

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Herbert F. Morgan Room**  
**Hinson Administration Building**  
**Tallahassee, Florida**  
**Monday, September 15, 2014**  
**2:30 pm - Business Meeting &**  
**Board Workshop**

The September 2014 District Board of Trustee meeting was called to order at approximately 2:33 p.m. by Chair Messersmith.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Jim Murdaugh, Alice Nied, Ginny Wagner, Bobby Hinson, Rob Hall, E.E. Eunice, Barbara Sloan, Bill Spiers, Gloria Mitchell, Kim Allen, Sally Search, Lei Wang, Calandra Stringer, Joe Longfellow, Marge Banocy-Payne, Claire Cotton-Watkins, Kalynda Holton, Karinda Barrett, Anthony Jones, Ranie Thompson, Kim Moore, Martin Balinsky, D. Wildes, F. Baglione, T.E. Smith, Bill Bierbaum, Dave DelRossi, Sharisse Turner, Renae Tolson, Anthony Viegbesie, Henry Thomas, Amy Gaughf, Vanessa Wright, Alice Maxwell, Justin Adams, Marilyn Dickey, Debbie Robinson, Kristopher Reeves, Julie Baroody, Renee Maples and Lenda Kling.

**COMMENTS**

**Board Chair –** Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He mentioned it might be good to remember some of the TCC family that is struggling. He referenced the upcoming award for the TCC Campus and Civic Engagement Office, indicating he was very impressed with this effort to get students involved and thanking Director Coleman.

**Board Members –** None

**President –** President Murdaugh stated he had a couple of walk-on items this month.

**APPROVAL OF MINUTES**

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the August 18, 2014 Board Meeting.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Moore

Motion passed unanimously.

**INFORMATION AND NEWS ITEMS**

Director Maxwell stated there is an ad running in *Florida Trend*, a publication that goes out to high school students across the state, sharing we will collect leads from this for our new

Workday student system scheduled to be available in October. She introduced a clip from a Florida Chamber web-based program called "Bottom Line" where President Murdaugh is being interviewed by their Executive Vice President and program host Tony Carvajal, a WTXL news clip about the Dedicated Partners scholarship, a Channel 22 video about the TCC Volunteer Fair, and a public service announcement (PSA) in partnership with the Tallahassee Democrat for their Go Pink campaign.

### **UNFINISHED BUSINESS**

None

### **PUBLIC COMMENT OR PRESENTATIONS**

None

### **NEW BUSINESS**

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

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

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Lamb

Motion passed unanimously.

#### **Administrative Services**

President Murdaugh requested and the Board Chair agreed to handle the walk-on items first.

#### Political Activity for Employee

President Murdaugh introduced Dr. Viegbesie, stating Dr. Viegbesie ran for and was elected to the Gadsden County Board of Commissioners. President Murdaugh shared that following the election, Dr. Viegbesie wrote a letter to President Murdaugh seeking approval to serve and indicated this would not be in conflict with his job responsibilities or assignments at the college.

President Murdaugh stated the Board has a policy that requires an employee seeking election to get prior approval from the President and ratification of the Board. He reported he had no concern with the request, indicating Dr. Viegbesie is here if there are questions and asking the Board to ratify the request by Dr. Viegbesie to hold public office in an elected capacity.

Chair Messersmith said it is good to have people here who serve the community. He asked Dr. Viegbesie if he wished to say anything to the Board before they proceeded, with Dr. Viegbesie stating he did not. Chair Messersmith asked the Board if they had any comments and without any response requested a motion to approve.

**MOTION:** Trustee Moore

**SECOND:** Trustee Lamb

Motion passed unanimously.

President Murdaugh thanked the Board for taking this item first, indicating he wanted to allow Dr. Viegbesie to leave if he wished to do so. Chair Messersmith thanked Dr. Viegbesie for being in attendance, indicating it was a technicality but one the Board needed to address.

Land Acquisition for the Proposed Gadsden Center

President Murdaugh stated that previously the City of Quincy gave us a parcel of land on which we will build the Gadsden Center. He said there was a small portion, about one-third (1/3) acre, of the land that was not owned by the City and, therefore, not given to the college. He shared it is now available for purchase at a price estimated to be approximately six to seven thousand dollars (\$6,000 - \$7,000). He indicated although he wanted to buy it, legally the Board must approve any purchase of land.

Chair Messersmith requested a motion.

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

After the vote, the Chair indicated the President could go buy the property. President Murdaugh thanked the Board, indicating we would go negotiate.

Construction Status Report (Information)

Director Wildes summarized the report in the Board book, indicating he did not yet have a firm schedule for the Gadsden Center.

Property Transfer (Action)

Chair Messersmith indicated this is a grant that ran out and we need to transfer the property back to the Department of Transportation. Trustee Callaway asked if this was anticipated, with VP Smith stating this property was purchased with grant funds and involves no expense on our part.

This request is for the Board to authorize transfer of property.

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

Fund Analysis – August 2014 (Information)

Chair Messersmith inquired if we were about where we should be at this time of the year, with VP Smith stating we are on track. President Murdaugh shared the percentage of revenue received is twenty-seven percent (27%) of budget, with total current expenses at twenty-four percent (24%).

**TCC Foundation**

TCC Foundation Update (Information)

Interim Executive Director Thompson indicated the report reflects July and August, with the graph at the bottom comparing those months for three years. She stated she would be happy to answer any questions, with none received.

President Murdaugh suggested we move straight into the workshop, with the Board concurring.

**BOARD WORKSHOP**

President Murdaugh said this is the last Board Meeting prior to our SACSCOC reaffirmation on-site visit. He stated this is really important for us and it is important for the Trustees to have certain information available on SACSCOC and the Quality Enhancement Plan (QEP).

## Ensuring Success

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

AVP Wang said on October 8<sup>th</sup> the Board Members are invited to join three (3) members of the reaffirmation team for lunch:

- Committee Chair Dr. Newberry, President, Jefferson Community and Technical College, Louisville, KY
- Committee Member Dr. Sykes, President, Alabama Southern Community College, Monroeville, AL
- Commission Vice President Dr. Hoefer

She indicated detailed information would follow the next week.

She said there are six (6) regional bodies in the United States for the accreditation of higher education institutions, indicating each is recognized by the Department of Education (DOE) as having the expertise to exercise accreditation authority. She shared TCC was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). She indicated the mission of the SACSCOC is to enhance educational quality throughout the region and improve institutional effectiveness.

AVP Wang stated TCC was initially accredited by SACSCOC in 1966, indicating every ten (10) years an accredited institution must undergo intensive off-site and on-site reviews to maintain its accreditation. She said TCC was last reaffirmed in 2005 and we are now seeking our next affirmation of accreditation in 2015.

She indicated institutional accreditation is critical to any college or university. She disclosed accreditation status determines our eligibility for participation in federal and state financial aid, allows us to transfer credits with other institutions and fosters public confidence. She presented the timeline leading up to the reaffirmation, including the on-site review scheduled for October 2014 and the reaffirmation status in June 2015.

AVP Wang said there are two components to the reaffirmation process – compliance certification and a quality enhancement plan. She said the institution is required to write narratives for the sixteen (16) core requirements, sixty-one (61) comprehensive standards and eleven (11) federal requirements.

President Murdaugh shared that Director Wang coordinates the work done by many others on campus, indicating the coordination is not an easy process. He said the magnitude is enormous – three hundred twelve (312) pages of material and three thousand seven hundred sixty (3,760) pages of supporting documents. He indicated he wanted her to receive the recognition for the work she does with others on campus to put this together.

AVP Wang stated this is truly a joint effort, thanking President Murdaugh for his leadership. She also thanked the Provost and Vice-Presidents for their assistance. She shared some of the narrative responses for the requirements and standards, displayed a copy of the electronic document submitted for review by SACSCOC and indicated hard copies are also submitted to the committee.

She shared there is an on-site and an off-site review committee, indicating each committee consists of a chair and evaluators for finance, institutional effectiveness, administration, student support services, learning support services and one (1) to three (3) evaluators for educational

programs. She displayed the names and titles of the ten (10) members of the off-site review committee for TCC. She said after reviewing the submitted report, the off-site committee provided a *Focused Report*, with TCC receiving findings and requests for additional information on eleven (11) requirements or standards.

AVP Wang stated the second process is the on-site review, with the ten (10) member committee scheduled to be here October 7 – 9, 2014. She said this committee will review the *Focused Report* and try to resolve any compliance issues, then they will focus on the QEP. She shared that during their visit the committee would meet with individuals or groups of people.

She said last week we received a tentative schedule, indicating three (3) members of the committee will have lunch with members of the Board on October 8<sup>th</sup>. She disclosed we should receive the final schedule in a week, when we will send detailed information. She stated the committee will also send a list of the individuals they want to interview.

AVP Wang shared the purpose of the interviews and conversation is for the committee to get a better understanding of specific issues related to the QEP or compliance certification. President Murdaugh stated it is not a requirement of SACSCOC that we have a meeting that includes the Board Members, but is our choice and one that we believe adds value, shows supports and allows the Board to be fully engaged in the process.

President Murdaugh said we asked for a lunch meeting for the Trustees, so that those available could attend – stating he understood not everyone would be available. He said, in his opinion, it shows the accreditors that members are serious as Trustees, although we want to prepare the Trustees as the committee may ask some questions.

AVP Wang said she believed the lunch would be casual, without a lot of questions, although it would be helpful to the Board to become familiar with the QEP, mission and strategic plan. She continued that it would also be helpful to become familiar with the requirements and standards relating to the Board, providing a hand out to the Trustees of all the responses provided that relate to the Board and stating they were happy with our narrative responses about the Board. President Murdaugh said the lunch is to show the Board is engaged and is meant to be social.

AVP Wang said the SACSCOC standards and requirements for boards are:

- How are governing board members and presiding officers elected or appointed? What is the structure and what evidence is there that the governing board controls the institution?
- The Board has the responsibility of selecting and evaluating the Chief Executive Officer.
- The governing board controls the institution's mission, fiscal stability of the institution and institutional policy.
- The Board has the responsibility to maintain the integrity of the education enterprise and the governing board should avoid any conflict of interest as they carry out their duties.
- The governing board should be free of any external influence from governing bodies or individuals.
- The institution must have a policy that members can be dismissed for proper reasons or by a fair process.
- We must demonstrate that there is clear, appropriate distinction in writing and practice between the policy making functions of the governing board and the responsibilities of the administration and faculty.

Chair Messersmith asked if anyone had any questions. Trustee Callaway inquired if there would be an update reflecting the Board Member changes since the initial submission. AVP Wang said we will make the team aware during our meetings. Trustee Callaway said when you go through this you learn so much about your college that you didn't know, which makes you proud once again.

AVP Wang said, from her viewpoint, we benefit from this two-year reaffirmation process. She indicated the process provides a significant opportunity to review and examine the entire organization. She emphasized the information we gather as a community – both our accomplishments and our areas for improvement – will contribute to a stronger TCC.

She stated this process provides the opportunity to enhance many functions of the college by developing new policies and procedures and/or revising existing policies and procedures. She said the process also strengthens our appreciation and understanding of the organization, although the most important aspect of the process is to renew our commitment to continuing improvement.

Ms. Baroody stated she is the Quality Enhancement Plan (QEP) Coordinator for the reaffirmation, indicating she is a faculty member teaching in the Communications and Humanities Division. She said it is typical for a faculty member to direct the process, since our QEP involves student learning improvements. She shared we have a list of things to satisfy, but SACSCOC gives us the opportunity to do more.

She disclosed they require us to look into our institution and do a little self-analysis. to identify something on which we could improve, and to enhance the quality of education for our students. She indicated she will be covering the purpose of the QEP, the role of the QEP in the accreditation process, topic selection and plan development, implementation and assessment, and next steps.

Ms. Baroody stated the purpose of the QEP is to design a course of action that focuses on student learning improvement in a measurable way. She said the selection process is data-driven and broad-based, indicating we are required to involve all campus constituencies in the selection process.

She disclosed the QEP has a specific core requirement and comprehensive standard. She shared the core requirement states the QEP must include a process for identifying key issues emerging from assessment. She said it must also focus on student learning and/or the environment for student learning. She stated the comprehensive standard must demonstrate institutional capacity to accomplish our plan, broad involvement in the development and implementation, identify goals and a plan to assess achievement.

Ms. Baroody shared the timeline for topic selection and plan development, indicating it was difficult to find a topic that we were not already touching in some way. She indicated there was a student naming contest and our topic is "Digital FOCUS (find, operate, create, utilize and share)." She said the focus is to actively improve student digital literacy across the curriculum by establishing measurable competencies and assessing student progress toward those competencies.

She stated the three major goals of the QEP are:

- Cross curricular Digital FOCUS implementation
- Focused accessible support for students and faculty
- Continuous assessment and improvement of Digital FOCUS.

She said we have a five-year phased plan, so at the end of five years we will have a digital literacy component within each academic course on campus. She shared we will have a searchable database of best practices and offer online support. She indicated we will do a readiness evaluation for first time in college students, have a pre and post-test and our digital literacy rubric that was developed to analyze and assess the assignments given.

Ms. Baroody shared we have a current pilot QEP implementation, with thirty (30) faculty members implementing assignments, and SACSCOC will visit to review our QEP. She said during 2015 - 2020 we will implement and assess the QEP across the campus, with the formal QEP impact report to be submitted to SACSCOC in 2020.

Trustee Callaway confirmed there is nothing to assess at this point, with Ms. Baroody indicating SACSCOC will approve the process before we move into full implementation. Trustee Callaway asked if it was possible that SACSCOC would make suggestions or requests that we would go back to the QEP and refine. Ms. Baroody shared that often SACSCOC will play a consultant role and offer some advice. President Murdaugh said the on-site team will check-off on our answers to their list of questions about our reaffirmation, although the team was selected after they knew we were doing digital literacy as a topic for our QEP.

Trustee Pople asked what digital literacy is, with Ms. Baroody stating we defined it as the ability to use digital tools to solve problems in an academic setting and to be able to communicate effectively using digital technology. She said we are looking for students to make gains in doing, creating and communicating with technology.

Trustee Pople then asked what digital technology is, with Ms. Baroody responding it is anything that has to do with the zeros and the ones. Trustee Pople inquired about those students without a device. Ms. Baroody said we provide technology on campus for those students that do not come equipped with it and we are obligated to give our students that kind of footing in technology, even if they don't possess digital tools themselves.

Trustee Callaway confirmed this will be implemented throughout campus, indicating the challenge she sees is to make sure there are no fears among the users who are less technology oriented than others. Ms. Baroody said it is voluntary in the beginning, then phased in over five years with those implementing first providing assistance to others. She shared they are asking faculty to approach this at their own comfort level.

Chair Messersmith said it takes a village with a degree to put the QEP together. He said the technology we now use to support students, such as the Learning Commons, may lessen over time since we are pushing a new avenue of learning through technology.

President Murdaugh expressed to the Board how grateful he is to have AVP Wang and Ms. Baroody in charge of this project, indicating we are in really good hands.

## **PRESIDENT'S REPORT**

President Murdaugh said next month we will bring back for consideration a refinance of the Florida Public Safety Institute (FPSI) Housing, which will reduce the monthly payments significantly.

He stated he is involved in a Gadsden project, spearheaded by Talquin Electric, called "Bridges Out of Poverty". He shared the college will be playing a strong role in working with others to continue to find ways to help the young men and women in Gadsden County.

He indicated there are four (4) of the Trustees planning to attend the upcoming Trustees Annual Commission Meeting in Jacksonville. He shared the Economic Development Council (EDC) annual meeting prevents him, as EDC Chair, and Trustee Moore, as former EDC Chair, from attending the Trustee Annual Meeting.

He stated he will be at the Future of Florida Forum in Orlando the last week of September and at the Future of Higher Education on October 2<sup>nd</sup>. He indicated the installation of President Mangum at FAMU is occurring on October 3<sup>rd</sup>.

President Murdaugh disclosed Trustee Moore is leaving after this meeting for New York where Moore Communications Group will receive an award for being recognized as one of the top public relations firms to work for in the world. Trustee Moore said they are the first firm in the southeast to receive the award.

President Murdaugh asked Provost Sloan to discuss the news about Title III. Provost Sloan said we were informed we will receive a federal grant for two million two hundred thousand dollars (\$2,200,000) over five (5) years, to be used to strengthen the institution. She said the money would be used in Student Affairs and Academic Affairs, indicating it will help students with a career path, meta-majors, orientation, redesign entry-level courses, etc. President Murdaugh stated this is one of the largest grants we have ever received.

## **NEXT MEETING DATE**

October 20, 2014

Location: **Main Campus**

## **ADJOURNMENT**

Meeting adjourned at approximately 3:45 p.m.

Minutes approved at regular meeting of the District Board of Trustees on October 20, 2014.

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**Frank Messersmith**  
**Chair**

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