

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304-2815**  
**January 19, 2010**  
**Board Workshop – 2:30 pm**  
**Business Meeting – 4:00 pm**

Chair Moore called the District Board of Trustees workshop and business meeting to order at approximately 2:36 pm.

**Members Present:** Chair Moore, Trustees Callen, DeFoor, Lamb, Messersmith and Moon.

**Absent:** Trustee Hebrock

**Via phone:** None

**Others Present:** President Bill Law, Lee Kitchen, Monte Finkelstein, Frank Brown, Sally Search, Marge Banocy-Payne, Alice Maxwell, John Chapin, EE Eunice, Beverly Smith, Carol Easley, Lois Ewen, Kate Stewart, Jerry Schilling, Bobby Jones, Curtis Watkins, Alexis Williams, Sharon P Jefferson, Barbara Sloan, Bill Spiers, Jim Murdaugh, Robin C Johnston, Patricia Manning, Joy Love Hester, Frank Baglione, Tony Stallworth, Renee Maples, Lori Smith, John S Norris, Teresa Smith, Val Bahl and Lenda Kling

**COMMENTS**

**Board Chair –** Chair Moore asked everyone to stand for a moment of silence and the pledge of allegiance.

**Board Members –** None

**President –** Dr. Law shared that Trustee Hebrock was not available for this meeting as he was attending to a family matter.

Dr. Law assured the Board there were various parts of the college doing things in support of the crisis in Haiti. He indicated he did not have a complete proposal, but requested that the Board allow us to refund our own Haitian student's tuition (a small number on student visas) and keep them enrolled rather than have them return home.

**Motion:** Trustee Lamb

**Second:** Trustee Moon

Motion passed unanimously

He thanked the Board for their support on this request and indicated he knew the Haitian students would appreciate this very much.

Dr. Law indicated we had sent information to all Trustees on the FACC Legislative Summit and shared that some Trustees had responded in reference to attendance. He indicated it would be held downtown in our facility, they could meet a lot of trustees across the state and they usually have an opportunity to visit the Capital. We know it will be a particularly difficult session and anything we can do to show support would be helpful.

## **BOARD WORKSHOP**

### **Spring Enrollment Update**

Scott Balog, in Sheri Rowland's absence, provided information on the enrollment. Our headcount has increased since the first day of classes, with students taking more credit hours this semester. We have a continued increase of students declaring intent for the Associates of Arts Degree. While we have an overall increase in dual enrolled students, of the 589 students 58 are from Chiles High.

The number of continuously enrolled students has also increased; a trend we usually see in the spring term. District residency is growing from all areas of the state and from out-of-state students.

African-American student enrollment has increased to 36%, the highest we believe it has been in the past seven years. We have experienced growth rate increases in all age ranges; with the exception of the 22-25 age group. Financial aid awarded has increased 12% for full-time students. Bill Spiers indicated the financial aid packages are apparently working, since he has received few complaints and they are seeing an increase in applications.

Dr. Moon asked about the funding for the Bright Scholars program. Mr. Spiers indicated the state this year was awarding \$78 per credit hour for the Academic Scholars and the Medallion Programs, while our current rate is slightly under that amount. We have seen an increase this year in students participating in these programs.

Mr. Balog indicated we have seen an increase in the number of students enrolled for web only and web with on campus classes. We have seen a large increase in students enrolled in the Academic Support Divisions. Compared to last spring we have seen an increase of more than 1,000 registrations in English, reading, math and college success courses.

Although we have seen a slight decrease in the enrollment for State employee waiver program, currently there are about 80% more State employees enrolled as compared to five years ago. Since there are fewer state employees eligible for the program, this is good news.

Dr. Law indicated the total number of course enrollments this semester is 2,000 greater than last semester. The Deans and Dr. Sloan are doing a great job of accommodating the additional 86 new course sections, although we have concern about how long we can maintain this growth rate with adjunct instructors.

Scott Balog stated this could also be impacted by the enrollments that occurred during the term. For the Spring 09 term, an additional 900 students enrolled after the first day of class which includes enrollment for the accelerated terms. Dr. Sloan indicated that half of these enrollments were in the developmental courses.

Chair Moore asked if state employees were looking for professional development in skills, career change or other. Sharon Jefferson indicated most of them were coming back to finish up a degree. Dr. Law disclosed that once we do the cut of on-going students for non-payment we allow the state employees to enroll, this year the state employee enrollment occurred prior to the holidays.

Dr. Callen asked about the average size of a communications class. Marge Banocy-Payne stated the average is 30 students and Sally Search said there were 25 students in the college prep classes this year. The instructors for these courses usually teach only four classes per semester, so they have a total of 100-120 students.

Mr. Balog indicated our current cohort group from the fall 2008, began with 2,400 students. Of these students 1266 are currently enrolled for Spring 10, 808 are not enrolled, 18 have graduated and 323 have been gone for three successive terms. There is slightly better retention rate with female students, with the 22-25 age group the most difficult to retain.

Trustee Lamb asked why this group seemed to be dropping out. Dr. Law indicated we may need to do some additional research in this area. The pattern indicates that only 28% of the original group is still with us.

We are looking at student enrollment and performance in college success programs. Of the 2,400 students in the cohort, 1,278 enrolled in college success programs. Of those students who completed a college success course, 64% are still enrolled for other classes. Dr. Search indicated there are two levels of college success courses. Students at the lowest levels of reading really struggled with credit courses, so this last fall we started a basic class in study habits and other skills. There was a 77% success rate for those that registered in the fall class.

Dr. Callen asked if the first level students needed habits or skills more. Dr. Search indicated during the class they talked a lot about study skills, but mostly it was discussing the student motivation, responsibility, behaviors and attitude. In the second level course they do more with classroom strategies, learning styles, life management, career planning, etc.

Dr. Moon asked if they had one day mini courses for the level one classes before deciding to offer the longer class. Dr. Search indicated it was really a one credit course meeting 2 days a week for 8 weeks. Dr. Callen asked about specific skills, such as computer assisted vocabulary and reading.

Dr. Search indicated a lot was done during the specific courses. We also try to identify best practices for student development and incorporate those into the content of classes. Dr. Law indicated we would like to share more with the Board in this area. During our budget process we will be talking to you about managing the growth.

Scott Balog presented the trend since 2004 showing the more students withdraw from courses the more likely they are to drop out. To ensure continuance of financial aid, students must complete 67% of the courses attempted including remedial classes.

VP Jefferson shared their support for student success beginning with the orientation process, during which they make them familiar with the resources available to them. She imparted it was getting extremely difficult to complete everything, including enrollment, in one day and suggested they may propose a change next year to make it a two day process.

Dr. Law thanked the Board for their interest. He stated it was very encouraging to us when they ask the types of questions and make the observations demonstrated today.

### **2010 Budget/Tuition and Fees update**

Tallahassee Community College tuition is currently the lowest for all Florida Community and State Colleges, approximately \$9 a credit hour below the Florida College System median. Although there is some pride in being the lowest cost school, there is no pride if it damages the program. As we continue our previous discussion with the Board, we are looking at what it will take to move us to the median or slightly above that.

When the legislature authorizes a percentage increase, then we get further behind the tuition rate of the other community colleges. We have a strong commitment to financial aid, but are a little low on those fees and will add those. The financial aid fees are unconstrained and can be utilized as we need, unlike many federal dollars. Bill Spiers does a great job of keeping those monies to make everything work best for students

The capital improvement fees have mostly been pledged to the parking garage. Since this fee was moved quickly to build the parking garage, this fee will currently remain at the current amount. The technology fee, introduced about a year ago, is offsetting many of the expenses at the Learning Commons.

Dr. Law showed our tuition is at approximately 88% of the median cost for Florida community colleges. He feels the legislature will raise community college tuitions by 8% and is proposing

we increase tuition \$1.50 + the 8%, including raising the financial aid fee from \$2.10 to \$3.00 and the technology fee from \$1.50 to \$3.00.

Because the financial aid and technology fees have an immediate impact on our ability to serve students, they have an operating budget impact. This will generate about \$2 million dollars in additional revenue. By doing this for the next three years, it would get us to 96% of the median.

For this fiscal year, we have \$2.4 million in stimulus and \$826 thousand in non-recurring general revenue. The Board authorized the use of \$250,000 out of the fund balance to pay the technology fee this year, so that is essentially unfunded going forward. We made a commitment a year ago for funding of the Learning Commons, so our operating budget would be short \$3.5 million for next year. So the dialogue now should be "what do we need to put into the budget?"

The stimulus funds should last another year; however assuming we will need to find the \$826 thousand currently in non-recurring general revenue, the \$250 thousand for the technology plan and the \$50,000 for the Learning Commons. A year from now we start the Ghazvini Center, and will start incurring some costs about this time next year.

One of our TCC 2.0 commitments is in distance learning, where we have identified about \$175,000 if we want to accelerate those plans. Early on the legislature was discussing a possibly 5% reduction in funding, although not confirmed we have plugged that decrease into the plan as a starting point.

With the proposed tuition increase, next year our operating revenue would still be short more than \$300,000 with a possibility of more than \$1 million short for the 2011-12 fiscal year. Chair Moore asked what number we would need in tuition increases to make up the shortfall for the 2010-11 fiscal year. At 8% + \$2.50, the negative number almost immediately goes away.

Trustee Defoor indicated the change could mean as much as \$150 per semester for full-time students. Chair Moore indicated the staff and faculty had stretched the resources as far as possible and it is time to get the financial resources necessary. Bill Spiers indicated that students on financial aid would be covered with the larger increase.

Chair Moore asked where this increase would place us in relation to the Florida community college median. Dr. Law indicated that after three years, we would move up to the median. Trustee Callen felt we need to support the faculty and put the money into the classroom for students who need the assistance.

Based upon comment by the Board, this item will be moved to the Board Agenda today.

## **BUSINESS MEETING**

Chair Moore called the Board meeting to order at approximately 4:02 pm.

## **COMMENTS**

**Chair** – Chair Moore asked for comments.

**Board Members** – Trustee Lamb said he was very proud of the presentation done by our Campus Police at FACC. Trustee DeFoor indicated the Model UN was a wonderful program and that his daughter had participated when she was here. Trustee Lamb commended the students on their participation.

**President** – Dr. Law indicated our guests included the Model United Nations students and a presentation by Chief E.E. Eunice and Joy Hester, Campus Police. They will give us a sampling of the spectacular presentation they did at the recent FACC Convention.

Rick Murgo stated the Model UN program had been in existence at TCC for approximately fourteen years and introduced his co-advisor, Dr. David Waller. Dr. Waller introduced Eric Pate, Vice-President of the Model UN.

Eric Pate is in his third year with the Model United Nations, where he has met a lot of people and learned a lot. Brian is the Secretary General for the Tallahassee Southern Model UN, the middle and high school conference hosted every year. He expressed his thanks for everything. Ashley indicated this was her first year and that she had already learned a lot.

Warren stated it was his first year also. He said the program offers future leaders of the world an opportunity to learn about real world issues. He feels he is a lot better citizen and smarter since having participated.

David Murphy has been a student here for three years and participated in the Model UN all three years, expressing he had learned things that he would never have learned in a classroom. He expressed how wonderful it was to visit places such as China and New York City.

They won their highest award in history this last year, the Distinguished Delegation Award for the Kingdom of Norway. It was the 20<sup>th</sup> anniversary of the conference, where we petitioned for state membership of Palestine, which ruffled a few feathers and got our name out there.

In the fall semester they attended the Florida Model UN conference in Gainesville and won five awards. They are looking forward to the upcoming New York conference where they will represent Romania. Next year they will be going to Prague in the Czech Republic.

Eric shared activities they had sponsored on campus including the screening of a documentary and trick-or-treat for UNICEF. They hope to do much more in the future.

Rick Murgo stated the conference in New York will have 4,000 students from various universities across the world participating. Trustee Lamb asked what the students did at the competition. Dr. Murgo indicated they had to accurately represent the country; debating the country's politics, economic conditions and social conditions.

Chief Eunice thanked Trustee Lamb and Dr. Law for attending the FACC Convention. We received second place for our in-house video presentation. The video was produced to expedite orientation for students, parents, staff, and faculty and to provide a virtual tour of the Police Department and the TCC Campus.

Joy Hester provided the full version of the video to all Trustees and the mini-version of the video was played. The video indicated the Police Department was available 24 hours a day and a certified law enforcement agency within the State of Florida. They have mutual aid agreements with surrounding law enforcement agencies.

TCC Alert for emergencies introduced in the summer of 2008 is an electronic system for sending emails and text messages to cell phones. A siren public address system was also implemented in 2008. There is also an emergency telephone system in the classrooms, with emergency phones throughout the campus.

Chief Eunice thanked various staff members on campus for producing the video. Dr. Law shared we were competing with "best practices" at the convention and people were very interested in what we were offering.

### **APPROVAL OF MINUTES**

Chair Moore asked if there were any comments and requested a motion to approve the minutes of the November 16, 2009 Workshop and Board Meeting.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee DeFoor

Motion passed unanimously.

### **INFORMATION AND NEWS ITEMS**

Alice Maxwell introduced the Report to Gadsden County, sharing it will be inserted into the Gadsden Times and Havana Herald on January 21<sup>st</sup>. Communications is currently working on the Report to the Community.

A new piece for students, which includes a DVD, was developed jointly with the Enrollment Services area. A small portion of the DVD pertinent for new students was played. Our recruiters are going out to high school campuses now with this publication.

Chair Moore indicated she realized how much work went into this piece and stated they had done a good job.

### **UNFINISHED BUSINESS**

None

### **PUBLIC COMMENT OR PRESENTATIONS**

None

### **NEW BUSINESS**

#### **Approval of Consent Agenda**

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

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

Trustee DeFoor shared information on his meeting this morning at FPSI with Dr. Art Kirk, St. Leo University President. This was a follow-up discussion to the visit Dr. Law and he made to Tampa. They have one of the largest and most successful distance learning operations in the world, with 19,000 students.

Trustee DeFoor has joined the St. Leo faculty and they are working in smart justice initiatives, including faith and character base. They are working on a process to help criminals readjust without returning to the system and there has been strong foundational support. The potential is to expand St. Leo operations at TCC, including possibly the Smart Justice Institute at FPSI. We will come back with more information as it becomes available.

### **Academic Affairs**

#### **Affiliation Agreements – Gadsden County Health Department (Action)**

We continue to do these as they come to us and are delighted with the Dental Hygiene program in Gadsden County. Dental services in Gadsden County have been a real issue and this has been a great opportunity for our students.

The request is for the Board to authorize the President to enter into the agreement.

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

Agreements with America's Software Corporation and Cynthia Leiseca (Action)

Cynthia Leiseca, former TCC employee who recently retired, had developed some software we used during her tenure. We had a relationship with her during that time where we shared in the revenue. Going forward would require us to invest in the development. In discussing with her if we give all rights and revenue to her, we can get the upgraded software free.

The request is for the Board to authorize the President to renegotiate these agreements.

**MOTION:** Trustee Moon

**SECOND:** Trustee Callen

Motion passed unanimously.

Academic Calendars 2010-11 and 2011-12 (Action)

The request is for the Board to approve the academic calendars for 2010-11 and 2011-12.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee DeFoor

Motion passed unanimously.

**Administrative Services**

Construction Status Report (Information)

We will give a complete review of the Advanced Manufacturing Training Center. There are a variety of items being worked on now. When you fly in/out of Tallahassee if you sit on the right side of the plane, you may see the Ghazvini Center as it progresses.

December Fund Analysis (Information)

We are at the middle of the year and on track for this fiscal year. The revenue will be slightly higher since enrollment was slightly more than budgeted. Also includes all the additional personnel cost for fall semester.

Quarterly Fund Summaries and Classifications (Information)

This is a standard report brought to you on a quarterly basis. We will be happy to address any questions you may have.

Budget Amendment #2 (Action)

This is slightly different than we have done in the past. We have a number of additional grants this year that were not anticipated at the time the budget was prepared. It represents approximately \$192,000 of additional revenue with net of about \$62,000.

The request is for the Board to approve the amendment as presented.

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

Architectural Services (Information)

Dr. Law expressed thanks to VP Smith and Tony Stallworth, indicating this was information on the process to be used to select architects. By law the Board must make the selection. In years past we had a small committee, but the way to do this is to agree up front on the factors that will be used to evaluate.

Based upon the factors, the staff can evaluate the bidders. This information then goes to the sub-committee of the Board, who interviews the firms and brings the recommendation to the Board. The bid will be released this month.

Trustee DeFoor asked about preference for local architects. Tony Stallworth indicated there was a factor that allowed extra points for local companies. Trustee Lamb indicated without question this was the best way to go about the selection.

Approved Grants and Contracts – TCC as Provider (Information)

This is standard information and a slim list, but will be happy to address any questions.

Approved Grants and Contracts – TCC as Fiscal Agent (Information)

Again standard information, however it does allow you to see some of our work with Volunteer Florida.

Proposed Department of Corrections Re-Entry Center (Action)

We continue to work with DOC on a potential partnership with them to develop a footprint for a roughly 540 bed re-entry at FPSI. As offenders get close to the end of their term, the goal is to get them closer to home in the last 18 months of their term. This is so they can reestablish and strengthen the family bond, as well as, reorient into society.

These offenders have no incentive to do anything other than complete their sentence. The corrections training we do will be hugely enhanced with this group and will support the local economy.

The request is for the Board to authorize the President to continue discussions with DOC and prepare any necessary agreements with DOC, Talquin and Gadsden County for future Board approval.

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

Memorandum of Understanding with Department of Education (Information)

We are working with DOE for emergency space outside the Turlington Building. We would sign a Memorandum of Understanding for use of TCC at the Capitol, with no money being exchanged.

Quarterly Procurement/Bid Update (Information)

We are providing advance information on expected future bids. If there is something in which you have interest, we will be happy to have further dialogue.

Tuition Increase (Action)

Dr. Law summarized the workshop discussion on tuition indicating we would like to move our tuition to mid-range of the Florida College System. We had various discussions on what was the right number and ended at 8% + \$2.50 effective beginning Fall 2010. Next month we will bring back the full overview of all tuition and fees.

Trustee Moon indicated she had a little discomfort by possibly moving away from being affordable for everyone. Trustee Moon wondered if Dr. Law took another job and we had a less financially savvy president, would this increase be enough and what would we do. Chair Moore felt the Board could come back and address again at any time.

President Law indicated about 60% of our students receive financial aid and stressed that financial aid would also increase, so there should not be a negative impact on those students. Trustee Moon clarified that with this increase would get us near a break-even status.

The request is for the Board to establish tuition and fees beginning with the Fall 2010 as follows:

<b>2010-2011</b>	<b>Florida Resident</b>	<b>Non-Florida Resident</b>
Out-of State		\$208.50
Tuition	\$69.50	\$69.50
Technology	\$3.00	\$3.00
Capital Improvement	\$5.00	\$5.00
Financial Aid	\$3.00	\$12.00
Student Activity	\$5.35	\$5.35
<b>Total per Credit Hour</b>	<b>\$85.85</b>	<b>\$303.35</b>

**MOTION:** Trustee Messersmith

**SECOND:** Trustee DeFoor

Motion passed unanimously.

Advanced Manufacturing Training Center (Action)

Dr. Law indicated we have learned some things that made some changes to our previous expectations, including some code we thought would not apply since we were leasing. We have

the project financed; with a cost at about \$778,000. We did a bid for the façade, which came in at about \$560,000.

There were seven bids received, with Pro-Steel the low bidder. We will bring \$400,000 into the lease, which will bring the cost to about \$6.00 square foot for 20 years. This amount is still about half the going rate for a specialized facility, with the grants paying for the lease. Because of the increase, the partners may need additional signed contracts to move forward with obtaining financing from the bank. Chair Moore thanked him for the open process.

The motion is for the Board to authorize the President to execute the necessary documents to accommodate the revised budget and construction costs in accordance with the information provided.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Lamb

Motion passed unanimously

### **TCC Foundation**

#### TCC Foundation Update (Information)

The annual campaign amount is approximately \$595,000 as of Friday. They will place a listing of faculty and staff who contributed during the campaign period in the Workforce Development building, recognizing the members of the 1% club.

It was noted that one of our custodians, Earnest Starks, was a member of the 1% club. Chair Moore commented on the great support and asked we invite Mr. Starks to the next Board Meeting. Mr. Starks has set amazing example and we would like to acknowledge and show our appreciation to him.

#### TCC Foundation – Quarterly Financial Report (Information)

The reports were provided during the meeting. Information indicated Foundation investments are in better shape than currently reflected by the S&P and Dow Jones. Chair Moore thanked him for providing the status.

#### TCC Foundation – 2009-10 First Generation Matching Grant Program (Action)

The Foundation certified by December 1, 2009 they will raise \$11,000 in contributions for the First Generation Matching Grant.

The request is for the Board to ratify the certification as submitted.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Callen

Motion passed unanimously.

TCC Foundation – Facility Enhancement Challenge Grant Program Legislative Budget Request for 2010-11 (Action)

This is a similar item that has not been matched in the past couple of years. We carry these forward, as allowed, in hopes they will one day be matched by the legislature.

The request is for the Board to certify the match request as indicated.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Moon

Motion passed unanimously.

Dr. Law indicated the \$100,000 reflected annually on the report is part of the \$500,000 over a 5 year period donated by CHP.

TCC Foundation – 2009-10 Dr. Phillip Benjamin Matching Grant Program Submission (Action)

This program has also not been funded in recent years but we are permitted to carry them forward for possible future action.

The request is for the Board to accept the report and authorize the President to sign and submit.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Moon

Motion passed unanimously.

**PRESIDENT'S REPORT**

Early Retirement Plans

Dr. Law indicated he would like to defer this item until next month.

Advanced Manufacturing Training Center update

This item was moved to Discussion Items and he thanked the Board for their support.

VP Information Technology replacement update

We are moving forward with advertising this position in hopes of filling it. The uncertainty in regards to Dr. Law's status is a factor, but he feels we should move forward now. We have identified a placement firm to assist with this high level technical position. The hope is that when the VP of Information of Technology is identified that any uncertainties involving his position will be resolved.

St. Pete College timeline

Dr. Law thanked the Board for their support and understanding. First cuts were been done in early January. They identified nine candidates, but one dropped out. Videos are due Thursday and he expects the cut to finalists around the beginning of February.

The Collins Center for Public Policy has invited Dr. Law to join their Board. This is a highly prestigious invitation and he was very honored to receive the invitation.

**FUTURE AGENDA ITEMS**

None

**NEXT MEETING DATE**

February 15, 2010

**ADJOURMENT**

Meeting adjourned at approximately 5:18 pm.

Minutes approved at regular meeting of the District Board of Trustees on February 15, 2010.

---

**Karen B. Moore**  
Chair

---

**William D. Law, Jr.**  
President