

**Minutes
District Board of Trustees
Tallahassee State College
Hinson Administration Building
444 Appleyard Drive
Tallahassee, FL 32304
Monday, April 21, 2025
Business Meeting – 2:30 PM**

CALL TO ORDER

On Monday, April 21, Chair Karen Moore called the Tallahassee College District Board of Trustees meeting to order at 2:30 p.m.

Chair Moore asked everyone to stand for a moment of silence in memory of the recent tragedy at Florida State University and the Pledge of Allegiance.

Members Present: Chair Karen Moore, Trustees Monesia Brown, Jonathan Kilpatrick, Frank Messersmith, and Monte Stevens.

By Phone: Vice Chair Eugene Lamb

Absent: Trustee Charlie Ward

Others Present: President Jim Murdaugh, Candice Grause, Bobby Jones, Bertie Culbreath, Nyla Davis, Dustin Frost, Heather Mitchell, Sean McGovern, Sila Lott, Cerissa Fondo, Angela Long, Trevoris McDaniel, Wayne Almy, Calandra Stringer, Mark Mustian, Kalynda Holton, Brendie Hawkins, Chuck Moore, Frank Mix, Shelly L. Bell, Barbara Wills, Katie Bahmann, Alison Fleischmann, Lei Wang, Christen Givens, Amany Hilario, Jason Fowler, Sheri Rowland, Marissa Mainwood, Janet Hartman, Nicolette Constantino, Riley Landy, Amanda Clements, Melissa Scalzi and, Donmetrie Clark.

COMMENTS

- i. Chair's Remarks: Chair Moore thanked Vice Chair Lamb for joining the meeting by phone. She noted that many great developments are happening, including the unveiling of the new SIM HCA Florida Healthcare Simulation Center at the Ghazvini Center for Healthcare Education, which provides significant benefits for our students, the medical community, and the college. She addressed the tragic events at Florida State University and noted that representatives from the TSC Police Department and others would provide additional information

later in the meeting. She asked everyone to please keep our sister institution and the families of the victims in our thoughts.

ii. Trustee Remarks:

- a. Trustee Messersmith commented on the recent press release about the addition of the Undergraduate Research Journal. He suggested that a future board workshop be presented on the topic. He expressed his appreciation for the opportunity to speak with members of the President's Leadership Institute. He reflected on his participation in TSC Day at the Capitol, where he enjoyed connecting with attendees and appreciated the opportunity to sit in the Senate and House galleries.
- b. Trustee Kilpatrick noted that unveiling the new Simulation Center at the Ghazvini Center for Healthcare Education was fantastic, highlighting the college's strong community outreach and meaningful impact. He expressed his appreciation for being able to attend the President's Leadership Institute and noted how honored he felt to engage with the incredibly talented and capable members of the cohort.
- c. Trustee Brown congratulated the team that organized TSC Day at the Capitol, recognizing the effort that went into producing such an event. She was pleased to learn that plans are underway for 2026. She shared that she recently had the opportunity to present before the Senate Higher Education Appropriations Subcommittee, which was the first step in her confirmation process. She noted that the hearing went well and the next step would be her formal confirmation.
- d. Trustee Stevens shared that he and Trustee Kilpatrick had advanced to the second phase of the confirmation process and hoped they would complete the process soon. He congratulated Trustee Ward on his selection as the Men's Head Basketball Coach for FAMU, noting that Trustee Ward and his family are deeply invested in this community. He expressed gratitude for Trustee Ward's service and hopes he can remain on the Board. Trustee Stevens congratulated John Schultz and the Forensics Team, which earned their 25th consecutive team sweepstakes award.
- e. Trustee Eugene Lamb extended his thoughts and prayers to the Florida State University community following last week's tragedy. He also congratulated Trustee Ward on his recent appointment as the Men's Head Basketball Coach for FAMU.

- iii. President's Remarks: President Murdaugh congratulated Trustee Ward on his selection as FAMU Head Basketball Coach, noting that FAMU is indeed fortunate to have him in that role. He commended Trustee Ward as an exceptional role model for young men and hopes he will be able to remain on the board despite his new responsibilities. He also acknowledged Trustee Brown's birthday on April 2.

He then introduced Mark Mustian from Word of South. Mr. Mustian shared a brief update about the Word of South (WOS) festival and shared his appreciation for the longstanding collaboration with Tallahassee State College, which began at the festival's inception. This year, WOS celebrated a sold-out show on Friday night featuring the Violent Femmes alongside the Tallahassee Symphony Orchestra. The *Eyrie* contributed to the festival by showcasing student readings and art. Sarah Marshessault, a faculty member at TSC, directs the festival. Mr. Mustian emphasized the festival's unique national reputation, noting that the 2026 event will take place during the last weekend in April.

President Murdaugh then invited TSC Police Chief Sean McGovern to address the Board regarding the recent tragedy at FSU and our on-campus law enforcement response. Chief McGovern described the heroic response by first responders during the incident, which was contained in less than five minutes. He commended the coordination of law enforcement and emergency personnel and acknowledged the bravery of students and staff whose actions saved lives. He shared that TSC PD closely monitored the events as they unfolded. TSC PD increased security presence, promptly deployed an additional officer to Tallahassee Collegiate Academy, called in the night shift early, and conducted high-visibility campus patrols to ensure our campus safety. He affirmed TSC PD's commitment to confront danger head-on to protect the college community.

President Murdaugh clarified that TSC did not initiate a lock down, explaining that the threat at FSU was quickly neutralized, posing no threat to TSC. He stressed that if the threat had remained active with the suspect at large, immediate lockdown protocols would have been followed. He emphasized that our focus was on addressing fear while remaining calm.

Trustee Stevens asked about classroom door locks. Vice President Barbara Wills shared that most classrooms do lock from the inside, and that those that do not lock from the interior are located in a hallway that locks. The college is now evaluating whether that is sufficient and is reviewing door labeling and locking mechanisms campus-wide.

Trustee Brown asked about communication protocols during incidents. Chief McGovern explained that critical incidents evolve rapidly with updates every few minutes. Misinformation is frequently shared on social media, and law enforcement works diligently to provide the public with the best information they can as soon as they can.

Chair Moore praised Chief McGovern and his team for their effective practices and drills, emphasizing their strong adherence to established protocols. She expressed confidence in the leadership of both Chief McGovern and President Murdaugh, and appreciation for their transparent communication with the Board.

President Murdaugh asked Vice President Calandra Stringer to provide information on academic accommodations for impacted students. VP Stringer shared that a faculty forum was already scheduled for that day at 2:30 p.m., which provided a timely opportunity for discussion and support. Chief McGovern participated in the forum to address safety concerns. Faculty were encouraged to demonstrate compassion, empathy, and flexibility, offering incompletes or alternative final exam arrangements as needed. The administration is dedicated to supporting students in any way possible to help them successfully navigate and complete the semester.

President Murdaugh asked Vice President Sheri Rowland to provide an update on mental health support services for students. She noted that we received a request from FSU to send any available counselors to the Civic Center to help, and Dean of Students, Dr. Jennifer Carr, and all of our counseling staff immediately went to provide emotional support on-site. TSC messaging directed students to our Counseling Center and Mantra Health, which is available 24 hours a day online. All offices remained open to provide one-on-one support. She shared that Florida Blue has offered free counseling for anyone who needs them. VP Rowland thanked the Communications Department for their timely dissemination of resource information.

President Murdaugh thanked Chief McGovern and Vice Presidents Wills, Stringer, and Rowland for their efforts.

President Murdaugh welcomed Nicolette Costantino, TSC English faculty member and advisor for *The Eyrie*. She was joined by *Eyrie* staff members Zoe Senior, Emily Kramer, Alana Cavanagh, and Rachel Rivers. Nicolette shared that the publication won eleven awards from the Community College Humanities Association. She expressed gratitude for the chance to be a part of Word of South and noted the pride her students felt in being among the celebrated authors and artists at the festival.

President Murdaugh announced that the college was named one of the 2025 Most Promising Places to Work in Community Colleges by the National Institute for Staff and Organization Development (NISOD). He credited Director of Human Resources Nyla Davis and the results of anonymous staff surveys for the recognition and emphasized the college's commitment of one percent of the budget for professional development to growth opportunities for faculty and staff.

President Murdaugh congratulated Vice President Candice Grause, who received the Distinguished College Administrator Award from Phi Theta Kappa, honoring her commitment to fostering student achievement and creating opportunities for academic and personal growth.

He concluded his remarks by highlighting the Classroom of the Future event hosted in collaboration with Florida's K-12 AI task force—a remarkable event held at the Center for Innovation and thanked Dr. Angela Long and the AI task force for their contributions. He also recognized Associate Vice President Anthony Jones and the Tallahassee History Festival Committee on their recent event. He noted that both events engaged prospective students and highlighted the college's innovation and outreach. He reiterated the impact of the Undergraduate Research Symposium and the groundbreaking achievement of hosting the first TSC Day at the Capitol, the first of its kind among Florida colleges.

APPROVAL OF MINUTES

1. 2025 March Board Minutes
Approve minutes as presented.

MOTION: Trustee Kilpatrick

SECOND: Trustee Brown

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Vice President Candice Grause noted that the Communications team has handled numerous media requests in the past week. The department has issued 12 media releases and alerts in the last month.

Highlights include:

- Chair Karen Moore is featured on the cover of the April/May issue of Tallahassee Woman magazine. Provost Calandra Stringer is also highlighted in this issue.
- TSC named one of the Most Promising Places to Work in Community Colleges for the fifth time.
- Dr. Iris Pendleton, TSC alum and assistant professor of education, recognized as one of the "25 Women You Need to Know" for 2025 for her advocacy for domestic violence survivors.
- Dual enrollment graduate, Godby valedictorian, and first-generation college student Tolu Binitie was featured in the Tallahassee Democrat. A member of the National Honor Society, Tolu has been accepted to FSU to study medicine. His favorite school year memory was attending Worlds of Work.
- Broadcast clips included a feature on the new firefighter dual-enrollment program at Leon High School, coverage of recent donations from Thomas Howell Ferguson and HCA Florida Healthcare, TSC Day at the Capitol, and Theatre TSC's production of Alice By Heart.

PRESENTATIONS

VP Heather Mitchell introduced Marissa Mainwood, TSC Business faculty member. Marissa and her family have established a scholarship in memory of Rick Frazier, a beloved TSC colleague and mentor who had a profound impact on her life. Rick was known for his unwavering commitment to students and supporting those in need. The scholarship will support students in workforce career and technical education (CTE) programs and those pursuing an AS degree in the Applied Sciences and Technology fields, with an emphasis on business and industry-related degrees.

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus their time and attention on action items that require more

elaboration, information, and/or discussion. The intent of the consent agenda is to support the efficiency and effectiveness of the meeting.

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

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

2. Attorney Invoices – Bryant Miller Olive (March 2025)

Authorize payment of invoices as presented.

3. Human Resource Report

Approve the report as presented.

Motion to Approve Consent Agenda

MOTION: Vice Chair Lamb

SECOND: Trustee Stevens

Motion passed unanimously.

TSC Foundation

4. TSC Foundation Update

Presented as an information item only.

Academic Affairs

5. Regional Career Pathways Agreements 2024-2025

Approve the Regional Career Pathways Agreements 2024-2025.

MOTION: Trustee Stevens

SECOND: Vice Chair Lamb

Motion passed unanimously.

6. Laboratory/Course and Distance Learning Fees for 2025-2026

Approve the laboratory/course and distance learning fees for 2025-2026.

MOTION: Trustee Messersmith

SECOND: Trustee Brown

Motion passed unanimously.

President Murdaugh provided an overview of the proposed changes to the 2025-26 laboratory course and distance learning fees. He noted that during Governor Rick Scott's administration, a statewide freeze on tuition and statutory fees was implemented and has remained in place for the past 14 years. The statutory fees include the technology, student activities, financial aid, and capital improvement fees, which are set by law to support critical functions such as technology upgrades. The college has no plans to increase these fees.

President Murdaugh clarified the distinction between statutory fees and course-specific laboratory fees, which are reviewed annually as required by law. Most lab fees remain unchanged, but transparency about their purpose is essential to avoid confusion.

Trustee Messersmith remarked on the modest change in fees over time, noting that only 15% have increased, 33% have decreased, and 41% remain unchanged.

Trustee Brown thanked the president for the clarification and asked how the students are notified about fee changes. VP Stringer explained that students must be notified at least 28 days prior to the proposed changes being presented to the board. All students received an email containing the spreadsheet detailing the proposed fees for the 2025-26 academic year. Once the fees are approved, they will be uploaded into Workday and will automatically populate for each class. The fees go into effect for classes beginning in August, so students have time to plan for those payments.

Trustee Stevens asked about the wide range of fee adjustments and whether the college benchmarks against peer institutions. VP Stringer explained that faculty and administrators review the costs annually. Fees are calculated based on usage, supply costs, and enrollment. The college seeks vendor quotes and leverages statewide contracts to minimize costs, negotiating lower prices where possible.

Administrative Services

7. Fund Analysis - March 2025

Presented as an information item only.

8. Policy Manual Changes

Approve revision of College policies as presented.

MOTION: Trustee Stevens

SECOND: Vice Chair Lamb

Motion passed unanimously.

Comments:

Trustee Messersmith commented on the relevance and effectiveness of Policy 6110 -- Sponsored Programs, highlighting its timely use of audits to monitor financial inflow and outflow. He expressed satisfaction with the program's effectiveness in managing various state agency operations but also raised questions about the level of oversight in light of recent fraud-related concerns. He concluded by expressing his support for the changes proposed.

9. Sponsored Programs – Provider

Authorize funding for the awards and contracts as presented.

MOTION: Trustee Kilpatrick

SECOND: Trustee Stevens

Motion passed unanimously.

10. Architect Invoices

Authorize payment of architectural invoices as presented.

MOTION: Vice Chair Lamb

SECOND: Trustee Stevens

Motion passed unanimously.

11. Construction Status Report

Presented as an information item only.

12. Contracts In Excess Of \$325,000

Approve the proposed contract renewals.

MOTION: Vice Chair Lamb

SECOND: Trustee Kilpatrick

Motion passed unanimously.

Comments:

Trustee Messersmith emphasized the importance of understanding the terms of the Workday contract, noting that the system operates on an annual subscription model tied to its ongoing functionality. He acknowledged the significant cost involved and asked for confirmation regarding the six-year renewal period.

VP Wills explained that Workday was selected through a comprehensive competitive procurement process. Since its selection as TSC's enterprise resource planning (ERP) system, contract renewals have been negotiated as needed with a preference for multi-year agreements to secure cost savings. She noted that the cost over the upcoming six-year term exceeds the \$325,000 threshold, with a projected total of approximately \$3.4 million. Board approval is required due to the cumulative cost. The renewal is based on projected student growth and continued utilization of all components, including human capital management (HCM), finance, and the student module, which includes support for student enrollment, student financial services, and student management functions.

PUBLIC COMMENT- No comments.

WORKSHOP- No workshop today.

PRESIDENT'S REPORT

President Murdaugh shared the following upcoming events:

- Student Athlete Banquet: Monday, April 21, 6 p.m. in the Workforce Development building.
- TSC Dual Enrollment Graduates Recognition Ceremony: Tuesday, April 29.
- Veterans Cord and Coin Ceremony: Wednesday, April 30, 10 a.m. in the Richard and Karen Moore Veterans Success Center (Computer Technology Building #41).
- Healthcare Professions Pinning Ceremonies: April 30, in the Lifetime Sports Complex. At 5:30 p.m., we will honor 93 graduates from our respiratory care, dental hygiene, EMS, and surgical technology programs. At 6:30 p.m., we will honor 106 nursing program graduates-- 96 receiving AS degrees and ten receiving bachelor's degrees.
- Spring 2025 Commencement, Thursday, May 1, 6 p.m. at the Tucker Center. Trustees, please arrive by 5:15 p.m.
- TCA Graduation, Tuesday, May 13.
- Heroes in Public Safety Awards Banquet, Wednesday, May 14.

NEXT MEETING DATE

May 19, 2025

Location: **Wakulla Environmental Institute**

ADJOURNMENT

Chair Moore called for adjournment at 4:02 p.m.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President