

MINUTES
District Board of Trustees
Tallahassee Community College
Florida Public Safety Institute
215 Academy Drive, Conference Center
Havana, Florida
Monday, March 17, 2014
2:30 pm - Business Meeting &
Board Workshop

The March 2014 District Board of Trustee meeting was called to order by Chair Lamb at approximately 2:31 p.m.

Members Present: Chair Lamb, Trustees Callen, Callaway, DeFoor, Messersmith and Moore
Absent: None
Via phone: None

Others Present: President Jim Murdaugh, Ginny Wagner, Teresa Smith, Anita Sedillo, Stephanie Solomon, Kalar W. Nealy, Kate Stewart, Rob Chaney, Barbara Sloan, Mike McLeod, Sally Search, Karinda Barrett, Lauren Fletcher, Chris Summers, E.E. Eunice, Kim Allen, Calandra Stringer, Shelia Randolph, Warden Summers, Kim Moore, Renae Tolson, Bill Spiers, Erika Jarman, Joe Hurd, Robin Johnston, Gigi Hawthorne, Andrea Blalock, Martin Balinsky, Lei Wang, D. Wildes, Alice Maxwell, Al Moran, Gloria Mitchell, G. Euridge, Sandy Sampson, Shauna Smith, Gregg Stevens, Anthony Jones, Eddy Stringer, Julie Baroody, Roopali Kambo, Elena Lazovskaia-Hall, Matt Remer, Debbie Robinson, Brandie Oscar, Dave DelRossi, Carlos Torres, Karen Doster, Rachel Austin-Hickey, Rick Frazier, Kristina Bowers, Rebekah Lane, Monte Finkelstien, Jack McLean, Jr., Lane Foreman, Joseph Bradwell, Michael Ray and Lenda Kling.

COMMENTS

Board Chair – Chair Lamb welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He introduced a friend, Joseph Bradwell from Orlando, who came with him to see the TCC Business Meeting.

Board Members – None

President – None

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the February 17, 2014 Board Meeting.

MOTION: Trustee Moore
SECOND: Trustee Callen
Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell indicated news stories, gathered from area sources, are on the board portal. She introduced a TCC Channel 22 news story about the TCC Wakulla Oyster Aquaculture class

and a WCTV story about the TCC2FSU Program. She shared the WCTV story was picked up from a news release we did, indicating it was also picked up by WTXL and the Tallahassee Democrat and stating they also found it in various other news sources across the nation.

She shared the TCC2FSU information reached thirty-eight thousand (38,000) people on the web, with thirteen hundred (1,300) likes, comments and shares on Facebook. She said it also brought one thousand two hundred sixty-nine (1,269) page views within the first few days after the release. She provided a copy of a postcard that had been sent to area high school seniors and indicated the FSU denial letters to applicants are expected to be sent out this Wednesday.

Trustee DeFoor provided to the Board an editorial in the previous day's New York Times about prisons. He indicated the article should be timely, since the Board is touring a prison today.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

Director Eunice introduced Walt Summers, Warden at the Re-Entry Center. Warden Summers thanked President Murdaugh and the Board for the opportunity to speak with them; indicating Ms. Shelia Randolph of Unlimited Path, provider of goods and services to the inmate population, was with him. He said today would not be possible without the vision of President Murdaugh, the support of the Board and the donation of the land.

He said this is his first opportunity to open a correctional facility, which presented many challenges, and it included many things you do not think about in the normal daily operations. He disclosed we had treated them like family, by sharing the services we have available at the Florida Public Safety Institute (FPSI). He stated the facility was established in 2012, although funding was delayed and it did not open until January 2014.

Warden Summers shared that, as of today, there are two hundred forty-two (242) inmates – all within thirty-six (36) months of release to a facility in the Panhandle of Florida. He disclosed they are the only correctional facility in the nation built on a college campus. He announced their administrative team was comprised of an Assistant Warden, Corrections Officer Chief and a Classifications Supervisor.

He stated the facility is a four hundred thirty-two (432) bed facility which houses community, minimum and medium custody inmates within three (3) open bay style dorms and each wing holds seventy-two (72) inmates. He said there is no confinement center (jail within a jail for separate confinement) on site, but they have partnered with the Liberty Correctional Institution, approximately thirty (30) miles away, to handle any trouble.

Warden Summers said they will have medical staff on site, but will use the Liberty Correctional Institution infirmary when needed. He shared they will not have any public work squads. He disclosed the Re-Entry Center will employ ninety-two (92) Department of Corrections (DOC) staff; of those seventy-one (71) are security and twenty-one (21) are non-security (maintenance, food service, administrative, etc.). He stated there are also thirty-five (35) contract staff, of which eleven (11) are TCC employees, who provide educational and vocational services.

He indicated at a workshop approximately one (1) year ago DOC developed their Vision Statement which is "*Changing lives to ensure a safer Florida*". He shared the DOC Mission

Statement is *“To promote safety of the public, our staff and offenders by providing security, supervision and care, offering opportunities for successful re-entry into society, and capitalizing on partnerships to continue to improve the quality of life in Florida”*.

Warden Summers said the DOC Mission Statement fits into what they are doing at the Re-entry Center. He shared that a one percent (1%) reduction in recidivism results in a nineteen million dollar (\$19,000,000) savings to taxpayers over a five (5) year period. He stated DOC has been working individual re-entry via a volunteer basis, resulting in a reduction in recidivism in the past five (5) years. He indicated DOC Secretary Crews said it best when he indicated we are doing this, because it is the right thing to do. He expressed his appreciation to TCC for making this a reality, indicating they would be happy to address any questions during the upcoming tour.

Trustee DeFoor said the quote at the end of the provided New York Times article was *“Whether the concern is too much government, too little money, or the inherent unfairness of locking people up for years for no good reason, the energy from both the right and the left is converging, and the moment for meaningful reform has arrived”*. He said if that is true nationally, we are sitting at the epicenter of this – indicating that to his knowledge there has never been a prison built on a college campus anywhere in the world. Warden Summers said they expect to be the national model.

Trustee Messersmith inquired about funding for the substance abuse program, asking if it was limited to a certain number of inmates. Warden Summers deferred to Ms. Randolph, who stated there is currently not a limit – there is a seventy-two (72) bed residential community, outpatient, after care and a plethora of preventative services. She said every resident into the Re-Entry Centers gets addiction, motivation to change and victim impact education within three weeks of arrival, as well as, a determination if other services are needed.

Trustee Messersmith indicated there is information provided at the legislative committee meetings about repeat offenders due to drugs and wondered if minimal funding by the state limited the number of participants. Ms. Randolph shared they stagger assistance and as long as they have people to serve the population they will; stating with only four hundred thirty-two (432) at the site, they can serve everyone.

Trustee DeFoor stated many facilities require someone to come into the facility to set up AA meetings, which are free, and asked what their AA regimen would be. Ms. Randolph indicated they were currently working on this program, which is free of charge.

Chair Lamb indicated he was on the Gadsden County Commission and this Board when the decision was made for the Re-Entry Center and welcomed them.

Chair Lamb recognized the City Manager of Quincy, Mr. Jack McLean. President Murdaugh thanked Mr. McLean for his leadership at the City and assistance in finding a location for the TCC Gadsden Center.

President Murdaugh recognized Coach Mike McLeod, indicating this is his twenty-fourth (24th) season as head coach at TCC. He said Coach McLeod just won his eight hundredth (800th) NJCAA game, all at Tallahassee, on February 18th against Abraham Baldwin Agricultural College. He indicated Coach McLeod’s current season record is 29 – 6, he is ranked #1 in the State of Florida and #4 in the country.

Coach McLeod thanked TCC for twenty-four (24) great years and the improvements on the field last year. He said this has been a blessing for him and his family, presenting hats to the Board. He shared we are in the middle of our conference and although the game was rained out today, there is still practice.

Chair Lamb thanked Coach McLeod for the work he has done, indicating Coach McLeod was a class act and has brought some of the best ballplayers to TCC. Trustee Callaway said Coach McLeod's dad is a man with character, ethics and one of the nicest people – sharing this takes for sons. She stated this man is a model for coaches at all levels and for all sports.

Trustee Callen said the Coach was the first person she saw after learning she was appointed to the Board, indicating how nice he was.

President Murdaugh recognized Coach Patti Townsend, who is on the road in Panama City. He shared Coach Townsend won her three hundredth (300th) game on Saturday, March 1st. He stated we are so lucky to have coaches that understand. Rob Chaney said Coach Townsend may be here for the April Board Meeting. Chair Lamb stated as a former coach, he knew what they had to go through and it's not easy.

President Murdaugh asked the 2nd year faculty to stand and be recognized. He said there would be an agenda item later, that he would proudly introduce, but wanted to be sure we recognized them for being here today.

NEW BUSINESS

Approval of Consent Agenda

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

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

Academic Affairs

Academic Programs and Course Changes (Action)

President Murdaugh stated this item is related to the changes in the developmental education program and requires approval.

Trustee Callaway inquired if this was the outcome of the changes in curriculum we have made; with Provost Sloan indicating it is, although we are still awaiting final approval from the Chancellor.

Trustee Callen inquired if you were still getting the same focus in the three hours as opposed to the previous four hours, with Provost Sloan stating we would probably have some future changes.

This request is that the Board approves the recommendation for academic course and program changes for the 2014-2015 academic year as attached.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Amendment to 2013-14 Dual Enrollment Articulation Agreement with Gadsden County School District (Action)

President Murdaugh shared this item requires Board approval, although it still needs approval by the Gadsden County School Board.

This request is that the Board approves the amendment to the 2013-14 Gadsden County School District Dual Enrollment Articulation Agreement.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

Recommendation of Annual Faculty Contracts for 2014-2015 (Action)

President Murdaugh said this item requires Board approval.

This request is that the Board approves these faculty for annual contract for the 2014-2015 academic year.

MOTION: Trustee Moore

SECOND: Trustee Callaway

Motion passed unanimously.

Affiliation Agreements – Heath Facilities/Dental Offices (Action)

President Murdaugh shared this item requires Board approval.

Trustee Callaway asked how the dental students get the clinical experience; with Provost Sloan indicating students start in our labs, then our on-campus clinic, and finally near the end of their coursework they go to the outside dental offices. Trustee Callaway confirmed students perform services with the VA Administration, as well as, other outside offices and that there is no cost to TCC, with Provost Sloan saying the offices often offer internships and/or hire them.

Trustee Callaway, after noticing some of the pharmacies are not on the provided list, inquired about how pharmacies are selected. Provost Sloan stated that in the State of Florida pharmacies may train in their own environments, which some pharmacies prefer to do.

Trustee Callaway asked how the dental offices get selected; with Provost Sloan deferring to Ginny Wagner, Director of the Dental Program. Ms. Wagner indicated often dentists come to us asking for students to rotate through their clinics or when we are in the community, we may ask if they would like our students to visit. She said dental assisting students can do anything the dentist permits them to do, although dental hygiene students can only clean teeth in the facilities or observe in the private offices.

Trustee Callaway confirmed with Ms. Wagner that the patient pays the dentist fees (even if work is done by a student), although Ms. Wagner indicated a dental assisting student doing actual work on a patient other than x-rays would be very limited. Ms. Wagner confirmed for Trustee Callaway that students sit for the Board test after clinical training.

Trustee Callen likened the model to that of the lab work teachers do with learning in the classroom. Provost Sloan indicated we also have a clinic on campus utilized by patients from the community (often those who may not be able to pay much, since our charges are very low to cover some supplies) and confirmed anyone can go to our clinic on campus.

Trustee Callaway asked what we do for the Leon County School Board that is reflected under Nursing, with Provost Sloan stating we assist nurses in the schools at no cost to the schools.

This request is that the Board authorize the President to renew agreements with these facilities during the period of April 1, 2014 through March 31, 2015.

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

Recommendation of Faculty Continuing Contracts for 2014-2015 (Action)

President Murdaugh stated this is for the renewal of faculty contracts for the thirteen (13) faculty who have successfully completed three (3) years of seminar programs, the development of portfolios of their work, and their classroom performance has been rated as highly successful by students, peers and deans. He indicated this item requires Board approval.

This request is that the Board approves continuing contract status for these faculty.

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

Administrative Services

Construction Status Report (Information)

Director Wildes said the hood for the organic chemistry lab was installed over spring break and tested this morning, so the project is completely operational. He stated the civil engineering design for the Wakulla Environmental Institute entry road was completed, but not submitted for permit since the road is scheduled to be widened within two (2) years. He said the survey and phase one (1) environmental assessment will be completed for the Quincy House this week.

Trustee DeFoor confirmed the building would begin in Wakulla about March or April 2015.

President Murdaugh asked Mr. McLean if he had any comments, with Mr. McLean saying they have had a wonderful working relationship with TCC and will do what they can to assist.

Fund Analysis – February 2014 (Information)

President Murdaugh stated VP Smith will answer questions.

Annual Renewal – 2014-2015 Construction Manager Agreements (Action)

President Murdaugh said this is for the final year of the three year approval of Construction Managers selected in response to RFP 2012-05 and requires approval.

This request is for the Board to approve the renewal of the recommended ranking of Construction Managers as presented.

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

College Policy Updates: 06-05 – Probationary Period/Probationary Complaint, Policy 06-06 – Performance Appraisals, and Policy 06-08 – Anniversary Dates (Action)

President Murdaugh said this requires Board approval for Board Policy updates and Director Tolson will answer any questions.

This request is for the Board to approve updates to College policies as presented.

MOTION: Trustee Callen

SECOND: Trustee Callaway

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston stated in the month of February the total receipts are down this year, but they are up from the same period last year. He indicated the alumni donors chart is pulled from all the constituent categories.

Trustee DeFoor stated we had been talking about an alumni campaign for a number of years, asking when we would do so. VP Johnston said we are putting the alumni association back together and the executive committee of the association is anticipated to meet monthly. Trustee DeFoor inquired and VP Johnston confirmed the committee will map out a plan for a campaign for recruiting alumni and the alumni will be a component in the major gifts campaign scheduled for our fiftieth (50th) anniversary.

VP Johnston said the graph of year-to-year giving shows that in November 2011 we had a huge spike, resulting from the receipt of a check for roughly half the proceeds of a bequest. He invited the Board to provide feedback on reporting data that helps with better understanding of the fundraising.

Trustee Callen referenced the Foundation retreat where they worked on the mission statement, asking if VP Johnston felt we were where we should be. VP Johnston said this report is only on the money received, while the workshop dealt with how you develop Board Members that are fundraisers – stating this report does not reflect the fundraising activities that lead to the money.

Chair Lamb indicated we would have a short workshop today, stating the Board had a tour starting at 4:00 p.m., and asked that we reconvene at 3:30 p.m.

Chair Lamb resumed the meeting at 3:35 p.m.

BOARD WORKSHOP

Ensuring Success

An Update on the College's Pursuit of Reaffirmation of Accreditation

President Murdaugh stated this would be a short workshop since the Board has a 4:00 pm tour, but he wanted us to see what Dr. Wang put together for our Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation. He said it was submitted last week with three hundred twelve (312) pages and thousands of reference documents.

He indicated Director Wang will talk about compliance and Faculty Member Julie Baroody will do a very brief overview about the Quality Enhancement Plan (QEP). He disclosed the QEP is quite different in the sense that what we do with SACSCOC is achieve compliance and with the

QEP the college identifies something, different from other institutions that we want to do, that is based on data and will move our institution forward.

Director Wang stated we started SACSCOC steps fourteen (14) months ago. She indicated we had previously discussed the SACSCOC mission, the importance of accreditation, TCC accreditation history and our timeline. She shared the roster of the Off-Site Review Committee, indicating it is comprised of nine (9) individuals led by a Chairman. She reported the Committee is comprised of one president, three vice-presidents, two deans, two directors and one faculty member and disclosed the Committee reviews three institutions, with the reviewers representing different areas of expertise.

She stated the Committee is charged with determining whether TCC is in compliance with core requirements, comprehensive standards and federal requirements; sharing the review is conducted in two phases. She said in Phase One the individual Committee Members do a preliminary review and in Phase Two the full committee meets in Atlanta to reach a consensus of its findings and write a report.

Dr. Wang indicated all reviewers have received a hard copy of our compliance certificate, consisting of three hundred twelve (312) narrative pages and approximately three thousand (3,000) pages of supporting documents. She provided a quick view of the web-based report that would be seen by the reviewers; indicating there is a cover page and the presidents welcome page. She shared the entire Compliance Certificate consists of four (4) sections.

She stated Section I is the principle of integrity, disclosing that integrity serves as the foundation of the relationship between the Commission on Colleges and the institution, indicating we are in compliance of Section I. She shared Section II has sixteen (16) core requirements that are broad-based, foundational requirements, with which an institution must be in compliance to be reaccredited. She indicated there are sixty-six (66) comprehensive standards in Section III. She disclosed Section IV is comprised of eleven (11) federal requirements developed by the U.S. Department of Education.

Dr. Wang said this reaffirmation process has allowed us to review the organization, enhance many aspects of our institution, as well as, strengthen and appreciate TCC. She stated we will receive a report from our Off-Site Review Committee, address recommendations from the Off-Site Committee, have an On-Site Committee visit October 7 – 9, 2014, and be notified of our reaffirmation of accreditation status in June 2015.

Ms. Baroody said the main purpose of the QEP is to come together as a college and identify a need our students have that relates to our strategic mission and is based on collected data. She indicated it is a carefully designed course of action and needs to incorporate all aspects and constituencies of the college – both in identifying the topic and implementing the plan. She stated it relates to comprehensive standards and core requirements, but is its own thing.

She disclosed that last semester we identified a topic of digital literacy across the curriculum. She reported via a student competition, after five hundred forty-two (542) unique individual topic names, we identified a specific title for our QEP: “Digital Focus – find, organize, create, utilize, share.” She indicated the focus statement of our QEP is to “...*actively improve student digital literacy across the curriculum by establishing measurable competencies and assessing student progress toward those competencies.*”

Ms. Baroody shared that our research has shown that the best way to develop digital literacy is by giving students situations where they can apply their knowledge within each and every discipline, as opposed to learning the skills in an outside classroom. She said our strategy is to have every discipline across campus incorporate digital literacy skills into their curriculum. She stated our definition of digital literacy focuses on three components – digital tools, information literacy and social engagement.

She said we will have workshops in the summer of 2014, with approximately thirty (30) faculty members across all the academic disciplines who have volunteered to pilot our program. She indicated we will implement the program in the fall of 2014, at the time of our on-site visit, with a kick-off of the program that will include a technology fair and then implementation in the classrooms. She stated they anticipate adding thirty (30) faculty members each semester for five (5) years into the implementation, until they have nearly one hundred percent (100%) faculty and classroom participation at the end of the plan.

President Murdaugh emphasized that a lot of people at the college are involved in this process, but the leadership of Dr. Wang and Ms. Baroody has moved us to where we are today and they did a lot of the work. He said this is an amazing amount of work and should be taken seriously.

Trustee Moore indicated this was outstanding work, expressing her pride in the work that was done across the college. She said if the Trustees need to do something, we should let them know – indicating they are committed to support. President Murdaugh expressed his thanks and said when the site team is here, it is important for them to see the leadership of the college involved and engaged.

PRESIDENT'S REPORT

President Murdaugh stated he appeared before the FSU Trustees, at their request, on March 7th to talk about our relationship. He highlighted the bridge TCC2FSU, created for those students who do not get admitted at FSU as freshmen; the Veteran's initiative at all three institutions (FSU, FAMU & TCC) where we collaborate on a consortium and share a resource funded by the Veteran's Administration; and the economic development brochure called "Educate your Business" where we agreed it takes all three institutions to meet the needs of our community. He shared the Trustees at FSU want to continue to grow and expand our relationship.

NEXT MEETING DATE

April 21, 2014

Location: **Wakulla Center**

ADJOURNMENT

Meeting adjourned at approximately 3:58 p.m.

Minutes approved at regular meeting of the District Board of Trustees on March 17, 2014.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President