

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Ghazvini Center for Healthcare Education**  
**1528 Surgeons Drive**  
**Tallahassee, Florida**  
**Monday, February 16, 2015**  
**2:30 pm - Business Meeting &**  
**Board Workshop**

The February 2015 District Board of Trustee meeting was called to order at approximately 2:30 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 Murdaugh, Rachel Palmer, Ginny Wagner, Kim Moore, E.E. Eunice, Debbie Robinson, Gloria Mitchell, Sally Search, Bill Bierbaum, Calandra Stringer, Bret Ingerman, Craig Knox, Bill Spiers, Barbara Sloan, Alice Maxwell, Byron Dobson, Justin Adams, Karinda Barrett, Sharisse Turner, Marge Banocy-Payne, D. Wildes, Kim Allen, Kris Reeves, Dave DelRossi, Monte Finkelstein, Candice Grause, Martin Balinsky, Anthony Jones, Chris Summers, F. Baglione, J.G. Weaver, Mark A. Smith, William McKinney, Scott Balog, Lauren Campbell, Amy Gaughf, Bobby Jones, Teresa Smith, Gary Smiekle, Alice Nied and Lenda Kling.

**COMMENTS**

**Board Chair** – Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance.

**Board Members** – Trustee Moore acknowledged Trustee Lamb, who received the Billy Ray Hobbey Legacy award from his alma mater, Dillard University. She said Billy Ray was a former basketball coach and Harlem Globetrotter. She stated the community here would be so proud of the wonderful things Trustee Lamb has done.

Trustee Lamb said it was such an honor that he really didn't know how to react, since he attended Dillard University in the '60s & '70s. He indicated he was really surprised to see Trustee Moore there, stating he now knows his name will be at Dillard University forever. He shared the *Havana Herald*, *Capital Outlook* and *Tallahassee Democrat* ran articles in advance of the event. Trustee Moore stated the family was so glad that Trustee Lamb was there, sharing it was a black tie event with awesome food and music.

Trustee Moore announced the Trustees had the most spectacular, well-orchestrated investment of their time in D.C., with Chief of Staff Balog doing a beautiful job of coordinating the activities. She said under President Murdaugh's leadership, the Trustees really appreciate the investment in them.

Trustee Lamb indicated going to the Supreme Court was a real treat, commenting the organization by Chief of Staff Balog of the entire trip was very good.

Trustee Kilpatrick thanked President Murdaugh, Chief of Staff Balog and Lenda Kling.

Trustee Pople said it was good to hear our story told so well. He stated President Murdaugh does a great job making sure the elected officials hear all the reasons we need to be there, indicating he was proud to be a silent member of the trip.

Trustee Kilpatrick shared he was at the game where Coach Barnes was recognized, expressing his thanks for the years the Coach has given to TCC and for going out on a home win.

Trustee Messersmith said if there is a collegiality with the Board and leadership, things work really well – indicating this trip they were able to sit with each other during down time to discuss their families and other things. He thanked the Trustees and President Murdaugh for the wonderful opportunity, which was combined with the historic buildings in DC.

Trustee Lamb referenced the African-American History calendar unveiling, stating he really enjoyed the event this year.

**President** – President Murdaugh thanked the Trustees, stressing it is important for the legislators to know we have the support from our Trustees. He indicated on the flight back that Congresswoman Graham mentioned how impressed she was with the number of Trustees that could participate. He stated this makes a big difference in communicating with them, when they see the vested interest from our Trustees who are not paid.

He asked VP Smith to introduced Bobby Jones and his role. VP Smith introduced Bobby Jones, the new AVP for Administrative Services. She shared Bobby Jones started in 1995 and stayed until 2009, when he left to go to CCLA – indicating we were happy to get him back with his financial and technology background.

President Murdaugh recognized VP Mitchell, who is at her first official Board meeting.

President Murdaugh shared Moore Communications recently acquired a social media firm. Trustee Moore said they searched a year for a complimentary firm and found the largest social media firm in the financial sector, sharing with the purchase she now has a Denver office.

President Murdaugh shared he would be the first (1<sup>st</sup>) Graduation speaker at the ReEntry Center near the end of February, indicating we are beginning to see hope come from that institution.

## **APPROVAL OF MINUTES**

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the January 20, 2015 Board Meeting.

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

## **INFORMATION AND NEWS ITEMS**

Director Maxwell introduced clips about the Coach Barnes retirement, Youth Day at TCC and the Cherry Alexander African-American History Calendar.

## **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 Moore

Motion passed unanimously.

### **Administrative Services**

#### Construction Status Report (Information)

Director Wildes shared on Main Campus we are working on the campus master plan and have completed a couple of feasibility studies. He stated at the Wakulla Environmental Institute (WEI) we are out to bid, indicating we are receiving bids on Thursday of this week.

He said at the Florida Public Safety Institute there has been some environmental remediation work at the berms and the retention ponds behind the berms. He indicated the engineering work on that is complete and the ranges will be closed during the month of May to accommodate the work. He stated the local construction business has gotten busy and we are growing concerned about the pricing for the Gadsden Center.

Chair Messersmith shared the WEI Advisory Committee met and we expect to hear more from that in the near future.

#### Fund Analysis – January 2015 (Information)

Chair Messersmith asked if there were any questions, with none received.

### **Center for Workforce Development**

#### TCC Capitol Center – Reimagining

Chair Messersmith indicated this is a long-running event for us, complicated with leases, sub-leases and amendments to leases. He shared that he had talked to the President in advance about some of the confusing aspects. He recognized the President to provide a broad picture, especially for our new Trustees, and to get everyone up to speed of where we are with the confusing language.

President Murdaugh said this occurred back when Bill Law was the President and Bill Montford was the Superintendent of Schools. He indicated the agreement was initially struck that the college would take over the operation of the facility, with the Mary Brogan Museum of Art and Science and the Odyssey Center occupants of the building.

He shared that marriage was doomed from the beginning, with high end art work in a building where third (3<sup>rd</sup>) grade students were running around playing with science experiments. He stated they struggled for a long time, although there were some heroic efforts to keep it alive – but it dissolved about a year ago. He disclosed we have been in conversations with the School Board and the City trying to resolve a higher and better use of the facility.

President Murdaugh stated The City of Tallahassee owns the land; the School Board built the building with PECO funds and then leased it to the College for operations. He said it was always meant to be a mutually advantageous relationship with the School Board and the College.

He shared we had to amend all of the lease agreements and amendments, so we could get to a place where the School Board, City and College can agree on what we do and move forward. He stated this is what the Trustees have before them and it has already been approved by the City and the School Board, so the last action is for the College to approve the documents.

President Murdaugh shared the City wants to use the facility to increase foot traffic in the downtown area (and we agree), while the School Board wants the students in the K-12 system served by whatever takes place in the building and we want to ensure our students are served – along with some other interests in workforce and economic development. He stated the third (3<sup>rd</sup>) floor is set aside for the Institute for Non-Profit Innovation and Excellence (INIE), where students will have internships and learn about non-profits.

He said the hope is the first (1<sup>st</sup>) Floor will become a technology hub, where we hope the college will become the provider of technology training – everything from the basics up to building apps and other creative, exciting things in technology. He indicated the second (2<sup>nd</sup>) floor is set aside for twelve (12) months, because the School Board doesn't currently have any plans but may want to use it in the near future with a high school emphasis. He shared if they don't do anything in the first twelve months (12), we will build out the building.

Trustee Callaway asked what the School Board meant by holding and if they had a concept. President Murdaugh said they did not, although there has been some conversation about technology programs for high school students. Trustee Callaway asked who was organizing that, with President Murdaugh responding that Dr. Wills at the School Board is the point of contact.

This item request Board approval and execution of the following documents: Amendment to Amended and Restated Lease Agreement, Option to Sublease and Sublease Agreement.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Pople

Motion passed unanimously.

### **Information Technology**

#### Approval to procure new desktop and laptop computers from Lenovo (Action)

VP Ingerman stated we are purchasing a number of items on separate purchase orders, with the aggregate total requiring Board approval. He said this is being purchased on state contract, so we do not have to do a competitive solicitation – indicating we are not paying full price and the state contract defines a number of terms and conditions.

He stated we also looked at Valencia College, which has a RFP that includes a piggyback clause -- indicating the Valencia College contract price is more than the state contract. He disclosed we are saving from thirty-five to fifty percent (35% - 50%) off the rack rate. Chair Messersmith said he wanted everyone to understand the due diligence done for the contract.

Trustee Kilpatrick asked if there was a certain percentage of computers on campus being replaced, with VP Ingerman stating this represents about twenty-five to thirty-three percent (25% - 33%). He said the goal is to replace all classroom, public computer labs, library and Learning Common computers first.

This request is for the Board to approve the purchase of 962 desktop and laptop computers and associated components (including monitors and speakers) at a cost of \$495,445 from Lenovo using State of Florida Contract: 250-WSCA-10-ACS-1.

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

### **TCC Foundation**

#### TCC Foundation Update (Information)

VP Mitchell said she felt strongly about what we do and increasing our capacity at TCC, asking if anyone had any questions about the report. She stated we have a donor that has come forward to do some things within the honors program and a naming opportunity will come before the Board in March. She indicated they are getting ready to do a capitol campaign and a RFP is going out for a consultant to help with our 50<sup>th</sup> anniversary.

Chair Messersmith indicated on behalf of the Board that we were delighted to have her with us, indicating she came with great credentials. He thanked Ranie Thompson for her acting role in the interim. President Murdaugh shared he and VP Mitchell will have an all-day retreat tomorrow to discuss fundraising.

President Murdaugh indicated Chief of Staff Balog had been touring with some folks from Valdosta State University. Chief of Staff Balog stated we were fortunate to have President McKinney and members of his team here to announce new articulation agreements.

President McKinney thanked the Board for allowing them to be at the meeting, indicating their articulation program is very important to them. He said their pathways program is a way to build bridges and partnerships; indicating this is all about students. Chair Messersmith thanked President McKinney.

President Murdaugh welcomed President McKinney, thanking him for reaching out to us with this type of opportunity. President McKinney responded it was a pleasure.

Trustee Callaway commended Valdosta State on the counseling program they have in place, indicating TCC also does this well.

President McKinney asked Joe Weaver to introduce everyone. Mr. Weaver said they were happy to be here and their team looked for two-year schools that allow students to transfer into a four-year program. He introduced Mark Smith, who is part of this program and runs the

operation at Moody Air Force Base, and Nathan Metzner, who has the Florida and South Georgia region for this program.

Chair Messersmith said this was more opportunity and we can't lose in these situations where we can provide different degrees.

## **BOARD WORKSHOP**

### Increasing Achievement through Multi-Year Career Pathways

*Title III Grant 2014-2019*

President Murdaugh said we were proud to receive the Title III grant this year, which was one of the largest the College has ever received. He shared the exciting thing was this was a joint effort with Provost Sloan's and VP Search's teams. He indicated they would talk about the significance of what this money is supposed to do for our students.

Provost Sloan stated Title III is federal funding for strengthening institutions. She indicated eligibility is based on first generation, low-income students – measured by our financial aid. She shared this is aimed at increasing retention and graduation rates for that group of students. She stated we were fortunate that the plan we put together synced up with what the legislature was talking about six (6) months later. She disclosed the amount is more than two million two hundred thousand dollars (\$2,200,000) over a five (5) year period.

She said the background information shows that most students start college with unclear goals and lack an understanding of linking their academic and career plans. She indicated this pathway is not to prevent them from exploring, just that they need to be guided. She stated if you give students too many options, they become overwhelmed and it becomes a barrier to success.

Provost Sloan shared if you give students a clear path and the right type of support; it increases their chance for graduation and transfer into university or the workforce. She said the basis of our work is to design pathways for students that give them a good indication of their strengths and skills, with the career opportunities in those areas, and how the academics they are taking link to the opportunities.

She displayed a chart which was the basis for the grant and depicted a cohort of students who started in Fall 2008, following them through Fall 2011. She said the chart shows if the student never changed or only changed their major once, there is a greater opportunity they will finish within three (3) years. She stated as they changed their major four to five (4-5) times, there is a zero chance they will graduate within the three (3) years.

Provost Sloan reiterated we are aligned with the state, with eight (8) meta-major pathways developed over the past three (3) years. She said this is in line with the decisions that must be made by students within the first eighteen (18) hours. She stated if we can get students to concentrate in one (1) of the eight (8) areas, not necessarily the specific job, the first (1<sup>st</sup>) year; we can start them on the academic path of the major area.

VP Search said the plan has three phases:

- initial career assessment and skill aptitude,
- developing a pathway, and

- narrowing to a specific career and gaining contextualized experience in career field. She indicated a lot of the decisions they make will revolve around the math courses to be taken.

She stated the components of pathway development are:

- Orientation and Career Assessment: Orientation as a Process – Pre-College through First Semester. She indicated a year ago we talked about our Strategic Enrollment Management Plan that included a lot about orientation and advising, indicating that today she would be focusing on the career pathway and how that is achieved.
- Advising and Educational Planning: Focused on meta-majors and pathways (Certificate, A.S., A.A.)
- Career-related activities and assignments in twenty-four (24) redesigned gateway courses
- Career E-Portfolio: personalized; portable

VP Search said we will be talking about orientation as a process, not just when those students come to campus and spend a good part of the day with us. She indicated it starts long before students get here, with our initial communication and goes on through their first semester. She stated by the end of the first semester we want them to select a meta-major, which is their general pathway, and to align that meta-major with their first courses.

She displayed a chart that shows orientation, career planning and educational planning overlapping and melding together. She shared orientation as a process, from the standpoint of meta-major selection, indicates students receive a lot of information before they get to TCC. She said with the Title III Grant we will really expand that, with students being able to do many things online to begin to explore careers and majors before they get here. She stated they will be able to complete the SIGI<sup>3</sup> in advance, so they come to us knowing their skills and interests.

VP Search indicated in the face-to-face conversations, they can talk about meta-majors and what their SIGI<sup>3</sup> results might mean for them. She said as part of the orientation they get their first real advising session and can begin educational planning with focuses on meta-majors and pathways. She stated throughout the first semester there are workshops they can attend, with opportunities to continue those discussions.

Chair Messersmith inquired about how students are made aware of the workshops. VP Search said the students are notified and sign up in the same way they do for orientation. She indicated the ones through the Career Center are publicized, are on the web and there are posters. She indicated Provost Sloan will talk about College Success Courses, which beginning next year will be a requirement for new students.

She stated the advising and educational planning component is focused on meta-majors and pathways (Certificate, A.S., A.A.). She said we want students to know their options, begin thinking about what kind of a career they want and determine how soon they need a good paying job. She indicated we want them to select their meta-major by eighteen (18) hours (we have to report it to the State by thirty (30) hours), so there is still time to do some intensive career planning with them.

VP Search said we want their career decision to be informed and reinforced by the activities and assignments in the twenty-four (24) redesigned courses. She stated career planning includes career exploration, career coaching (we currently have one (1) full-time career counselor), and

matching careers to their interests and career inventory. She shared this grant will allow us to hire two (2) people who will be academic advisors, but thoroughly trained in career planning and serve as liaisons for orientation. She indicated our current advisors have also been trained in career coaching, with ongoing training as part of this grant.

President Murdaugh stated he did not believe everyone was here previously when we discussed SIGI<sup>3</sup>, asking VP Search to go through it again. VP Search said SIGI<sup>3</sup> allows students to identify their strengths and interests, so we can begin a discussion about what career might be of interest to them. She indicated it is much more in-depth than the beginning evaluation done, but it is a start and an effective tool to help a student start a career plan. She shared as students go through the first semester and are in the college success course, they will complete all the different components of the SIGI<sup>3</sup>.

She said educational planning includes career planning, major selection, advising and mapping, and the meta-major selection. She indicated this provides an academic path for students, so we can provide the proper advising for them. She displayed a chart showing the Fall 2011 cohort, which reflected an increase of nearly six percent (6%) in graduation rates for those students not changing majors. She indicated there have been positive things happening, including in financial aid.

Provost Sloan said getting students to focus on what they want to do is highly impacted by the classroom and the faculty members. She shared in the twenty-four (24) gateway courses associated with the eight (8) meta-majors; we must demonstrate a connection between the skills and knowledge for the course with the skills and knowledge needed in the workplace. She stated we will use a variety of means (although we are still in the think-tank) to include; job-shadowing, internships, speakers and other things.

She indicated we want to use active learning strategies that are tied to the learning outcomes already in the course. She said we hope to make college success a part of the curriculum starting in Fall 2015. She stated as we developed the grant we were also looking at the redesign of general education, per State Statute, and have three (3) hours still unassigned in our thirty-six (36) hour allocation. She disclosed the academic planning group expects to recommend college success as the last three (3) hours.

Provost Sloan said the college success course was originally designed to be required for students who needed two (2) or more developmental courses; stating it was focused on skills to stay in school, be successful and use the college resources. She shared the outcomes are:

- to develop short and long-term career, academic and personal goals with a plan to achieve them
- to demonstrate effective information literacy skills by locating, evaluating, and effectively and ethically using information to achieve a deeper understanding of their meta-major or major
- to gain a deeper understanding of how diversity affects relationships in both personal and work related environments, and
- to apply critical thinking skills to demonstrate an understanding of how to maintain healthy relationships in college, at home and in the workplace

She shared if we have students transfer in with lots of credits; the faculty suggested we use our current Leadership Development course. She said College Composition is required for every

freshman in a public institution in the State of Florida, regardless of major, unless they tested out. She indicated we took an assignment already in the course – Summary and Exploratory Essay, stating students will learn how to:

- identify and explore a specific topic in depth,
- explore various perspectives, and
- evaluate and synthesize those various perspectives to arrive, at the end, at a specific thesis.

She shared students may chose a topic from their meta-major, within their career field, to get these academic skills.

Provost Sloan stated another thing they can do in College Composition is a Problem Analysis Essay. She said the students will learn to:

- identify a specific social/cultural problem;
- create a specific perspective/thesis with regard to the problem;
- select, organize, and incorporate academic research material into their essay;
- demonstrate an understanding of the cultural and historical significance of this problem; and
- synthesize this information in order to establish a basis for remedying this problem.

She said Redesign Psychology is another example, with current learning outcomes including:

- apply psychological theory and research findings to individual interpersonal and social problems and
- connect psychological concepts to real life personal, interpersonal and social problems.

She stated the learning outcomes are already designed and don't need to be changed, but as students are selecting their topics they will have more of a focus on an area in which they are involved. She shared the meta-majors with the psychology gateway course may be public safety, business, education or health sciences.

Chair Messersmith said so much of this seems to involve social and interpersonal, asking why there aren't more areas. Provost Sloan indicated there are a total of twenty-four (24) gateway courses and this was only a sampling, with work continuing in the other areas. She said we will develop resources for all meta-majors; indicating there will be online resources, workshops, guest speakers and workplace interactions (job shadowing, internships and virtual relationships). She ran a quick video clip as an example of online resources.

VP Search said we hope to have an e-portfolio – personalized, portable compilation of pathway documents and experiences; although we do not know what the vehicle will be yet. She said it will have any career related coursework, volunteer service, professional affiliations, work experience, etc.

Provost Sloan shared the grant reporting requirements are to:

- increase fall-to-fall retention rate of 10% over 5 years,
- increase student success rate in redesigned gateway courses by 10%,
- increase graduation rate by 5%, and
- measure the thirteen (13) performance indicators

Chair Messersmith said this was really helpful, indicating children today do not seem to communicate well. He stated that sharing the information that students could earn a certificate for work purposes and then continue on in their education is also beneficial. He indicated

sending the slides to the Trustees would be useful. He communicated that doing something for parents in advance of enrollment would be of benefit to them.

Provost Sloan said in the Executive Team meeting last week they discussed having open forums (outside of the grants) about all the things you can do when students come to college. She indicated we need to find ways to provide more information to students. She stated we are going to find the skills for a wide range of jobs, indicating we currently do this separately in various departments on the campus.

VP Search said we currently have parent orientation, indicating they are here on campus. She stated, as referenced by Provost Sloan, the message and information available to students should also be available to parents. Chair Messersmith indicated he was referencing a broader reach into the area, not just those students who are coming here.

Trustee Callaway asked how high schools would know about this, with Provost Sloan saying we share the information about pathways when we go out and do recruitment. VP Search said they are now fully staffed in the area and they will be out sharing information with students and guidance counselors. She said there has been a lot of interest in the high schools doing the career interest inventory ahead of time. Trustee Callaway suggested, such as in writing courses, we use the same terminology the high schools currently use.

Trustee Pople asked if we expect our students to make decisions they are not capable of making. VP Search said the use of meta-majors will be of benefit in this area, so students can begin identifying what they want to do. She indicated students today must make decisions much earlier than they used to do. Trustee Pople said he agrees there are some basic skills everyone should have and students should get those early, although not everyone knows what they want to do and they get into a career by accident.

Provost Sloan said if students don't have a focus, the research shows they may never finish. She stated if students have a focus, they are much more likely to finish. She indicated the core of the meta-major is to identify student strengths and interests, even if it is not a specific labeled job – since we also read materials that indicate the job you get out of college won't be there in ten (10) years.

President Murdaugh said a lot of this is being driven out of financial aid in Washington, D.C., sharing they do not want students using financial aid by taking more courses than are necessary. He indicated our goal is to help students through the process, by helping them find their direction. He said the slides and board materials are always on our website, handing out the takeaway for the meeting.

He indicated the timing on the grant puts a significant amount of wind in our sails, at a time when the state is looking at putting a portion of college funding into performance. He stated they would look at college performance based on persistence, progression and completion.

## **PRESIDENT'S REPORT**

President Murdaugh asked Dean Banocy-Payne to discuss the next art exhibit. Dean Banocy-Payne said the next exhibit at the Fine and Performing Arts Center would be Nan-Liu, a FAMU Associate Professor of Art. She indicated there would be an opening reception Thursday, February 19<sup>th</sup>, with the exhibit going through April 2<sup>nd</sup>.

President Murdaugh stated The Board of Governors will be meeting on our main campus this Thursday from 9:00 a.m. to 5:00 p.m. in our Student Union Ballroom. He said this is an incredibly important group and we are happy to host them.

He shared on March 5<sup>th</sup> there will be a retirement reception for Bill Mabile at 5:30 p.m. in the University Center Club. He indicated he wanted to ensure the Trustees were all invited.

He said Spring Break will be March 9 – 13 and we are hosting a Vendor Fair on March 24<sup>th</sup>. He outlined the pinning ceremonies April 29<sup>th</sup> and 30<sup>th</sup>, with graduation on May 2<sup>nd</sup>.

President Murdaugh thanked Dean Nied and her team for hosting this Board Meeting at the Ghazvini Center.

**NEXT MEETING DATE**

March 16, 2015

Location: **Florida Public Safety Institute**

**ADJOURNMENT**

Meeting adjourned at approximately 4:32 p.m.

Minutes approved at regular meeting of the District Board of Trustees on March 16, 2015.

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**Frank Messersmith**  
**Chair**

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