

MINUTES
District Board of Trustees
Tallahassee Community College
Herbert F. Morgan Room
Hinson Administration Building
Tallahassee, Florida
Monday, August 18, 2014
2:30 pm - Business Meeting &
Board Workshop

The August 2014 District Board of Trustee meeting was called to order at approximately 2:32 p.m. by Chair Lamb.

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Ginny Wagner, Bill Bierbaum, Sally Search, Joe Neeley, E.E. Eunice, Mike Watters, Bobby Hinson, Calandra Stringer, Kim Moore, Teresa Smith, Ranie Thompson, Marge Banocy-Payne, Karinda Barrett, Patricia Manning, Wendy Abberger, Judy Green, Bret Ingerman, Barbara Sloan, D. Wildes, F. Baglione, Martin Balinsky, Debbie Robinson, Quincee Messersmith, Susan Strauss, Melanie Jensen, John Meis, Carol Joyce Stuart, Matt Hollern, Dr. Callen, Justin Adams, Alice Maxwell, Amy Gaughf, Kalynda Holton, Anthony Jones, Monte Finkelstein, Maggie Bowden, Lei Wang 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 stated he enjoyed seeing all the employees on Friday at the awards ceremony where we recognized employees who had been here from five (5) to thirty (30) years, thanking the President for inviting them.

Board Members – Trustee Messersmith echoed Chair Lamb's comments, indicating it was a good program for getting everyone back together and excited. He said it was good to see how colleagues and peers respect those receiving the recognition, indicating that was a good sign for an institution such as ours.

Trustee Moore recognized the resources that went into planning the day on Friday, thanking everyone for their work and recognizing the college for putting such a priority on investing in their own that they suspended normal operations for a day. She said President Murdaugh did an outstanding job at the recent Tallahassee Chamber Conference, indicating TCC had a booth there which created a lot of conversation and buzz. She shared the GED graduation is one of the most special events we do each year, indicating she realizes the work that is done to help the students realize their dreams.

Trustee Vaughn said he was excited about his first full academic year as a Trustee. Trustee Kilpatrick expressed his apologies for his inability to attend on Friday, thanking everyone for their work.

Trustee Callaway stated she gets excited when the students come back to campus, referencing the Dental Hygiene pinning when a student announced Trustee Callaway was her Principal at Rae Middle School. She said the students who make it are the ones who keep you plugging along and it only takes one to make you feel like you have set the world on fire. She indicated she will always treasure this time on the board, stating this is a special part of her life.

Trustee Pople indicated he had nothing to add.

President – President Murdaugh thanked the Trustees for all the support they give, indicating the event on Friday was great.

He introduced Wendy Abberger, Judy Green and Karen Moore of the Florida College System (FCS) Foundation for the presentation of scholarship checks. Ms. Green said she is a product of the FCS since she attended Edison Community College in Ft. Myers and was the first in her family to attend college. She shared it is an honor to be at TCC today presenting scholarship checks for students.

She stated the FCS is housed in the Department of Education and provides scholarships to all twenty-eight (28) colleges throughout the state, providing over nine hundred thousand dollars (\$900,000) this year in scholarships. She stated the FCS Board is comprised of twenty-four (24) members who are advocates, including two members in attendance today – Wendy Abberger and one of the TCC Trustees, Karen Moore

Ms. Green stated on behalf of the Board of Directors they are presenting three checks – nine thousand six hundred two dollars (\$9,602) for Nursing and Allied Health scholarships from Florida Blue and First Generation scholarships of fifteen thousand one hundred eighty-six dollars (\$15,186) from Helios Education Foundation and four thousand three hundred twenty-six dollars (\$4,326) from Bank of America. President Murdaugh and Chair Lamb expressed their thanks to the FCS Foundation.

President Murdaugh recognized two of our former Trustees, Dr. Dana Callen and Dr. Allison DeFoor. He read a brief recap of their prior service and, along with Chair Lamb, presented resolutions to them. Dr. Callen thanked everyone, stating it was good to get to know them and a thrill to have this opportunity. Dr. DeFoor said it was an extraordinary privilege to have been involved with the school, particularly the Wakulla Environmental Institute and ReEntry Center.

President Murdaugh recognized Chancellor Hanna, who shared it was an honor to be back at TCC. Chancellor Hanna stated he looked forward to working with the new Trustees, indicating he was glad they could bring some money today. He thanked Trustee Moore for her service on the FCS Board and TCC for the focus on veterans and student success, indicating we are getting it right. He shared the Aspen Institute recognized TCC as one of the top ten percent of community colleges in the country, stating the FCS is here to help us.

President Murdaugh thanked Chancellor Hanna, stating that representing twenty-eight (28) different colleges is not an easy thing. He shared Chancellor Hanna fights some real battles in the legislature and does it well, indicating the Chancellor's leadership is much appreciated.

Chancellor Hanna said that two (2) years ago the legislature introduced a drastic change in developmental education for those students who come to college, but are unprepared. He said TCC has been a leader in the implementation, thanking Provost Sloan and Dr. Search for their

hard work on these issues. He thanked the faculty, indicating that implementing adult education is done with everyone. Chair Lamb thanked Chancellor Hanna on behalf of the Board.

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the June 16, 2014 Board Meeting.

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

BOARD OF TRUSTEES ORGANIZATION

President Murdaugh shared, especially for the new Trustees, that historically we rotate the Chair & Vice-Chair positions throughout the three counties. He stated there are no hard and fast rules or a law that says it must be done a certain way, indicating if anyone wishes to change the process this would be the time.

He said this process has been in place for as long as he has been at the college, with Gadsden County currently holding the Chair position. Following the logic used previously, the next Chair would be the most senior member of the Board from Wakulla County, Trustee Messersmith. He indicated in following that process that the Vice-Chair would then rotate to Leon County, Trustee Callaway; acknowledging there may be some debate since Trustee Moore served less than a year as Chair.

Chair Lamb asked for any comments, with none received, and requested nominations for Board Chair and Vice-Chair.

Motion was made for Vice-Chair Messersmith to become Chair.

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

Motion was made for Trustee Callaway to become Vice-Chair.

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

Outgoing Chair Lamb indicated he had really enjoyed serving the Board this year as Chair. President Murdaugh indicated we had a small token of our appreciation, presenting a plaque to Outgoing Chair Lamb for his service. Outgoing Chair Lamb and Incoming Chair Messersmith exchanged seats.

After a request from President Murdaugh, Incoming Chair Messersmith introduced his wife, Quincee. He indicated this is the first Board Meeting she has attended, is a graduate of TCC and is now pursuing a degree in Social Work at Thomas University here on the TCC Campus.

Chair Messersmith said it would be a challenge to keep a steady, firm hand on this as Outgoing Chair Lamb has done, sharing he was looking forward to this.

INFORMATION AND NEWS ITEMS

Director Maxwell stated the Communications and Marketing Office is continuing to increase their partnerships and coverage within the *Democrat*, sharing VP Kim Moore was on the front page of the *Democrat* last month. She introduced video clips about the Wakulla Environmental Institute Oyster Aquaculture program and the Brandon M. King scholarship fundraiser.

President Murdaugh indicated it is very gratifying to work with a Board that receives the recognition some of our members do from time to time, sharing the *Florida Trend* magazine this year recognized Moore Communications Group and Roger, Gunter, Vaughn Insurance, Inc. as Best Places to Work in the State of Florida.

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. President Murdaugh handed out a replacement page for the Tab 4 Attorney invoice, indicating it did not change the final outcome.

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

Administrative Services

Construction Status Report (Information)

Director Wildes shared the Dental Hygiene Phase II construction is complete and will be operational next week when school starts. He stated the Wakulla Environmental Institute currently has one outstanding item and the Florida Public Safety Institute planning has begun.

Gadsden Center (Information)

Director Wildes shared this is a very preliminary plan to provide some idea of the scope and how it will fit on the site; indicating they have a budget, schedule and an agreed upon program. Trustee Lamb inquired about a groundbreaking date and if a sign could now be installed on the property to advise the community of what is coming.

Director Wildes indicated groundbreaking would be at the availability of the Board. President Murdaugh said he would work with Director Wildes to determine a possible date for groundbreaking, although we could move forward on the sign.

Fund Analysis – July 2014 (Information)

Chair Messersmith recognized Trustee Callaway, who asked what was included in the purchase order for two hundred twenty-five thousand dollars (\$225,000) to Office Depot. Director Hinson confirmed this was for office consumables in all departments at all campuses. Responding to an inquiry from President Murdaugh, Director Hinson stated there is a separate purchase order for printing at Office Depot and we are saving approximately one hundred sixty thousand dollars (\$160,000) annually for printing.

Policy Manual Revision – Chapter 4 (Action)

Chair Messersmith said this was a repeal of a process that no longer exists. VP Smith said we previously withheld six (6) days of pay in reserve, which was returned to the employee upon departure. She indicated although there was probably a good reason for this when the policy was adopted; due to the availability of funds from sick and annual leave we never had to collect on the six (6) day reserve. She shared we previously brought an item to the Board for a change, however never went back to the Board Policy and made the change.

This request is for the Board to approve policy revisions as presented.

MOTION: Trustee Vaughn

SECOND: Trustee Moore

Motion passed unanimously.

Certificate of Final Inspection for TCC Dental Hygiene Phase I Renovation (Action)

Director Wildes stated this is for Phase I of the work, requesting the Board approve the completion of this work, which exceeded two hundred fifty thousand dollars (\$250,000) so payment can be made to the contractor.

This request is for the Board to approve the Certificate of Final Inspection, OEF Form 209, for the Dental Hygiene Phase I Renovation.

MOTION: Trustee Moore

SECOND: Trustee Vaughn

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

Interim VP and Executive Director Thompson said this report was for funds raised and spent during fiscal year 2013/2014. She thanked everyone that could attend the Employee Awards Ceremony held on Friday, August 15, 2014, sharing the video presented at the event.

Chair Messersmith asked that we reconvene the Board Meeting at 3:30 p.m.

Chair Messersmith resumed the Board Meeting at approximately 3:30 p.m.

BOARD WORKSHOP

University Partners

President Murdaugh stated the recommendation for this presentation from our University Partners, which is probably long overdue, was made by Trustee Callaway. He said many of our students progress into these programs and having the university partners on our campus is rather unique. He shared the Provost worked with the group to setup this presentation.

Dean Donald Parks, Flagler College, introduced himself and the representatives from the other university partners as follows:

- Katrina Alexander, Embry-Riddle Aeronautical University
- Maggie Bowden, Barry University
- Bill Milford, Thomas University
- Matt Hollern, St. Leo University

He said they collectively comprise the TCC University Partnership, a highly successful public, private partnership.

Dean Parks indicated this partnership came about as a result of a relationship in 1962 with a wide receiver at Mainland High School, T.K. Wetherell, and a defensive coach at Florida State University, Bill Proctor. He shared that in the late 1990's with the push toward greater access to bachelor degrees, Dr. Wetherell reached out to Dr. Proctor and after an exhaustive feasibility study the partnership was formed.

He shared the program began in 2000 with two degrees, Business Administration and Education. He said from that humble beginning they have grown, with four (4) other schools joining the partnership. He stated each school in the partnership has a unique mission and adds to the cumulative effect of the partnership, offering twenty-three (23) programs (including four (4) masters programs) with offices here on the TCC Campus.

Dean Parks indicated the schools offer day and night programs, counseling and are active in many of the events on campus. He disclosed this is a self-supporting public, private partnership; with each partner paying a lease fee to TCC for the space occupied at the University Center, renting classrooms and paying a per credit hour college service fee.

He stated in the 2013-2014 academic year the partnership served over a thousand (1,000) students, with a third (1/3) of the students completing their bachelor degree on the TCC campus. He announced the partners enjoy substantial benefit from the relationship with TCC and the students have access to all the services on the TCC Campus, including a benefit from continued access to the intimate and supportive learning environment they enjoyed during their time at TCC.

Dean Parks imparted the partnership is successful because of value, access and opportunity. He described value as the relationship between cost and benefit, indicating all five (5) of the schools are accredited through the Southern Association of Colleges and Schools. He stated each of the partners offer reduced tuition and other financial incentives to TCC graduates and different majors for affordable, accessible and marketable programs on the TCC campus.

He shared a unique feature of the partnership is the Florida Resident Access Grant (FRAG), established to increase access to education in the state, with the legislature setting the amount available each year. He reported every academically eligible full-time student that is a Florida resident has access to the FRAG, which was set as three thousand dollars (\$3,000) this year.

Dean Parks denoted ease of access is probably the primary reason the program was started and is certainly important for non-traditional students, providing a seamless pathway to four (4) year degrees and guaranteed admission to the major of their choice. He shared the classes generally have less than twenty (20) students, with personalized treatment and academic advising by full-time faculty with a ratio of less than forty (40) students per advisor.

He stated students come to them looking for opportunity for a better job and life for their family. He disclosed each of the majors offered go through a four (4) year needs assessment, which guarantees offered degrees will be of value to the students. He shared that graduates tend to live and work in this area, and in responsible positions.

Dean Parks said the TCC partnership is vital and they have helped almost three thousand (3,000) students achieve their dreams of earning their bachelor degree on time, on budget and on the TCC campus. He recognized the partnership faculty and students in the audience.

Chair Messersmith inquired if our partnership in 2000 was the first in the entire state, with Provost Sloan indicating there were partnerships prior to that. She shared that TCC, with two universities in town, had less of a need than colleges in areas without universities.

Katrina Alexander, Embry-Riddle Aeronautical University Tallahassee, said they are the number one (1) fully accredited aeronautical university in the nation and the first on a community college campus. She indicated their offered degrees are a BS in Technical Management, BS in Aviation Business Administration, Aviation Management, and a BS in Fire Science. She stated they cater to AS and AA students, as well as, students already working in the community.

She stated Fire Science students cannot always sit in a classroom since they are on call, but they have a hybrid program that meets their need. She disclosed our AS programs in Business fit perfectly into some of their aeronautic degrees. She shared they also target the local workforce, as well as, high school and middle school students. She indicated one of their future goals is to have a strong presence in the area (as an example, her participation on the Economic Development Council).

Maggie Bowden, Barry University, said they are a Catholic university that reaches out with an opportunity to underserved individuals that cannot get into college and, in such a way, that Barry's reputation for high quality and high academic integrity is not compromised. She shared that about fifty to fifty-five percent (50 – 55%) of their students are TCC graduates, who complete at about a twenty-five to thirty percent (25 – 30%) higher rate than non-TCC graduates. She indicated they started two (2) graduate programs here, with about ninety percent (90%) of those enrolled TCC graduates.

She stated the degrees offered are chosen carefully, based upon the need of the workforce, and include four (4) undergraduate degrees focused on management and leadership, information technology and administration, as well as, two (2) master programs in administration. She indicated most of the students that come straight from TCC chose information technology, with faculty who work in the field and only teach because they want.

Ms. Bowden shared their centerpiece is the prior learning/portfolio program – stressing they do not give credit for work experience, but for documentation that proves students have learned college-level working skills for which they can award up to thirty (30) credit hours. She indicated their favorite students are those who come from TCC with an AS and/or AA degree, they have talked to a Barry University advisor before graduating from TCC, have taken a theology course and bring around sixty (60) credit hours with them.

She said they also recognize the importance of other learning that is certified and documented by other organizations; such as a law enforcement license, a real estate broker licenses, nursing license, etc., awarding up to fifteen (15) credits for their technical learning. She shared scholarships, with up to a fifty percent (50%) discount, are offered for public safety (fire, police, etc.) and active military. She stated a lot of time is spent in the selection of adjunct faculty, who can work with the adult population that has spent time at work all day.

Bill Milford, Thomas University, shared that he lives in Tallahassee and his daughter goes to TCC. He said Thomas University is the newest partner (2010) in the University Center and their reputation in Thomasville is “the school that could get you there”. He stated they do that with aggressive and supportive advising and small class sizes, which they have replicated here. He

indicated their only program offering at TCC is a Bachelor's in Social Work, a Council of Social Work Education approved degree and an accredited program. He disclosed they offer a fifty percent (50%) discount on tuition for students entering the program with a TCC AA degree.

He stated their student population is primarily non-traditional and they model their classes to meet the needs of their working students. He shared that in the senior year; all students are required to do four hundred (400) hours of social work in the community, under the guidance of a MSW or BSW over two semesters. He stated students can turn an internship into a job in Tallahassee, although this is a very small sector in the local area that talks to everyone and reputation means everything.

Matt Hollern, St. Leo University, said they are a one hundred twenty-five (125) year old institution and have been at TCC since 2006. He indicated their student population fluctuates from one hundred fifty (150) to one hundred ninety (190) annually. He stated they offer degrees in criminal justice (which is probably their largest major), psychology and sport business.

He shared criminal justice students can receive fifteen (15) credit hours for prior criminal justice certificates. He said all their offerings have internship opportunities and they are known for their flexible schedules (daytime, evening, weekend and distance learning), indicating they are geared for working adults who are looking for advancement.

Trustee Lamb said he had heard many complimentary things about the services offered by our partners at the university center. Trustee Moore said she had heard the same things and she had hired graduates from about three (3) of the partner schools. She stated that earlier in our meeting the Chancellor had talked about how TCC is recognized for graduating students, asking the partners to discuss their graduation rates.

Ms. Bowden, Barry University, said their graduation rates are about eighty percent (80%), with TCC graduates about ninety to ninety-two percent (90 – 92%). Dean Parks, Flagler College, stated their rate is about seventy-five percent (75%) in three (3) years, although some students come back later. Ms. Alexander, Embry-Riddle Aeronautical University shared they are right at ninety percent (90%), since when the student gets to them they are more focus driven.

Dean Parks referenced a book "Quality education for less money" that talks about focus, indicating their mission is essentially quality education in selected disciplines for less money. He said this is their only off-site location and they exist here only as another option for TCC graduates. He stated they are committed to a long-haul relationship and recognized some of their full-time faculty from Flagler. He said they believe in personal and effective contact between students and faculty and are piloting some hybrid courses, to see if they can increase interaction, with less campus time.

He shared students, with the FRAG, can earn sixty (60) hours at a cost of seven thousand two hundred dollars (\$7,200) and although they cannot offer a bachelor program for under ten thousand dollars (\$10,000), they can offer one for around thirteen thousand two hundred (\$13,200). He indicated they discount their main campus tuition from five hundred forty dollars (\$540) to two hundred twenty dollars (\$220), with an additional fifty percent (50%) discount to TCC employees, full-time teachers in local school systems and graduates of the Fostering Achievement program. He stated they offer majors in accounting, business administration, elementary education, and a dual-major in elementary education and exceptional student education.

Dean Parks said that as of this summer, two thousand (2,000) students have earned bachelor degrees at Flagler on the TCC Campus; with conservatively over seventy-five percent (75%) of those TCC students. He shared they currently have one hundred seventy (170) Flagler graduates teaching in Leon County, fifty-five (55) in Wakulla County, thirty-five (35) in Gadsden County and ten (10) each in Jefferson and Liberty Counties – with sixteen (16) of those earning teacher of the year status.

He stated in the future they want strategic growth and to work more closely with TCC to build their alumni network, under the leadership of Marissa Faulk. He disclosed they have a new major offering this fall in strategic communications, of which Marissa is a graduate on the St. Augustine campus; asking her to explain the strategic communications major.

Ms. Faulk said the strategic communications major combines public relations, new and social media, marketing and sales. She indicated students learn graphic design, along with speaking, writing and planning skills for intern opportunities. She stated this makes them competitive for jobs in public relations, trade associations, government agencies, and private businesses.

President Murdaugh thanked Ms. Faulk and said we have a commitment, as a college, to make sure what we do is demand driven and gives students degrees that get jobs.

Trustee Callaway indicated she had previously hired Flagler University graduates at Raa Middle School, stating there is no comparison and they are have been well educated. She said any adult in the area could find education for a reasonable cost.

Trustee Kilpatrick indicated on the chart presented every partner had increased enrollment, asking to what they attributed that. Dean Parks said it was word of mouth and working closely with TCC. Ms. Alexander stated they are branching out into different things, such as aviation management and logistics, to meet the needs of current job trends. Ms. Bowden said most of their students are already working and a bachelor's degree is needed in Tallahassee.

President Murdaugh inquired about graduation rates and how they are calculated in private institutions, indicating the numbers are very good and in public institutions there is a question about how they are computed. Ms. Bowden said she looked at the actual number of graduates in the last five (5) years. Dean Parks stated they look at three (3) years based on entering cohorts, so they don't have a good handle on how many people come back and forth.

He apologized for not having the rates on the slide for St. Leo at seventy-five percent (75%) and Embry-Riddle at ninety-five percent (95%). Ms. Alexander said they use a system that generates the percentage over five (5) years. President Murdaugh indicated, especially for the newer trustees, that nationally there is a debate about graduation. He stated in public institutions we only calculate from the first time in college cohort at fall semester, so it is not calculated on every student that comes to TCC which can leave a negative impression.

Mr. Milford shared that almost a hundred percent (100%) of their students have already graduated by the time they get to them, so there is an advantage to that. He indicated the Obama administration is trying to put a definition upon that, in order to create what they see as a value. He said the "Huntington Post", using a six (6) year model of number in and number out, recognized Thomas University as having the highest graduation rates in the nation – above Yale.

Chair Messersmith said, from the Board's perspective, over the years we have placed great value on this relationship. He shared it is always in the mind of this Board and the advisors that there are opportunities to go to from here.

President Murdaugh stated it was interesting to hear each of them tell their story, indicating it is obvious they show pride and care about their programs. Chair Messersmith and President Murdaugh thanked the university partners for their presentation.

President Murdaugh distributed the take away piece for the workshop to the Trustees.

PRESIDENT'S REPORT

President Murdaugh said it is standard for the Vice-Chair to serve as one of the two appointed liaisons to the Foundation Board, confirming Vice-Chair Callaway will do that. He said the second is an appointment made by the Chair and he would like to use some logic. He suggested that since Trustee Pople should be the next Vice-Chair the Chair might want to ask Trustee Pople, if that is an acceptable process. In response to the question from Chair Messersmith, Trustee Pople accepted.

President Murdaugh indicated three Trustees were planning to attend the Trustees Annual meeting in Jacksonville on September 25-26, 2014. He asked the remaining Trustees to let Lenda know this week if they planned to attend, so we could meet the reservation deadlines.

He shared November 17th is International Education Week and our Parade of Nations.

NEXT MEETING DATE

September 15, 2014

Location: **Main Campus**

ADJOURNMENT

Meeting adjourned at approximately 4:27 p.m.

Minutes approved at regular meeting of the District Board of Trustees on September 15, 2014.

Frank Messersmith
Chair

Jim Murdaugh, Ph.D.
President