate of Final Inspection, OEF Form 2019, for the Starbucks project.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Moore

Motion passed unanimously.

Banking Services Agreement (Action)

Chair Pople asked if there were any questions, with Trustee Kilpatrick confirming six (6) months is enough time.

This request is for the Board to approve a temporary extension of the Wells Fargo banking services agreement, for a period not to exceed six (6) months.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Callaway

Motion passed unanimously.

Approval for Bookstore Services (Action)

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

This request is for the Board to approve the renewal of the Follett contract for bookstore services.

**MOTION:** Trustee Moore

**SECOND:** Trustee Lamb

Motion passed unanimously.

Accounts Receivable Write-off (Action)

Chair Pople asked if there were any questions, with Trustee Messersmith indicating he really appreciates whatever is being done to improve this. President Murdaugh asked VP Wills to explain the new pilot program, with VP Wills stating the U.S. Department of Education is using TCC to pilot a program that will help students avoid going into financial aid default.

President Murdaugh stated VP Wills has been aggressively working on this, sharing the Veteran's figure increased because we have a lot more veterans. VP Wills stated the team has really been working on these numbers for the past four (4) years and we have seen, for financial aid, about a sixty-five percent (65%) decline. Trustee Vaughn expressed his congratulations; indicating if the Trustees could do anything further when they go to D.C. to let them know.

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

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Moore

Motion passed unanimously.

Chair Pople thanked the other Trustees for the work they do in advance of each meeting on the Board items and the time the TCC team takes to respond to those questions in advance.

Capital Improvement Program (CIP) 2018-19 through 2022-2023 (Action)

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

This request is for the Board to approve the 2018-19 through 2022-2023 Capital Improvement Program, as summarized on the CIP-2 forms.

**MOTION:** Trustee Moore

**SECOND:** Trustee Vaughn

Motion passed unanimously.

College Operating Budget for FY 17-18 (Action)

President Murdaugh asked that this item for vote be delayed until after the workshop.

**Information Technology**

Information Technology Plan for FY 2017-18 (Information)

Chair Pople stated there is a lot going on, as it relates to technology, at the campus. Trustee Callaway said this information helps a lot and it is a beautiful document.

### **Workforce Development**

#### Enrollment of TCC Adult General Education and ESOL Students in Select TCC Post-Secondary Adult Vocational (PSAV) Programs (Action)

VP Moore stated this would be for current GED/ESOL students to pursue PSAV courses simultaneously, stating Florida Statute allows us to offer workforce programs to students without a high school diploma or GED. She shared we have not done this previously, but are seeking a waiver for a small pilot program of thirty (30) students.

Trustee Callaway asked how we would select the students, with VP Moore stating we are currently looking at those students nearing completion of the GED and ESOL program (who can legally work in the United States). Trustee Callaway said it is always a little unnerving to waive a requirement. VP Moore responded that she understood, however this is something technical schools are already doing and it is a requirement of the solicitation to which we responded for funding from the Department of Education.

Trustee Kilpatrick confirmed we are limiting to just the six (6) programs outlined and students cannot complete the PSAV courses without completing the GED or ESOL program. He stated that in a year he would like to see how these students did compared to the students using our current process.

Staff requests Board approval that waives the admission criteria for select PSAV programs for only IET project students to afford them the opportunity to pursue the accelerated career pathway (IET) option.

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

### **Board of Trustees**

#### 2017-2018 Schedule of Business Meetings and Workshops (Action)

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

### **PUBLIC COMMENT**

None.

### **WORKSHOP**

#### 2017-18 Budget

President Murdaugh said this is perhaps the strangest budget year he remembers, however it is required that we get Board approval on a budget and we may need to come back with an amendment(s) later in the year.

VP Wills shared the form we must submit to the Florida College System has been updated as recently as this morning. She displayed a comparison chart of state appropriation from 2013-14 through 2017-18. She stated all categories are down, although performance funding has not yet been awarded.

She shared the total appropriation is thirty-one million one hundred seventy-seven thousand seven hundred dollars (\$31,177,700), about two and nine tenths percent (2.9%) less than the amount received last year and the general appropriation reflects six percent (6%) less – which has a huge impact for the college. She stated the large appropriations for the trucking and Leon Works programs last year will not be received this year.

VP Wills said enrollment also continues to decline and this year we are projecting a decline of about two and one-half percent (2.5%), sharing enrollment from 2012-13 through 2017-18 reflects an almost twenty percent (20%) decline. She stated our current tuition rate of seventy-six dollars and eighty cents (\$76.80) is the fourth (4<sup>th</sup>) lowest for the twenty-eight (28) Florida colleges, emphasizing we have not raised tuition for several years.

She stated our projected revenue also includes other revenue, federal support, and an auxiliary transfer (bookstore, leased space income, etc.). She reviewed the projected expenses for personnel, operating costs and capital outlay. She indicated we have looked closely at the personnel costs (approximately seventy-five percent (75%) of our total expenses) and are relying on our fund balance in order to balance this year's budget.

VP Wills stated our fund balance at the end of the 2017-18 fiscal year is expected to be greater than the state required amount of five percent (5%). Chair Pople confirmed the numbers, indicating the large amount from the fund balance is not happy news. VP Wills stated we are trying to limit the impact to students, but with personnel costs being such a large part of the budget – it will have some impact.

She said the PECO funds are also down again this year; with no capital projects funded, no operating costs for new facilities statewide and no remodeling/renovation allocations statewide. She stated we will continue campus-wide infrastructure improvements and classroom upgrades with the Foundation. She shared we have instituted ongoing equipment preventative maintenance and facilities refresh programs, as well as, established a project priority list.

VP Wills stated in addition to the six percent (6%) reduction in state appropriations and a projected two and a half percent (2.5%) decline in enrollment; the budget includes an insurance increase, FRS employer increase, and retains a required fund balance. She said while it does not provide a pay increase for employees, we achieved a balanced budget.

Trustee Kilpatrick asked about the enrollment decline projected last year and the final result. VP Wills said it was projected at three percent (3%) and ended up about two and one-half percent (2.5%). President Murdaugh said we always try to project an enrollment that is hopefully worse than expected, because then when enrollment is better – you have money in your pocket. He shared Dr. Wang does a really great job of getting a close projection.

Trustee Vaughn asked how we account for the variable costs for the number of students in different classes. VP Wills said Academic Affairs is constantly looking at class size and the number of students enrolled, so they can make adjustments. President Murdaugh said the number of courses we offer may be one of the easiest variable costs to control, which means students may have fewer choices and is a concern.

VP Wills stated the budget will impact student services, teaching and student support and utilizes our fund balance and auxiliary funds. She said the budget will limit the hiring of regular

and OPS employees (we will delay hiring for open positions as long as we can), as well as, reduce employee travel and operating budgets. President Murdaugh said he likes to be hopeful and positive: but this year he expects students will be impacted with longer lines, stressed staff, and fewer course offerings. He indicated we will work our way through it, but it has real implications for students, faculty and staff. He stressed that no one currently employed here will lose their job or be furloughed due to this budget, but we will have to make other decisions.

Trustee Vaughn inquired about the current number of budgeted positions that are not filled, with VP Wills stating there are twenty-two (22) and we are evaluating each to determine when we will have to fill them. She said they have calculated the cumulative cost of a one (1) month vacancy and shared if they reduce OPS by twelve percent (12%), it is about two hundred fifty thousand dollars (\$250,000). She shared they are weighing all of the pros and cons, indicating the needs and impacts differ by department.

Trustee Callaway asked if developmental education students would be negatively impacted, with President Murdaugh stating he did not believe so – since they are largely incorporated into our normal college course work. He said due to changes in the law we can no longer test, but must give them an option to test – disclosing generally students opt not to test. He indicated he fears that as we stress our ability, they will need more.

Trustee Callaway said advising is a tremendous concern, since developmental education students must be guided. Provost Moore-Davis said as developmental education changed, we needed to devote more of our monies to student support and the impact is we will not be able to provide the additional assistance. Trustee Callaway said we have come a long way and now we are stopped – at no fault of our own.

Trustee Vaughn inquired about the potential for additional revenues from the bookstore and Starbucks. VP Wills stated the bookstore brings in about five hundred thousand (\$500,000) annually and although Starbucks is relatively new, we are hopeful it will have some revenue this year. President Murdaugh said at the Florida Public Safety Institute we have the sale of timber, conferences, housing, dining, a store (a number of auxiliary accounts).

Trustee Vaughn asked how we are looking to grow enrollment, with President Murdaugh saying that nationally among colleges enrollment is down. He said we look at a lot of things – number of seniors and juniors in our service district, along with where are students are coming from to analyze the data.

He shared VP Rowland and Marketing are trying to grow the TCC2FSU program, disclosing we have a Strategic Enrollment Management group that meets regularly to look at a number of different ways to improve. He said only enrollment, tuition and state funding impacts the budget at a state college. He stated given the circumstances where we cannot raise tuition and got a state funding cut, it leaves us with our only option – to raise enrollment.

Trustee Messersmith asked if we think enrollment is down because there are more people working, with President Murdaugh sharing well-established national studies show a direct link to this. Trustee Messersmith inquired if it benefits to have more workforce development classes, with President Murdaugh stating this is one of the areas we are looking at for increases. He said we have an upcoming meeting scheduled to discuss how to increase our nursing enrollment, saying we are looking at a lot of things.



Trustee Callaway said she has seen crises come before and we have hired quality people that have a way of handling this that is almost miraculous, with students being impacted as little as possible. Trustee Moore stated we are facing a real challenge together, asking again this year that we continue doing that and step it up even more. She acknowledged we have been very diligent in finding ways that will have limited impact on the students.

VP Wills shared our savings strategies include a proposal to pass the merchant fees for credit card services to students (potential three hundred forty thousand dollars (\$340,000) savings), expanded the use of P-Cards for increased rebates (about seventeen thousand dollars (\$17,000) last year), reduced cost of custodial supplies and maintenance equipment by about twenty percent (20%) through competitive selection, created a seven (7) day schedule to eliminate pay for weekend compensatory time in facilities, terminate contract with third party vendor for payroll processing, eliminated weekend classes, and projected utility savings from energy efficiency measures of four hundred thousand dollars (\$400,000).

President Murdaugh said VP Wills has done an amazing job working through all the issues, indicating she is very creative with the approaches she has taken. Chair Pople asked if VP Wills was in contact with her counterparts at other colleges, with VP Wills responding yes and sharing many of those institutions are also looking at passing on the merchant fees to students.

President Murdaugh noted the Exhibit A he passed out replaces the one in the book.

#### College Operating Budget for FY 17-18 (Action)

This request is for the Board to approve the College's 2017-2018 Operating Budget.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Moore

Motion passed unanimously.

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

President Murdaugh reminded Trustees their Statement of Financial Interests, Form 1 is due July 1<sup>st</sup>. He recognized the upcoming birthdays for Chair Pople and Trustee Lamb.

#### **NEXT MEETING DATE**

August 21, 2017

Location: Main Campus

#### **ADJOURNMENT**

Meeting adjourned at approximately 4:14 p.m.

Minutes approved at the regular meeting of the District Board of Trustees on August 21, 2017.

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**Randy Pople**  
Chair

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