

MINUTES
District Board of Trustees
Tallahassee Community College
Ghazvini Center for
Healthcare Education
1528 Surgeons Drive
Tallahassee, FL 32304-2815
June 20, 2011
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

Chair Lamb called the District Board of Trustee workshop and business meeting to order at approximately 2:30 pm.

Members Present: Chair Lamb, Trustees Callen, DeFoor, Messersmith, Moon, and Moore.

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Chip Singletary, Staci Mildenberger, Margaret Wingate, Teresa Smith, Alice Maxwell, John Chapin, Rick Frazier, Bill Mabile, Mary L. Pankowski, Deborah Robinson, Matt Littlefield, Robin C. Johnston, John S. Norris, Marge Banocy-Payne, Marissa Mainwood, Bill Giudice, Margie Menzel, Bill Hunter, Tony Stallworth, Carol Easley, David Wildes, Renae Tolson, Karinda Barrett, Sharon Jefferson, Lillian Finn, Holly Lofland, Bill Spiers, Bill Rutherford, Barbara Sloan, Monte Finkelstein, Gloria Mitchell, Dianne Douglas, Alice Nied, Donna Allocco, Sally Search, Frank Brown, Curtis Watkins, Bobby Hinson, Bobby Jones, Patricia Manning, Sheri Rowland, Barb Gill, Marilyn Dickey, Scott Holstein, Jerry Schilling and Lenda Kling.

COMMENTS

Board Chair – Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He commended Tony Stallworth for overseeing the Ghazvini Center for Healthcare Education project, indicating the job was well done.

Board Members – Trustee DeFoor indicated the folks in Wakulla were very proud of this building and they would be happy with half this much for the Wakulla Institute.

Trustee Messersmith indicated it was exciting to come down the drive to this facility, thanking the number of good people on the Board who had worked to make this happen. He suggested we remember the previous Board Members and invite them to the Grand Opening.

President – President Murdaugh welcomed everyone to the facility, indicating there would be a tour later in the program. He stated TMH CEO Mark O'Bryant wanted to be with us, but was out of town. He indicated we have this building where it is due to the partnership with TMH and introduced Bill Giudice, Chief Financial Officer at TMH.

Mr. Giudice congratulated us on the building and welcomed us to the TMH neighborhood, noting we currently have students in TMH. He shared the journey on this additional partnership started as a conversation between Bill Law and Mark O'Bryant. Because it made sense, they found a

way to dedicate the 6.5 acres to TCC. With the students on the TMH campus, there will be less concern about traffic and it will be a win-win situation for the hospital, TCC and the students.

BOARD WORKSHOP

Ghazvini Center for Healthcare Education

President Murdaugh indicated the workshop today would be to focus on the Ghazvini Center for Healthcare Education as a new addition to the TCC inventory. We will go through a series of slides to remember the past and go forward in terms of where we are going programmatically and where our opportunities lie in terms of the Center.

President Murdaugh reported there were a large number of people, spanning years, involved in the creation of a brand new location like this. He stated in addition to the Trustees, we should thank Dr. Bill Law for starting the program, Dean Ewen who preceded Dean Nied, and the long list of others involved in this project. He indicated it takes an amazing array of people to pull off this project, recognizing VP Sloan to provide some information and make some introductions.

VP Sloan indicated the grand opening would be on September 8, 2011, although the first class would begin the same day as main campus on August 29th. The Center will offer classes and activities from 7:00 am till 11:00 pm Monday – Thursday, 6:00 pm on Friday and others as scheduled. She said this project took trust, commitment, and vision; indicating the Board understood the great opportunity to be in the health corridor where we can be close to the facilities on which we depend and who depend on us.

She stated that from the beginning we knew there would be staff here to run the facility and the healthcare program, although we did not want to duplicate all the services available on the main campus. There were many discussions about how to handle advising, registration, financial aid, learning support, the bookstore, etc. A number of people, who were involved throughout the process, will be introduced today.

She thanked Sally Search, Learning Commons Director and Dean of Academic Support, and Deborah Robinson, Director of Library Services, for figuring out ways to provide all the support services here with minimal staff. Chad Call and his group were important in setting up the functional classrooms and the communication for conference calls with main campus.

VP Sloan indicated Alice Nied had been the Director of Nursing for three years and became the Dean in February this year. She introduced Dean Nied by stating Dean Nied had been phenomenal in following through on details and finalizing everything for the program.

Dean Nied introduced Carla Dorneus as her eyes and ears at the Center, indicating Carla has spent the majority of her time since March at the Center setting up the Simulation Center. John Elam started at TCC as a Respiratory Adjunct and has assisted Carla with the Simulation Center.

Lauren Campbell, Chair of the first year Nursing Program, will be in the simulation center today to show how it will be used in the curriculum. Donna Allocco is the longest tenured nursing faculty and the new Chair of the second year nursing students. She will be in the first floor labs today to give you an idea of the activities in each lab.

Dianne Douglas has been at TCC twenty-one years in a variety of positions and will be the Health Program Specialist in the community and on campus. Gloria Mitchell, Assistant to the Dean, will be over the physical plant and the building will be a beautiful place because of her.

VP Chapin stated when he got to TCC the Center was only a dream, but now it is a reality. He recognized Carol Easley, Director of Workforce Programs and Adult Education, who originally carried the workload for all the healthcare programs. Holly Lofland is our Pharmacy Technician Program Coordinator. The program has graduated two classes, with most of the graduates moving into careers, going to pharmacy school or considering additional degrees.

Lillian Finn is the Coordinator for the Allied Health Programs, other than Pharmacy Tech. She has been instrumental in getting a certified nursing assistant program and an electronic medical records program started. The most recent CNA class of five people all graduated and became certified, something no other organization offering the program has done.

VP Jefferson introduced Dr. Sheri Rowland who helped with the advising and enrollment at the Ghazvini Center. VP Jefferson indicated there would testing access and various other services on site at the Center, as needed.

VP Smith thanked Chip Singletary and the IT crew for getting the classrooms set up, with the assistance of Robert Hall and Chad Call. David Wildes, our new Director of Physical Plant, Facilities, Planning, and Construction, has been fully immersed in the project since starting about three weeks ago.

John Norris, Assistant Director of Physical Plant, Facilities, Planning and Construction, and his team have worked hard to ensure the facility was ready for us today, although the facility is not yet finished. Bobby Hinson, Purchasing Manager, has been working to get all the equipment and furniture.

VP Smith recognized our construction partners, Bill Rutherford of Clemons and Rutherford and Mike Scaringe of Culpepper Construction. Bill Hunter, Construction Manager, has worked with everyone in the room to make the Center a success. Tony Stallworth, the calm in the storm during this project, has worked with everyone to complete this project.

President Murdaugh asked Tony Stallworth to join him at the front of the room. Recognizing Mr. Stallworth's professionalism, he presented a token of appreciation from the Board of Trustees and TCC. Mr. Stallworth indicated it had been a wonderful project with a lot of different parts and he appreciated the support of the Board, the three Presidents and many others. He shared the conclusion of the Ghazvini Center was a wonderful way to go out and he had thoroughly enjoyed his three years at TCC.

Dean Nied indicated the Center had 6 classrooms and 13 labs, the perfect way to teach in healthcare education because we have programs that only meet in labs. There are 6 simulation rooms and a library/learning commons with an on-site librarian. The Nursing Program is in the beginning phases of pursuing national accreditation, with a library/learning commons being the unique factor that brings us to the top.

We will have a computer lab with 60 open computers – no classes will be conducted in the lab and staff in the learning commons will assist as needed. There will be 44 offices, some of which can be used as special accommodations for testing. The auditorium holds 296 people and

there are 274 parking spaces. The healthcare community is very excited about us being among them, instead of their view of us being on the other end of town.

There are 163 computers total within the facility, including the labs, classrooms and the simulation centers. All the classrooms will also have smartboard technology. We have a fiber connection to the main campus with video conferencing capabilities and a number of small study rooms with computers where students can get direct assistance from the main campus via webcam.

The State provided more than \$30 million in funding for this project over a 5 year period. TMH provided the land lease of the 6 ½ acres at \$1 per year for 40 years. We will have 15 full-time faculty, approximately 50 adjuncts, instructional staff support, lab staff, administrative support and onsite maintenance and housekeeping. Our plan is to keep this building running as well as the main campus, with more than \$500,000 in new staffing for this facility.

Programs currently offered are RN AS, CNA certificate, Emergency Medical Systems AS, Paramedic Program certificate, EMT Program, Radiologic Technology AS, Diagnostic Medical Sonography, Respiratory Care AS, Pharmacy Technician certificate and continuing education. Although we have not yet occupied the entire building, we are already requesting more for program growth. Trustee Moon confirmed continuing education is open to any of the local facilities.

VP Johnston introduced Dr. Mary Pankowski, Chair of the Foundation Board. He asked Tony Stallworth to join them and provided a small token of appreciation from the TCC Foundation Board and staff, indicating it had been a pleasure working with him and wishing him well.

VP Johnston talked about the future and indicated he would define the Foundation role as helping the community and TCC invest in the future. He indicated the Foundation is involved in the healthcare provisions and excellence campaign. New and revitalized programs include expanding and supporting the simulation centers, revitalizing and growing the dental programs and helping to create a surgical technician program. Student success initiatives will include adding scholarships, student support via a virtual learning commons and increasing/retaining instructional faculty through instructional excellence components.

VP Sloan reminded us the Dental Health programs were not in this building because they rely on the main campus students as their patients, although we have committed to upgrading and revitalizing their programs as money becomes available. The dental program students must get the right type of practice dental problems in order to meet the strict requirements for graduation, serve the homeless population in the area of the main campus and do not perform their clinical studies at the local hospitals.

President Murdaugh asked the Board Members to join Dean Nied for a tour of the facility. Others going on the tour joined Dianne Douglas or Gloria Mitchell.

BUSINESS MEETING

Chair Lamb called the Board meeting to order at approximately 4:05 pm.

COMMENTS

Chair – None

Board Members – None

President – President Murdaugh indicated each of the Trustees should have received Form 1, which is due by the end of June. He advised if not received, they could contact Lenda Kling for a copy of the form.

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the May 16, 2011 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Alice Maxwell introduced the news clips that included Hero Scholarship, Fostering Achievement Fellowship Program, student loans with direct lending and TCC named into Community College Week's Top Ten Schools.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

Trustee Moon asked that Tab 5 be pulled. She indicated her appreciation for the divisions on the money being spent. She inquired about the reimbursed expenses to date, which did not add up to the total of the invoices submitted for approval.

Tony Stallworth referred them to the Ghazvini Center, indicating the first line fee is the construction cost with the expenses to date fee based upon the Florida DMS fee schedule, which is just for the architectural services. In addition, we have consultant costs and additional reimbursable expenses.

President Murdaugh indicated the dollar figures in 1-6 for CRA have already been paid, but the figure at the bottom was the request for approval today based upon the attached invoices.

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

Academic Affairs

2011-12 Strategic Plan (Action)

President Murdaugh reminded the Board he was requesting approval of an update of the current plan for another year, while we work on a more thorough plan with input from the community and others outside the college. Trustee Messersmith thanked the President for the explanation.

Trustee Moon asked for specific language in the future about the delivery of scholarship information to the middle class student – the students without Bright Futures who are not among the less fortunate. President Murdaugh said it was our intent that access remains strong for all target populations. He stated we would bring back information at the next meeting on our strategies for ensuring a very robust effort to provide scholarships, grants, and loans for all students.

Trustee Moore thought it would be helpful and encouraged the Trustees to get together off campus to discuss future Strategic Plans. President Murdaugh thanked her and indicated we would be happy to do so. Trustee Messersmith supported the request, indicating that was how the original strategic plan was started.

This request is for the Board to approve the 2011-12 Strategic Plan.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

Revision of Policy 05-09 Teaching Load (Action)

President Murdaugh stated this change clarifies some of the language, indicating we worked closely with Faculty Senate. Trustee Callen confirmed full-time faculty is given the first option to teach additional classes, prior to adjuncts. VP Sloan stated if full-time faculty decline and adjuncts accept, full-time faculty cannot change their mind for that semester.

This request is for the Board to approve the recommended modification to Policy 05-09.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Mr. Stallworth stated we have some minor renovations on the main campus this summer, sharing the last picture is the land being cleared for the Re-Entry Center with the road being cut in from Highway 90. He indicated we also have a chiller replacement project at the FPSI Administration Building anticipated for August.

Trustee Messersmith confirmed the DOC re-entry project was funded from the DOC budget. President Murdaugh shared this project would bring about 150-200 really good jobs to Gadsden County. Trustee Messersmith indicated Chief McNeil was now at the Police Department which should be good with him as an advocate.

Trustee DeFoor shared Florida Tax Watch had formed a smart justice center and we will benefit from the knowledge of the first re-entry center in Jacksonville. With the proximity and

legacy of FPSI along with the offerings of TCC, our Re-Entry Center has the potential to become a model for the country.

President Murdaugh shared this is an incredible project and the only occasion in Florida where the DOC is partnering with a college. We made a commitment that all programs of the college that could help change the trajectory of the men coming out of the program would be available.

Fund Analysis - May 2011 (Information)

President Murdaugh stated he would be happy to answer any questions.

Disposition of Surplus Property Assets (Action)

President Murdaugh shared this is to dispose of the 2008 vehicle for one of our grant programs. The grant funds liaisons with local agencies throughout the State of Florida to assist with campaigns. The Department of Transportation provides the funding, but technically the vehicle belongs to the College.

This request is for the Board to authorize the disposition of the 2008 Ford Expedition and use of its residual value for trade-in on the purchase of a vehicle for the Florida Law Enforcement Liaison Program.

MOTION: Trustee Messersmith

SECOND: Trustee Callen

Motion passed unanimously.

Annual SREF Update – June (Information)

President Murdaugh stated this is the monthly report on the SREF completed items, indicating a number of items in Gadsden and Wakulla were not yet complete. He shared we are having some difficulties with our landlords and are at their mercy, although we are accountable for the compliance.

Trustee Messersmith inquired what would happen if we could not complete these. VP Smith said we must by statute make our best efforts to complete these changes and could lose our insurance under the consortium, although that is highly unlikely.

Approval for Bookstore Services for the Main Campus (Action)

President Murdaugh indicated this is for the Board to approve the Follett contract. Trustee DeFoor again asked if there were any local businesses for this contract.

VP Smith indicated there is no local company, indicating Bill's Bookstore is part of the national chain Nebraska. Trustee Callen inquired who the other bidding companies were, with VP Smith stating they were Nebraska and Barnes & Noble.

This request is for the Board of Trustees to approve the Follett contract.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Accounts Receivable Write-off (Action)

President Murdaugh indicated this request was pursuant to Florida Statute, indicating that through the hard work of VP Smith's team the amount to write-off is significantly less this year.

Trustee Moon inquired why there was so much in financial aid. Mr. Spiers indicated the amount was representative of the return to Title IV, required by the Department of Education for those students who withdraw prior to the 60% period of the term. This year we did over \$25,000,000 in Pell Grants and another \$30,000,000 in student loans, so the write off amount although important is a relatively small amount. Trustee Moon asked about the student debt, with Mr. Spiers indicating these are funds we had to return to the Department of Education.

Trustee Callen inquired under what conditions we get a student debt. Mr. Spiers stated when we do a return to Title IV, we are returning the funds on behalf of the student who then owes the money to TCC and some of those students will never repay. Trustee Callen confirmed students cannot return to school until the debt is paid, with Mr. Spiers indicating the student could not receive federal Title IV funds again at any institution until the debt is cleared.

Trustee Moon inquired if the Veterans were similar. Mr. Spiers stated they withdrew, owed us and had signed their Veteran's Agreement, indicating we are required by law to offer the Veteran's Agreement as well as collect the funds.

This request is for the Board to authorize write-off of accounts receivable.

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

2010-11 Equity Plan (Action)

President Murdaugh stated this is the plan that will be submitted to the State.

This request is for the Board to approve the 2010-11 Equity Plan as presented.

MOTION: Trustee Moore

SECOND: Trustee Messersmith

Motion passed unanimously.

2011-2012 Salary Schedule (Action)

President Murdaugh indicated the changes were depicted on the attachment, with a number of the changes summarized on the first page.

Trustee Messersmith indicated this plan included bonus money and new legislation this year restricted the use of bonus money, indicating he could get us a copy if needed. President Murdaugh stated we would confirm receipt of the legislation and assured the Board we had not exercised the bonus provision prior to the law being passed.

This request is for the Board to approve revision to the 2011-2012 Salary Schedule as presented.

MOTION: Trustee Moon

SECOND: Trustee Callen

Motion passed unanimously.

Capital Improvement Program (CIP) 2012 –13 through 2016-17 (Action)

President Murdaugh shared we are required to submit this to the state with the Board's approval, indicating it outlines the priorities of the college in the areas of repair and renovation, new construction, acquisition and remodeling.

This request is for the Board to approve the 2012-13 through the 2016-17 Capital Improvement Program as represented on the CIP-2 form.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

College Operating Budget (Action)

President Murdaugh indicated the information in the packet, along with other forms, would be sent to the state. He stated this incorporates the tuition and fees increase approved at the last Board Meeting.

Trustee Messersmith stated that in anticipation of another tough year at the state level and, given our position now, asked if we would be going through another tough year like this. President Murdaugh indicated we take a very conservative approach to the budget each year, assuming no growth in enrollment and using the best information we can get about what may happen downtown. Our reality is enrollment is usually up some percentage, with this summer about 9%. He noted we would have a little over 6% in a reserve fund balance, if needed.

Trustee Moon indicated she is pleased we were in a position that with only ten more days this fiscal year, we are at only 90% of our projections. She thought it was humorous that we would detail \$318 for hazardous waste disposal and almost \$2,000,000 for non-itemized other services, although she understood it was a projection and was okay with it.

President Murdaugh stated the significant part is we are mindful and held accountable so we do not exceed the total allowable for current expense. We estimate as best we can for each item although it will never be perfect, indicating he did not disagree with the humor.

This request is for the Board to approve the College's 2011-2012 operating budget.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston stated the June report is typically shorter, indicating we will begin the new fiscal year in August with a staff and faculty recognition. As of June 2nd the contributions for the Annual Campaign are up 25% over last year. Two of our four solicitation teams for the Healthcare Campaign are making contacts with our potential lead and major contributors.

Trustee Moore congratulated VP Johnston and the Foundation Board on the 25% increase, thanking Dr. Pankowski for her leadership. VP Johnston shared the Foundation Board will be making a presentation in Washington DC in November at the Council for Resource Development.

Trustee DeFoor shared that he had a good conversation with the Dupont Foundation about the future of smart justice, noting St. Leo was on the list and we may want to use them as a conduit on the Re-Entry Center.

Center for Workforce Development

Affiliation Agreement – Pharmacy Technician Program (Action)

Trustee Moon asked if there was a reason for the clinical site to be Florida State Hospital. VP Chapin stated Pharmacy Technicians are required to have pharmacy hours and this is just one, among others, that has reached out to us.

This request is for the Board to authorize the President to enter into this agreement.

MOTION: Trustee Moore

SECOND: Trustee Moon

Motion passed unanimously.

BOARD OF TRUSTEES ORGANIZATION

2011-2012 Schedule of Board Workshops and Meetings (Action)

President Murdaugh stated this was the proposed schedule for next year, highlighting their approval for visits back to Wakulla County, Gadsden County and the Ghazvini Center.

This request is for the Board to approve the 2011-2012 Schedule of Board Workshops and Meetings.

MOTION: Trustee Moore

SECOND: Trustee Moon

Motion passed unanimously.

PRESIDENT'S REPORT

President Murdaugh requested discussion of his evaluation. Trustee Callen indicated they had met today to discuss the compiled comments from all Trustees, sharing the Democrat had a positive write-up about him today. She stressed President Murdaugh did a very good job on follow-through in meeting with students and others.

Trustee DeFoor indicated the overall report served President Murdaugh well; stating the enthusiasm of this board for the new president is very good. He indicated that, based upon the request of the President, there would be no action on the provision of the contract allowing for an annual review of salary.

Trustee Moore moved to accept the report

MOTION: Trustee Moore

SECOND: Trustee Moon

Motion passed unanimously.

Trustee Moore recognized the President and his entire leadership team for the work that is done to get the board prepared for the meetings. She indicated there is a lot of background material provided and the recommendations are very strategic. Trustee Moon expressed her appreciation for everyone's indulgence of her questions.

Chair Lamb indicated the Board gets the books about a week in advance, which gives them time to review and ask questions before they get into the meeting.

NEXT MEETING DATE

August 15, 2011 – Main Campus

ADJOURNMENT

Meeting adjourned at approximately 5:06 pm.

Minutes approved at regular meeting of the District Board of Trustees on August 15, 2011.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President