

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
August 20, 2012
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

Chair DeFoor called the District Board of Trustee workshop and business meeting to order at approximately 2:30 pm.

Members Present: Outgoing Chair DeFoor, Incoming Chair Callen, Trustees Callaway, Lamb, Messersmith and Moon

Absent: Trustee Moore

Via phone: None

Others Present: President Jim Murdaugh, Heidi Kerr, Jason Buckley, Ginny Wagner, Sally Search, Barbara Sloan, Rick Frazier, David Hendry, Teresa Smith, Carol Easley, Marge Banocy-Payne, Robin Johnston, Calandra Stringer, Barb Gill, Lei Wang, Bill Spiers, Sharon Jefferson, Margaret Wingate, Jerry Schilling, Karinda Barrett, Monte Finklestein, David Wildes, E. E. Eunice, Bobby Jones, Anthony Jones, Patricia Manning, Gloria Mitchell, Lillian Finn, Renae Tolson, Mike Robeck, Dale McColskey, R. E. Sofer, Kate Stewart, Debbie Robinson, Alice Maxwell, Bobby Hinson and Lenda Kling.

COMMENTS

Board Chair – Chair DeFoor asked everyone to stand for a moment of silence and the pledge of allegiance. He indicated each Board Member had received a gift. He stated the welcome back breakfast was very nice, thanking VP Johnston and the Foundation staff. He thanked everyone for the opportunity of serving for the past year as Board Chair, stating this is truly a magic place.

Board Members – Trustees expressed their thanks for the shirt. Trustee Messersmith thanked Chair DeFoor for his service as Chair. Trustee Lamb commended Chair DeFoor on a job well done and thanked TCC for the breakfast on Friday.

Trustee Moon reiterated everyone's comments and thanked President Murdaugh for allowing the Recognition Breakfast during school hours. She expressed her thanks for the response to the grants questions from the previous meeting, indicating it was thorough and answered everything. Based upon her inquiry, President Murdaugh stated Director Wood had completed the work.

She stated she did not want to take away from the thanks for Chair DeFoor, expressing her thanks to him for being a wonderful Chair.

Based upon a call received this morning, she inquired and found we did not offer a prep class for the CLAST exam. Provost Sloan indicated the CLAST exam is no longer a requirement – it has been deleted. There are still entrance exams, but the CLAST was used only to certify students were ready to move on to university. Trustee Callen asked if there was a replacement

assessment. Provost Sloan stated the GPA is now used and shared that twenty-eight years of data reflected the correlation between the GPA and the CLAST.

Trustee Callen indicated Chair DeFoor had the best vocabulary and sense of humor, stating she had watched him and hoped he would help her be as good. Trustee Callaway stated she had been impressed with his ability to be serious when needed, funny when needed and comforting when needed. She stated this is what a good leader does and she looks forward to continuing to serve with him on the Board.

President – President Murdaugh echoed how much he appreciated Chair DeFoor's leadership; thanking him for the support, great questions and guidance.

President Murdaugh indicated the t-shirts were a small token of our appreciation and a memento of the recognition for the college being selected as one of the Great Colleges to work for. He thanked the Board for the Harvard experience which was pretty intense, indicating he made some new friends.

He thanked VP Johnston and the Foundation staff for the work they did on the Friday event, indicating it was wonderful and a spectacular opportunity to get people together to celebrate. He recognized Chief David Hendry and other staff who had recently received training from the Center of Autism and Related Disabilities. Although we may not want to make a big deal out of some of the issues that arise from time to time, we do want to make sure that our officers understand and recognize symptoms to deal with students who may present difficulties in many different ways.

President Murdaugh asked Trustee Moon to share her recent change in employment. Trustee Moon indicated she was now employed by William Carey University. She shared that although it was in Mississippi, she now got to spend more time at her home in Florida. She is an artist in resident, which is a way of saying she is a consultant. She will be directing an opera, which will be turned into a children's opera that will be taken to elementary schools to again raise the awareness of the arts. President Murdaugh shared Trustee Moon did not have to relocate from Gadsden County and would continue to be with us.

He handed out the latest Report to the Community – a very important document that the Board may review later. He stated Alice Maxwell and others did their usual great work on this document that will go to the community.

BOARD WORKSHOP

Chair DeFoor distributed to the Trustees copies of the minutes from the meeting held May 28, 2010. President Murdaugh indicated we were underway and excited about strategic planning with Mr. Tony Carvajal, Collins Center for Public Policy. President Murdaugh indicated Mr. Carvajal was the architect who drafted the Six Pillars for the Florida Chamber Foundation.

President Murdaugh indicated one of the things we can do is align our strategic plan with what is happening externally and we have engaged the Collins Center to take us through the development of the strategic plan. He indicated the workshop today would be different, since Mr. Carvajal will facilitate this meeting for information collecting. President Murdaugh stated advance questions had been sent to the Board Members in anticipation of this meeting.

Mr. Carvajal thanked everyone for the kind words, indicating that today everything was about us. He began by asking everyone if there was only one thing about the strategic plan that we have to do right, what it would be. This is about our vision for the college, our community and education in the community. This conversation is not about agreement, but divergent thoughts focused on the future of the college.

With the assistance of President Murdaugh, Mr. Balog and Dr. Wang we will walk through a comprehensive strategic planning process; interview people in the community; create conversations with stakeholders and organizations; combine plans; look at what other people are saying about the immediate and the future of the community, their organizations, education, workforce, and economic development; and then merge all that together in a plan. This is not going to be a quick process, instead we are going to do it right.

Chair DeFoor stated he felt the planning process should include and protect the central core processes we do so well. Then the other areas around the core (Ghazvini, FPSI, Workforce, Wakulla Institute) should be grown to their full capabilities, but not to the detriment of the core.

Trustee Callen would like TCC to become the primary undergraduate choice for our three counties over the other colleges. Trustee Callaway said we were in a unique position between k-12 and the universities, but she would like to see a seamless transition from one to the next.

She stated we cannot operate in a vacuum; we must recognize what is around us, indicating there is a need to step forward and invite the transition. Mr. Carvajal asked what it would look like for a student and our community, if we did step forward. She replied it would be to know who the students are (demographics), work together and recognize the continuity needed.

Trustee Lamb wants to make sure our neighboring counties are involved and the Quincy House continues to improve. Mr. Carvajal indicated we serve a broad footprint and those counties are not alike, asking what Trustee Lamb thought needed to be represented. Trustee Lamb stated more hands-on instruction in the workforce (skills) area, not just academic instruction. Mr. Carvajal clarified he meant practical application, in addition to the classroom experiences.

Trustee Callen commented that like Trustee Callaway she believes we should have more communication with the school systems. She stated some of the top students choose TCC because it provides them excellence in faculty teaching. Trustee Callaway indicated there are countless situations where k-12 students are learning from other institutions, because the educational institutions are involved.

Trustee Moon shared that some previous students have voiced to current students they should not go to TCC – but directly to university. She doesn't understand why they are saying this and it causes her distress. She feels it may primarily be Gadsden County and wondered if we were maybe not getting the information to them in the same form as other counties. Trustee Lamb indicated he had not heard any negativity about TCC.

Mr. Carvajal indicated we would be looking at some facts about the college and interviewing folks in each of the three counties – our current contacts, workforce, Chambers, etc. He asked the Board to share the names of divergent voices they would like to add, indicating he would be talking individually with each of the Board Members.

Trustee Messersmith stated TCC is this community, should stay a part of this community and the community has turned to us for help at times of economic downturn. He said community and the Foundation played a great part in our first strategic plan with the Ghazvini Center, where we doubled the number of nursing and medical technician students. Our core mission is to use our resources and educational abilities to provide for this community.

Trustee Moon referenced the 2010 minutes, indicating at that time we were dealing with the oil spill and the closing of the mushroom plant in Gadsden County. She agreed that everyone looks to TCC for help, stating she thinks it is fabulous we pull so much together for them. Trustee Lamb shared when the mushroom plant closed, TCC came to the rescue.

He indicated the 15,000 students had to come from somewhere and TCC is the anchor of the community. Mr. Carvajal stated President Murdaugh shared the students come, not only from the local area, but from 82 countries so the word is out there that we are doing something to meet the need. Trustee Lamb stated if there are those in the area with a negative view of TCC, we need to know what it is.

Chair DeFoor said we have the opportunity to be more than these three counties due to our close proximity to the capitol. As long as state government is in Tallahassee, we must consider the opportunity to be the interface between the rest of the state and the capitol.

Trustee Callaway said she would like to see k-12, TCC and the university system develop all their strategic plans somewhat together. Every mission is different and then alike as well, since they are also interested in addressing the needs of the area. Mr. Carvajal indicated there are a number of entities charged with doing that.

TCC will take the lead in coordinating with a number of the entities charged with this. We are reaching out to a number of organizations (Board of Governors, state college system, legislature, Department of Economic Opportunity, etc.) about their strategic plans, since we don't sit together in the same room.

Trustee Callen would like us to be the conduit in our three counties to grow the idea that TCC is the place for medical training programs. Trustee Lamb stated we can spread the word about TCC – the more communication that goes out, the more people will get involved.

Mr. Carvajal stated so far most of our conversation is probably not foreign, indicating they had probably thought about this in their role as Trustee. He asked the question -- in the future, what is a college and why should students attend?

Trustee Lamb indicated it was something to look forward to and the training or skills TCC can offer to help them in the future. Trustee Callaway stated a college is a safe place for students, with opportunities to fail within a somewhat safe environment. We need to provide those opportunities to fail, with all types of help to get up and start over again, which is the way we all learn. She said there are risks that can be taken, where you can determine the value of the risk.

Mr. Carvajal said the real world is talking about risks, asking how we would be different. Trustee Callaway said we are the guides and would help them look at the consequences of the risks they take. She said you help them sometimes take on the challenge, regardless of the consequences. Trustee Moon indicated she liked to think of colleges as a place to discover what students are made of and to figure out what they want to do with themselves.

Mr. Carvajal stated a lot of bright individuals are not going to college so they can discover themselves in the real world. He asked what we could offer those individuals. Trustee Callen said one multi-millionaire stated you should not go to college, because it ruins your creativity. She indicated college should give younger students a place to try out different decisions and for the older student it is a place to go back and try a different path.

Trustee Callaway shared that many of us are trying to teach teachers that the most unfair thing to do is treat every student equally. We should treat students in such a way that we allow them the freedom to be individuals, creative and find their potential – which is different for every student. TCC does this very well and we should build on it. Mr. Carvajal indicated that with the technology available, we could really customize per student.

At the request of Trustee Moon, President Murdaugh shared that he and Trustee Moon had been discussing how education seems to be undervaluing the arts. He said the commission report after 911 identified a few failures that made our country vulnerable; one was the failure of imagination. He feels we should celebrate innovation, creativity and entrepreneurialism in a way that does not take away from the importance of STEM. Trustee Moon said an environment that encourages students to believe that if they can think they can be something, they can do it.

Trustee Messersmith stated he had been listening with great interest, indicating he was sitting on the Board with professional educators – which he is not. He has been thinking for a couple of years about the handicap from legislation that results in a significant number of high school students who are not prepared for college. Getting these students ready for college costs the taxpayers and this college a lot of money, along with time and effort just for the basics.

Most of those students probably have the intellectual ability to be good, but were bored or otherwise put off in the classroom and thinks a big step would be needed to change part of that process. As we have evolved our dual enrollment program and expanded our online classes, there is an opportunity to provide an alternative high school process and use the things we have learned at TCC – such as the Learning Commons.

An alternative process was prompted years ago by students with testing issues, although they were very smart. He believes we should look to see if there is an opportunity for us to get involved and if there are other processes students could use to facilitate a faster move through high school and college.

Mr. Carvajal indicated there are people looking at virtual universities, without a physical place. Trustee Lamb stressed the importance of higher education with students – whether it is college, university, technical school, etc. Trustee Callen agreed with Trustee Messersmith that the school system needed to see the importance of getting students ready for the workforce. Trustee Moon shared there is a dual enrollment program at FPSI that allows students to get a certificate from our program, while still in high school

Mr. Carvajal asked – in the future, who will our students be and what do we need to do to educate and prepare them? Trustee Moon stated that if the economy continues as it is, the student will be people our age trying to re-educate themselves. Mr. Carvajal indicated the top ten professions in the State of Florida did not exist fifteen or twenty years ago. Chair DeFoor stated everything that goes on in the capitol affects what we can do as information brokers, indicating we are already the backdoor to FSU.

Trustee Callen said the new students will be more technologically advanced than their instructors. Mr. Carvajal indicated the Apple classrooms showed that by second grade, students would be creating term papers. Trustee Callen stated that texting is the wave of the future and we need to understand the language. Trustee Lamb said students and the college would be more involved in the technology area.

Trustee Messersmith shared future students would present a higher percentage of adult and returning military students. The challenges by the country in the last few years have given people a rude awakening. We will see a different attitude in the future, where we will be dealing with students who no longer work for anyone but themselves. Trustee Callen stated the Y generation is more interested in networking, bringing it to a science.

Mr. Carvajal said we had been talking about technology, a new world of being, rude awakening, independence, self-reliance and new definitions for networking. He asked if we were or how we prepared for that type of individual tomorrow. Trustee Messersmith stated it may not be the basics of education itself that change so much, but how we deal with them in the classroom and our interactions.

Trustee Moon said everyone here is sensitive enough that we are right on top of everything and know the students, stating this is truly special. Trustee Callen said we cannot expect students to learn it incidentally, but that we must be prepared to teach networking with group projects and social things. Trustee Lamb stated we should continue on the path we are on and stay involved.

What's next after what's next? What is the "interesting future" for the College? For our community? Mr. Carvajal said we would go over this quickly but asked them to think more about this before their individual interviews. He said we focus so much on what's next and asked where the world changes for us.

Chair DeFoor shared things would move whether we move or not and we must be more nimble. Trustee Lamb indicated it would be difficult to identify a timeline since we continue to move.

Mr. Carvajal asked – what excites you the most about the role of the college in this community? Trustee Moon indicated it was just being a part of it. Mr. Carvajal asked if we were involved enough, with Trustee Moon stating that as a Trustee she is very proud to be affiliated with the college.

Trustee Callen said we all like to be a part of something bigger than our own life. She stated the people here who impress her have a shared passion, commitment, etc. Trustee Lamb stated for him it was the involvement that TCC has in the community. Chair DeFoor indicated for him it was going to graduation and looking out over the sea of faces that includes minorities and first time graduates.

Trustee Messersmith said he had been on the Board 13+ years. He is continuously amazed that TCC is always on top of issues and situations, providing support to the local community and reaching out to help people. He said the Trustees often hear in workshop after workshop about unknown things where TCC is responding and preparing for things, which is very rewarding.

Trustee Moon stated that people here are not self-serving, but pretty selfless – looking out for others. Trustee Callen thanked President Murdaugh, indicating he is exactly what Trustee Moon was talking about and he brings out the best of all of us.

What worries you the most about the future of the college in this community? Trustee Lamb stated for him the concern was funding. He indicated that although he did not expect it to stop, we need to stay on top of it.

Trustee Moon stated she did not want anything negative, since she loved TCC. Trustee Messersmith indicated it was requirements, regulations, etc. Chair DeFoor shared that we are tightly focused on students; but with prestige, money, new programs, etc. - it is easy to lose focus. Mr. Carvajal stated we do have our finger on the pulse, but it is important not to lose the focus.

Trustee Moon indicated a new Trustee could impact our cohesive Board, with Chair DeFoor stating we have good Board. Trustee Lamb stated we should continue to have the staff, faculty and administration that we have today; since it would not be the same without them. Trustee Callen said we should give them enough incentives via praise, support and money so they feel respected and rewarded.

Mr. Carvajal stated we can control some of the things, but not others. He said he would be challenging them throughout the process and they would soon receive information that will make them at least a little uncomfortable. He asked – what are the critical questions and goals that our plan must address to prepare TCC for tomorrow? Mr. Carvajal indicated some of things we have already discussed must be addressed – such as funding, qualify staff and faculty, etc.

Chair DeFoor said it must be structure; we must have the people who design our processes in a positive way. Mr. Carvajal asked how we can get all the entities involved and working together. Trustee Lamb said good organization to bring people together to work on the plan.

Trustee Callen hopes that the Board gets all the information from the stakeholders and key players beforehand in a succinct document so the Board can make good decisions. Mr. Carvajal asked what we can do to provide the information they need. Trustee Callen said all the wants, needs and information received from everyone.

Trustee Messersmith indicated we had previously reached out to our partners (Foundation, medical community, all the major players in the community) to find out what they needed from TCC. He stated it was difficult to answer the questions without input from them, because it is not just internal management.

Chair DeFoor introduced Chancellor Randy Hanna, State Board of Education Member Sally Bradshaw, Judy Green (President of the Florida College System Foundation) and Liam Maclay (Director of External Affairs for the Division). Chancellor Hanna congratulated TCC on being named one of the best colleges in America, stating at the heart of the education delivery system is the faculty, staff and administrator enthusiasm brought to work every day.

He said the recognition of TCC shows we are doing things right. In the 28 colleges of the Florida College System, we educate 900,000 students in the state with 62% of the students starting in the Florida College System. TCC leads the way, both with the number of students graduating with an AA and the number of African-American students graduating. TCC and

Santa Fe are the top two colleges for the highest numbers of graduates that move on to university, with Santa Fe less than 1% ahead of us.

About ten years ago the Florida College System established a foundation, with a lot of people contributing and every year we are happy to present money to each of the colleges. Today we are presenting three checks to TCC – \$8,346 with Florida Blue for nursing and allied health students along with two checks for first generation students in the amounts of \$14,443 from the Helios Foundation and \$3,778 from Bank of America.

State Board of Education Member Bradshaw expressed her pleasure at presenting the checks. She stated she was proud to be a part of the community and especially Gadsden County, with so many of our students who are grateful for what we do.

President Murdaugh thanked Chancellor Hanna for his work, stating he appreciated how hard the Chancellor worked for the colleges. Chair DeFoor reminded Sally Bradshaw that TCC did not raise tuition, the President's salary or give him a bonus this year. President Murdaugh shared that Judy and Liam were phenomenal to work with and thanked them for joining us.

Mr. Carvajal asked – What would constitute a great (not just good) strategic plan for TCC? What will it include and discuss? What should we not waste energy on? Chair DeFoor said we had put a fair amount of thought into this at the May 2010 meeting – the meeting that led directly to the selection of our President and it would be a good place to start.

Mr. Carvajal said that meeting also addressed student success, enhanced learning, alternative delivery methods, community roles, technology, out of class support, finance and foundation questions. Trustee Moon stated there are now two Board Members on the Foundation Board, so we need to let the Foundation focus on the money because they know what they are doing. She said we are all about getting the ball rolling to meet the needs of the clientele.

Trustee Messersmith said we should not waste any energy on micro-managing the operation – we should leave the details to the professionals and put our focus where it should be. Trustee Lamb said we such make sure we have the inner support and involve the three counties in the plan.

Mr. Carvajal stated this will be a complex process and you will receive a book of information in the future. We will compare the strategic plans of other colleges and entities, doing an internal and external SWOT analysis, comparing prior plans and efforts, looking at the edicts that have gone out, etc. Our early and aggressive timeline will be later this year or early next year to reconvene in a broader group to work on a real strategic plan.

He shared that he found the early part of the conversation most exciting and thanked everyone for their participation. Chair DeFoor asked that we focus on brevity as we put the plan together. Trustee Callen said there was plenty of talent and energy in the room.

President Murdaugh thanked Mr. Carvajal, indicating he was very excited with Mr. Carvajal's involvement. President Murdaugh shared that Mr. Carvajal is just where the Board would want him to be – he sees the big picture, aligning what we do and plenty of external involvement.

BUSINESS MEETING

Chair DeFoor called the Board meeting to order at approximately 4:27 pm.

COMMENTS

Chair – None

Board Members – None

President – None

APPROVAL OF MINUTES

Chair DeFoor asked if there were any comments and requested a motion to approve the minutes of both the June 18, 2012 Workshop and Board Meeting and the Presidential Evaluation meeting.

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

BOARD OF TRUSTEES ORGANIZATION

Election of Officers

Chair DeFoor asked for nominations for Chair and Vice-Chair of the District Board of Trustees.

Trustee Lamb nominated Trustee Callen for Chair.

MOTION: Trustee Lamb

SECOND: Trustee Messersmith

Motion passed unanimously.

Trustee Messersmith nominated Trustee Moon for Vice-Chair.

MOTION: Trustee Messersmith

SECOND: Trustee Callen

Motion passed unanimously.

Outgoing Chair DeFoor and Incoming Chair Callen exchanged seats. Incoming Chair Callen presented a gavel to Outgoing Chair DeFoor, indicating the gavel presented was produced from cherry wood by an artist in Wakulla County. Chair DeFoor thanked all for the gavel and indicated it meant a great deal to him.

Chair Callen said it was interesting that as an educator she was going to be the Chair on the first day of public school. She is excited about education, in awe of everyone on the Board, stated Dr. Murdaugh is a fabulous President and shared that Trustee Messersmith has been on the Board longer than anybody in the State of Florida.

INFORMATION AND NEWS ITEMS

Director Maxwell shared we have been working on some projects, including both an online and printed version of the Report to the Community, an online catalog system and the new TCC website. She introduced clips that included President Murdaugh in Washington DC, TCC named as one of the a Great Colleges to Work For by *The Chronicle of Higher Education*, TCC hosts Vendor Fair and a TCC commercial.

UNFINISHED BUSINESS

Trustee DeFoor asked for further discussion on changes to the President's Contract, indicating the memo had been previously distributed to the Board and Bob Pierce had spoken individually with Board Members. Trustee DeFoor stated the principal areas of change are the elimination of disability insurance resulting in a cost savings, no bonus or increase in base and a mechanism at the end for President Murdaugh to continue his contract until retirement.

Trustee Moon indicated President Murdaugh was already in DROP which ended in two years and asked how this impacted the college. President Murdaugh stated there is a provision in DROP that allows an employee to work through the termination date (which is his intention), at that time he will forfeit all DROP funds which will return to the state and he will be reinserted into the retirement system as if he had never retired.

Trustee DeFoor moved that the Board adopt the terms and conditions as set forth in the memorandum dated August 14, 2012 from Bob Pierce and ask that Mr. Pierce be directed to prepare an employment contract reflecting those changes.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee Messersmith indicated that President Murdaugh had set a high mark with the reduction of the terms of the contract – stating it says a lot about President Murdaugh, how the President feels about the college and the position, and we are very lucky to have him here. He thanked President Murdaugh for what he has agreed to.

Chair Callen stated President Murdaugh has touched everyone's life in a positive way. Trustee Lamb thanked the committee for working with the President to bring this back to the Board for approval.

PUBLIC COMMENT OR PRESENTATIONS

President Murdaugh introduced Dean Stewart who talked about the previous redesign of the computer literacy program so it would align with the IC3 certification; an internationally recognized certification that shows students have a baseline competency in the needed skills. Dean Stewart introduced Margaret Cooksey, Program Chair for Computer Literacy, who along with other faculty found the IC3 World Cup Competition – where we won the Americas division.

Ms. Cooksey said faculty got together and decided to make the certification exam mandatory for students. In the summer, 46% of the students who enrolled became certified. Ms. Cooksey recently visited the IC3 Utah headquarters, where we are recognized as the most robust program in the world. Dean Stewart indicated they will be coming here to learn more about how we manage the program and made it so successful. We will get some money from the competition which we will use to help students further their success.

NEW BUSINESS

Approval of Consent Agenda

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

MOTION: Trustee Moon

SECOND: Trustee DeFoor

Motion passed unanimously.

Administrative Services

College Policy Addition (Action)

President Murdaugh stated this is a new policy on vulnerable persons and is accompanied by a presentation by Chief Hendry. He continued that in the aftermath of the Penn State and Sandusky affair, Florida created a new law.

Chief Hendry stated the content of the material is what we will use to train faculty, staff and students. In April 2012, Governor Scott signed into law a bill that requires anyone to report child abuse. It becomes effective October 1st and puts Florida on the forefront for aggressive and mandatory reporting laws.

The law will make it mandatory for every person to report incidents of child abuse and is a felony if not reported. We will speak to faculty and staff about the process to report within the institution. The abuse includes physical, mental or sexual abuse, injury or harm and defines a child as a person under the age of 18 years. The law further defines a "Juvenile Sexual Offender", addressing both direct and indirect contact with a victim.

If you know or have a reasonable belief to suspect that a child is abused by an adult, is the victim of childhood sexual abuse or is the victim of a juvenile sexual offender; you must immediately notify the Department of Children and Families Abuse Hotline. Violation of the law is a 3rd Degree Felony.

TCC has an institutional responsibility. Administrators must report known or suspected child abuse, abandonment and neglect when notified by faculty and staff; that such incidents have occurred on school property or during school sponsored events or functions; and administrators may not prevent others from reporting such incidents. A violation will result in a \$1 million dollar fine to the College!

Notification will be made by calling or emailing the Florida DCF Abuse Hotline. By College Policy, you must also contact the TCC Police – which will assist in the notification process. Our implementation plan includes training of Strategic Forum, information message to Faculty/Staff and students, mandatory training for Faculty/Staff (including all contracts and grants employees), training in all future Faculty/Staff/Student Orientations and regular reviews to ensure training compliance.

Chair Callen stated a recent study indicated the item most concerning to students is their own safety. President Murdaugh stated this addition to College Policy requires a vote of the Board.

This request is for the Board to approve addition to the College policy.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

College Policy Updates and Deletions (Action)

President Murdaugh indicated this item requires Board approval. Trustee Moon asked if fluency was considered a disability, inquiring if it meant fluency of a foreign language. VP Smith stated this is a result of the Civil Rights audit that required current federal language. Trustee Moon indicated it was Policy 8-13, page 2. Director Tolson said these definitions were direct from the Florida Administrative Code.

Trustee Moon asked if someone with limited English fluency would be labeled as disabled. Director Tolson indicated she did not believe a student would be labeled disabled, but could get assistance under this policy. VP Smith stated some of our students self-report, often when it is a student with English as a second language.

Provost Sloan indicated there is a second piece where students can get assistance at the Learning Commons. There are also extra classes available, if needed, but this rarely happens since there are high standards for foreign students who study here. Provost Sloan indicated students by law do not have to report a disability, it is at their discretion. She agreed that many cultures may view this label as negative.

President Murdaugh stated a student must request an accommodation for a student to be tested for assistance. VP Jefferson stated there is no label here at the college, although we can offer assistance behind the scenes and there is further assistance available socially from the International Student Organization (ISO).

Trustee Messersmith thanked everyone for providing the old and new language of the policies, so the Board Members could see what is being changed.

This request is for the Board to approve the updates and deletions to the College policies.

MOTION: Trustee Lamb

SECOND: Trustee Moon

Motion passed unanimously.

Construction Status Report (Information)

President Murdaugh indicated this is provided monthly for information only. Mr. Wildes stated at the June Board meeting the Board approved the replacement of the HVAC system at the Science/Math Annex and the project is being inspected this afternoon for substantial completion. The Centennial Bank building renovation has been completed and the building will be operational on August 27th.

Fund Analysis – July 2012 (Information)

President Murdaugh indicated VP Smith would be happy to address any questions.

Indemnification of TCC Foundation Board Members, Officers and Employees (Action)

President Murdaugh stated this item requires Board action. He said this was brought to the attention of the Board previously and is now being presented for approval.

Trustee Messersmith asked why the current general indemnification does not cover this. Attorney Bill Mabile said it probably does under the statute, although there are complications and an unusual nature to this case. Trustee DeFoor indicated this was at his request to alleviate any discomfort for Marjorie Turnbull and other Board Members.

This request is that the Board of Trustees approve a resolution to indemnify any TCC Foundation Board member, officer or employee for liability resulting in damages, costs, interest and expense arising from his/her duties with the TCC Foundation with regard to the issues raised in this lawsuit.

MOTION: Trustee DeFoor

SECOND: Trustee Moon

Motion passed unanimously.

Annual SREF Fire, Sanitation and Casualty Inspection (Information)

David Wildes indicated he would be happy to address any questions.

Centennial Bank Lease Revision (Action)

Mr. Wildes indicated during the initial draft of the lease he neglected to include the statutory requirements for insurance. The standard lease they requested was \$1 million per occurrence, \$2 million aggregate; however the State law is \$200,000 and \$300,000 respectively.

This request is for the Board to approve the Agreement to modify the commercial lease between Centennial Bank and TCC.

MOTION: Trustee Lamb

SECOND: Trustee Messersmith

Motion passed unanimously.

Academic Affairs

Affiliation Agreement – Pharmacy Technician (Action)

President Murdaugh indicated this item requires Board approval.

This request is that the Board authorize the President to enter into this agreement.

MOTION: Trustee DeFoor

SECOND: Trustee Messersmith

Motion passed unanimously.

Correction to Academic Program Approved in April, 2012 (Action)

President Murdaugh indicated this requires Board approval. Trustee Moon asked if this was just confusion, with Provost Sloan stating the previous paperwork to the Board was incorrect – although the Academic Planning Committee vote was proper.

Trustee Moon asked if TCC defines college readiness as placement into college level math, English and reading; why would we not have English as part of the groundwork for an AS degree. Provost Sloan stated the first level English Composition is a part of the requirement and a Humanities course, with a writing requirement, meets the second level requirement.

This request is for the Board to approve the correction to the Emergency Medical Services Technology degree.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Dual Enrollment Articulation Agreements with Private Schools and Charter Schools (Action)

President Murdaugh indicated these eight agreements require Board approval. Trustee Moon stated this was wonderful, but asked who exactly takes the first step in getting the agreements.

Provost Sloan said Statute requires us to have agreements with the County School Boards and we have a standing committee with TCC and the school that meets at least annually. She indicated this year the legislature changed the language for the dual enrollment agreements to ensure everything being taught was at the college level. The legislature also added that colleges may restrict dual enrollment based upon capacity. We lose more than \$600,000 each year in fees, although we get some funding for the FTE.

We made the decision not to define capacity as less than what the need is of the community, although the legislature is questioning what we changed as a result of the legislation. We allow dual enrollment students to enroll for on campus or online courses at the same time as paying students, they can provide a qualified instructor at their school or we will provide an instructor (if we can find one) for twenty or more students at their location.

We have not brought the private school agreements to the Board before, because we are not required to offer dual enrollment and they approach us. Trustee Moon asked if a student has difficulty getting dual enrolled, how they resolve. Provost Sloan indicated there have been some issues, but we have worked to resolve them and there is a website available for their use.

Chair Callen stated a few years ago there were some issues in the programs and there are many students and parents who seek out this program. Trustee DeFoor stated we may want to be a little more proactive with the private schools, since alternative education may be a large piece of the market.

Provost Sloan stated that home schooled students must have separate individual agreements. VP Jefferson stated that previously dual enrollment workshops were conducted for the local schools to attend. Trustee Moon inquired about problems with separation of church and state. Provost Sloan said that on occasion an instructor teaching in a private school may encounter the school wanting to restrict curriculum and our agreements clearly state the school may not.

This request is for the Board to approve the articulation agreements with these eight schools.

MOTION: Trustee Moon
SECOND: Trustee DeFoor
Motion passed unanimously.

President Murdaugh indicated we are aggressively pursuing acceleration mechanisms, although he is encouraged that there is an understanding with the legislature of the disadvantage to colleges across Florida. Provost Sloan indicated we do get FTE funding, but only 40% of the normal funding. We lost in tuition about \$650,000 last year for dual enrollment and about \$500,000 for state employees.

High schools are required to provide the textbooks (students are not allowed to buy textbooks), which has become extremely burdensome for the schools. Trustee Messersmith stated the alternative high school plan he broached during the Strategic Plan could address this. Provost Sloan stated with online textbooks, each student must purchase a key each semester and we are looking for more free resources to help solve the problem. She indicated she is interested in the legislature looking at this more, since we have chosen not to limit access.

Dual Enrollment Articulation Agreements with County School Boards (Action)

President Murdaugh stated this item requires Board approval.

This request is for the Board to approve the Articulation Agreements with the three school districts.

MOTION: Trustee Messersmith
SECOND: Trustee Lamb
Motion passed unanimously.

Florida Public Safety Institute

Fee Changes (Action)

President Murdaugh indicated this item requires Board approval.

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

MOTION: Trustee Moon

SECOND: Trustee Lamb

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston shared the fund raising last year (July 1, 2011 – June 30, 2012) was up 52% from the previous year. He thanked the Board for attending the annual Employee Recognition Breakfast last Friday.

This Thursday will be the President's Circle dinner hosted by the President and Mrs. Murdaugh. We will welcome DCF Secretary David Wilkins at the Fostering Achievement Fellowship Program on October 11th. Chair Callen thanked VP Johnston and Mary Pankowski for the work they do at the Foundation Board.

Naming of College Facilities (Action)

President Murdaugh stated this item requires Board approval and VP Johnston is available to answer questions.

This request is for the Board to approve the request to name the Computer Lab in the Ghazvini Center for Healthcare Education for Mainline Information Systems.

MOTION: Trustee Moon

SECOND: Trustee Lamb

Motion passed unanimously.

PRESIDENT'S REPORT

President Murdaugh shared the dates of the upcoming Trustee conferences, thanking them for their participation last year. He stated there was no workshop take away piece today by design, but we will produce one from the information shared by the Board at the meeting today.

He introduced Bob Ballard and asked him to speak about the upcoming August 27th Biophilia Center visit. Trustee DeFoor shared that Director Ballard was the Deputy Secretary of the Department of Environmental Protection for twelve years, the longest time he had heard of anyone holding a political position. He stated Director Ballard is one of the best at public policy, particularly relating to the environment.

Director Ballard shared that he had visited the Biophilia Center several weeks ago to see their operations. On August 27th a group from TCC will travel to the Biophilia Center to discuss a possible future partnership for the Wakulla Environmental Institute (WEI). We may franchise a Biophilia Center Program located at the WEI to teach 4th, 7th and 11th grade students. This would be a good way to get students used to coming to TCC and hopefully they would continue to do so for their Associate degree.

President Murdaugh stated that Provost Sloan and Director Charles Wood would be joining him and Director Ballard, inviting the Trustees to join them.

NEXT MEETING DATE

Monday, September 17, 2012

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 5:50 pm.

Minutes approved at regular meeting of the District Board of Trustees on September 17, 2012.

Dana Callen, Ph.D.
Chair

Jim Murdaugh, Ph.D.
President