

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
September 15, 2008
Board Workshop – 2:30 pm
Business Meeting – 4:00 pm

Chair Messersmith called the District Board of Trustees workshop and business meeting to order at approximately 2:31 pm.

Members Present: Chair Messersmith, Trustees Lamb, Moore, and Shirah.

Others Present: President Bill Law, Brandie Faulkner, Kalynda Holton, Shawna Smith, Sakeenah Y. Sadrud-Din, Melissa Damein, Laura O’Riorden, Shayn Lloyd, Eddy Stringer, Jennifer Zimmerman, Angela Taylor, Valerie Bahl, Bobby Jones, Monte Finkelstein, Frank Brown, Robert Bell, Robert Hall, Chip Singletary, Sally Search, Tony Stallworth, Ben Alonzo, Carol Easley, Jerry Schilling, Marge Banocy-Payne, Cherry Alexander, Donna Riordan, Susie Hall, Judy Bentley, E.E. Eunice, Barbara Sloan, Lois Ewen, Jim Murdaugh, John Chapin, Bill Spiers, Teresa Smith, Sharon Jefferson, Robin Johnston, Bill Campman, Scott Balog, Sheri Rowland, Kate Stewart, Tom Waller, Jeff Coleman, Greg Loyd, Sherry Lohmeyer, Alan Sands, Kermit Harrison and Lenda Kling

COMMENTS

Board Chair – Chair Messersmith asked everyone to rise for a moment of silence and the pledge of allegiance. He commented on the small number of Board Members present and asked if they had any comments.

Board Members – Kathy Shirah wanted to share she had received many favorable comments about the Learning Commons and its easy usability. Chair Messersmith asked that an overview be provided at a later meeting.

President – Dr. Law indicated that VP Sloan sent him info frequently. There has been some discovery on how to link the services to the classroom. Chair Messersmith indicated he would work on trying to get the Legislators to visit the Learning Commons during Session.

Dr. Law said he was expecting some individuals to join us at 4pm for introductions and he would like to hold all items until then.

BOARD WORKSHOP

Enrollment Report

Scott Balog (Who's Here) – We experienced a 1% increase in student head count and 3.7% in credit hours. More students are moving from not reported to a definite degree plan. There was an increase in Associate of Arts with a decrease in Associate of Sciences degree plan.

We budgeted for 2% growth, although we are a little down on out-of-state students and more instate. We will actually look at the numbers at a later date, however anticipate it will be a break even. We should recognize the Deans for their work on class schedule offerings.

This growth is on the low side for Community Colleges and there is some concern about the confidence in the 2+2 trail, possibly since some universities limited enrollments this year. It may also be a direct impact of current economic conditions.

We see more students now enrolling full-time. The trend shows growth increases throughout the Fall B & C terms. There is an increase in students continuing their education here at TCC, as well as, new students with continued increase in high school graduates, transfers, transients (student from another school) and dual enrolled.

Trustee Moore indicated the numbers were very helpful and wanted to know if they could get 06 numbers as well for a trend line. Indication was that information could be provided.

There has been growth in the number of students getting financial aid. Increase in white students with a slight decrease in black students. However, there is a new multi-racial field that may explain the changes.

The majority of our students are 21 and under, although there is an increase of those students 26-35. Majority of the students are female, although there is an increase in male enrollment since last year.

Evening classes are slightly down and web-based or web-enhanced programs are increased. Top ten courses of enrollment count for nearly one-third of the enrolled classes.

2008 First Time College Cohort Analysis

Dr. Sheri Rowland – As a reminder, First Time in College is any paid student on the first day of class with no previous college course work. This year we began tracking our dual enrollment separately.

First time students represent about 18% of our population, representing about a 40% increase in the past five year. Majority of students are in the Associate of Arts program, 87% of these students are participating in a track to matriculate into a Bachelors Degree.

Certificate programs include PTLEA students who do not follow the traditional semester calendar. Majority of students were high school graduates, with 134 dual enrolled and transitioned to full-time enrollment.

There is a significant increase in financial aid to about 70%. Much is contributed to the outreach made on financial aid at time of enrollment. 52% of First Time in College Cohort is female, with 48% male which is slightly more balanced than total population.

VP John Chapin responded to question. EWD participation not included in above numbers. Adult education had about 200 enrolled for first classes and projecting approximately 800 for the year.

Dr. Rowland continued her presentation by saying that almost 94% are enrolled in web-assisted/enhanced classes. There are very few classes that do not have a technology component. College prep courses are highly enrolled. 60% of FTIC needed additional coursework to begin college classes.

There has been a good alignment of high school coursework to meet college requirements. The FCAT is a 10th grade minimum assessment – so many students that pass the FCAT are still not prepared for college coursework with math being the most prevalent.

92% of the cohorts attended a new student orientation. Board members were supplied with a copy of the student invitation to orientation and the new student handbook that could be used during orientation. This is a campus wide initiative, based upon workgroup research of national standards.

The orientation in May, June and July was a full day program built to engage students – so name tags were utilized. They covered security, how to research and choose a career, how to use passport and other on-line services, etc.

August was a half day program and students seemed to be more engaged with the shorter program. We have begun discussion on how do we use the knowledge we have learned this year, especially if we plan to grow 5% again next year.

We use this cohort information in other ways as well. We then use portal technology to track the students and each counselor has a group of new students to assist. Our goal as a personal counselor is to assist students with any questions, concerns and guidance.

Scott Balog – There were a little more than 1700 first time students in 2003. 399 graduated, 129 are still enrolled, 181 stopped out and remainder dropped out. Most of the students graduated in 2-3 years, with students that dropped out – dropped out early, GPAs were lower and withdrew from more classes.

We have aligned our resource warehouse with the Department of Education warehouse. We can then begin to identify those students who have the prerequisites, how they do in high school and at TCC, as well as, what they do when they leave.

Obtaining high school data will assist in developing a plan for student success. We are one of the first colleges to gather this type of information.

Chair Messersmith indicated TCC is at the top of its game. One of the things we need to watch is keeping the enrollment numbers. The orientation process is so important with kids leaving home for the first time. Learning Commons is a fantastic tool.

Trustee Shirah was concerned that we didn't have any information on so many of the cohorts. Some of this information is employment data and we are just learning how to use this type of data. As we learn more we may find a new way to market to them.

Trustee Lamb inquired about why the students are moving to the workforce without graduating. We will provide some information in the future on the types of positions and salaries they are making.

Trustee Moore felt the data was fantastic and that we had just scratched the surface on the information available to us. We are still using tools to analyze all the data.

BUSINESS MEETING

Chair Messersmith asked Dr. Law if he would like to proceed with his guests. Dr. Law requested Betty Jensen handle the presentation of the International Students. They represent three groups: sister school in Taiwan, student exchange with Germany and a grant to host students from Egypt.

Each of the students introduced themselves. The Egyptians will be teaching Arabic here to students at TCC. Chair Messersmith thanked them for joining us and indicated it is wonderful to have them visiting with our students.

In addition, there was a general introduction of the 2nd year faculty. They will be working this year on a specific project, however the subject has not yet been decided. Chair Messersmith also welcomed and thanked them.

Dr. Law introduced Alice Nied as the Director of the Nursing Program and is working on her Doctorate program. Monte Finklestein introduced Le Din as an international instructor from TFSU who will be teaching Chinese culture and language. The Board welcomed her to TCC.

Two members of Bill's staff, John Burch and Margaret Wingate, have been invited to the International Business Intelligence Conference to share some things. Also Trustee Lamb appears to be headed to a significant leadership role in Gadsden County.

APPROVAL OF MINUTES

Chair Messersmith requested a motion to approve the minutes of the August 18, 2008 Workshop and Board Meeting.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

BOARD OF TRUSTEES ORGANIZATION

Updated Schedule of Board Meetings –

Chair Messersmith acknowledged and asked if there were any comments on the new schedule of meetings.

INFORMATION AND NEWS ITEMS

Media information was shown including the landing of the Egyptian students in Tallahassee, unveiling of the Learning Commons, cutting of budget, raising tuition and increasing enrollment.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

Chair Messersmith requested a motion to accept the consent agenda.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Administrative Services

Human Resources Report (Action)

Everything is within normal range.

MOTION: Trustee Moore

SECOND: Trustee Shirah

Motion passed unanimously.

Construction Status Report (Information)

Tony Stallworth indicated he had spoken with the city in reference to the Ghazvini Center. Two public meetings are required, with the first probably the first week of October and the second the end of October.

If everything passed, we are looking at the end of November. We will handle things simultaneously to keep on track.

Policy Manual Revision (Information)

Technically it is a board policy that any changes come before the board. We are going to get it all electronic and get it as current as possible, hopefully before the end of the year. You will get changes well in advance and current language is on the website.

Faculty and Staff need this as clear as possible and easily accessible for our day to day procedures.

Classification of Property Assets (Action)

Chair Messersmith indicated it was required to fall under the state requirements.

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

Accounts Receivable Write-Off (Action)

Chair Messersmith indicated that although we had done some previously, this should be the last of the items for the 2005-2006 period.

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

Budget Amendment #1 (Action)

Board has been helpful in the past with these changes. This amendment aligns us with the 4% cut as required by the decline in funding. Trustee Lamb commended the President on his decision to cut more than required.

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

Annual Renewal – 2008/2009 Construction Manager Agreements (Action)

Chair Messersmith indicated this is a listing only of companies currently authorized within their three year period.

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

August Fund Analysis and Highlights (Information)

The Johnson Controls contract is now fully implemented. At the time we anticipated a 20% energy cost savings, even with all the cost increases we are pleased to report a 12% savings with a 20% reduction in kilowatt hours.

Trustee Moore felt we should all be commended on making this happen. Chair Messersmith said we would thank Trustee Hebrock for being on top of this item. Trustee Lamb indicated this was a savings not just for the college, but also for the community and the taxpayer.

Compliance Officer Position (Action)

Dr. Law shared that TCC is a \$117 million operation with a proactive process to review our systems. This is primarily quality control and would be standard fare in the health industry. The position will be paid for this year from the President's Contingency Fund and would report directly to him, with day to day handled by VP Smith.

Chair Messersmith indicated this position could not come at a better time and shared that he will be meeting with the Auditor General's Office on Wednesday.

MOTION: Trustee Shirah

SECOND: Trustee Lamb

Motion passed unanimously.

TCC Foundation Update

Robin Johnston expressed appreciation and thanks to Tom Waller, Monika Bedard and Mark Druash who have co-chaired our staff and faculty drive this year. The official start is today and we have already started receiving pledges from staff and faculty. Chair Messersmith presented his donation to Robin.

Chair Messersmith recognized Trustee Lamb. Trustee Lamb wanted to know if we could do something to spruce up the entrance to PTLEA since it is across from the High School. We are planning to add a larger sign and make further improvements.

PRESIDENT'S REPORT

The first meeting of the College System Task Force has occurred. Commissioner Smith was quite impressive with his quiet leadership. Chris Hart (Workforce Florida), Mark Wilson (Florida Chamber), Susan Pareigis (Council Of 100), John Adams (Enterprise of Florida), and Barney Bishop (Associated Industries of Florida) were participants and the

centerpiece of the meeting. There will be three more meetings and he has been asked to head up the Finance and Funding Formula workgroup.

Pleased to inform the Board that we were able to have a safety and security drill with the sirens, text messages, website, phone calls and all aspects. It was quite successful if we had an incident, although we would like to do some upgrades by making the siren louder, phone calls faster, etc.

FUTURE AGENDA ITEMS

NEXT MEETING DATE

October 20, 2008

ADJOURMENT

Meeting adjourned at approximately 4:41pm.

Minutes approved at regular meeting of the District Board of Trustees on October 20, 2008.

Chair, Frank Messersmith

President, William D. Law, Jr.