

MINUTES
District Board of Trustees
Tallahassee Community College
Wakulla County Welcome Center
1493 Coastal Highway
Panacea, Florida
April 26, 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 2:33 pm.

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Jason Buckley, Caleb Fisher, Sally Search, Sharon Jefferson, Catie Goodman, Lillian Finn, Holly Lofland, Barbara Sloan, Deborah Robinson, Lynn Burgess, Bill Spiers, Karinda Barrett, Bobby Hinson, Tony Stallworth, Teresa Smith, Patricia Manning, Rick Frazier, Carol Easley, Bonnie Holub, Mary Pankowski, Robin Johnston, Susie Hall, Alice Maxwell, Monte Finklestein, E.E. Eunice, Kris Reeves, Curtis McCall, Maureen Hessey, Calvin Gilbert, Wally Dodson, Chip Singletary, Alice Nied, Barb Gill, Margaret Wingate, Kate Stewart, Matt Littlefield, John Chapin and Lenda Kling.

COMMENTS

Board Chair – Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He welcomed everyone, indicated he was glad to see all.

Board Members – None

President – President Murdaugh thanked everyone for joining us at the beautiful location, especially the folks who made the technology happen. He recognized Mr. Walter Dodson with Centennial Bank, Mary Pankowski the Chair of the TCC Foundation, and the Workforce Development students that went to Haiti.

Ms. Holly Lofland introduced students Curtis McCall and Maureen Hessey, as well as, instructor Calvin Gilbert. Ms. Lofland stated they were part of the Tallahassee Medical Group that went to Haiti and wanted to share the video clip of some of their experiences. This was the fourth group and they spent spring break week working in one of the clinics and are preparing to send another group in June. The group indicated it was a treat to do this, but an overwhelming experience emphasizing there is no way to describe their time there and what they actually did.

Trustee Moon asked for more specifics about their role and was told the group actually ran the pharmacy, filling prescriptions written by all doctors (American, French, Haitian, etc.). Chair Lamb asked if they could see if anything had happened with the funds that had been sent. They stated that everything sent was locked up and held by the U.S. government because there is no infrastructure in place for distribution. With a new President this month, there is hope that things

will change soon. President Murdaugh thanked them for coming to the meeting, indicating we do not always have a full appreciation of what students do.

President Murdaugh introduced Marge Banocy-Payne who spoke about the recent Forensics Team win. TCC Phi Rho Pi competed with 59 other colleges, with TCC winning the gold in both events for the sixth time in ten years. John Schultz was unable to attend due to a banquet tonight, but sent his gratitude to the Board and everyone that supported the students.

Chair Lamb indicated our basketball team won the state championship, advancing to the nationals, indicating he would like them to attend a future meeting for recognition.

Trustee DeFoor indicated two of the volunteers of the year for our community were in the room, Karen Moore and Mary Pankowski.

BOARD WORKSHOP

Wakulla County

Bonnie Holub, Director of TCC Wakulla Center in Crawfordville, thanked everyone for joining us in Wakulla County. The County is over 70% public lands with National Forests, National Wildlife Refuges, State Parks and State Forests. She stated the county commerce and culture has been influenced by natural resources.

Wakulla County is made up of a diverse group of people with diverse skills and talents, who want a high quality of life, good paying jobs and a good education. Wakulla High School has an 86.92% graduation rate, with 60% of the graduates attending TCC. With the TCC presence in Wakulla County, higher educational opportunities are available.

Lynn Burgess, Dual Enrollment Coordinator, shared that the school system, students and parents in Wakulla County welcome TCC and the efforts we make. Wakulla sends their students prepared for college curriculum, indicating that since fall 2007, 60% or more of the Wakulla students are college ready.

Trustee DeFoor asked how that compared to others – Ms. Burgess indicated Leon County was about 50% and Gadsden County was less. She shared Wakulla High School and TCC Faculty work together for College Readiness. TCC curriculum and instructional materials are used to teach, taking the College Placement Test at the end of the course aiming for placement into college level classes.

We offer dual enrollment classes at Wakulla High School. The school allows the students to attend no more than six hours per semester at TCC and has an addendum to the articulation agreement, as a special contract between the school and parent/students.

Career Pathways offered at Wakulla High School includes carpentry, criminal justice, digital design, early childhood education, allied health assisting, web design and the web technologies certificate. She introduced Caleb Fisher, a Wakulla High School graduate last year and a TCC ambassador, who is now in pre-requisites for our nursing program.

The Wakulla Center offers preview nights two or three nights per semester. These nights offer residents the opportunity to meet with TCC Main Campus admissions/advising, financial aid and other program representatives.

We offer pre-college workshops for AVID students at Wakulla High, adult education/GED attending Sopchoppy Education Center, Career Academy and all juniors and seniors at Wakulla High School. Trustee Moon confirmed this service is offered in all three counties.

Kate Stewart talked about Access, indicating the evidence is overwhelming that higher education improves people's lives, makes our economy more efficient, and contributes to a more equitable society. TCC recognizes that different people have different needs for continuing their education past high school. There are AA degrees, AS degrees, Workforce and Professional Development, certificate programs, etc.

Financial barriers can hinder students in furthering their education. Wakulla County has a strong and rich history of supporting students at a financial level, with several different scholarships available to Wakulla students. The Wakulla Boosters have provided several scholarships over the years and have a million dollars in assets.

The Wakulla Medical Academy at the high school allows students to earn TCC College credit based upon an outstanding curriculum. A video highlighting the academy was played and we were informed it was produced by the Wakulla High School web technology students. The medical program has been in place for about ten years and became an academy this year when it started offering all core programs.

Alice Nied stated 4.1% of our students are from Wakulla County and they are represented in all our health care programs. We have articulation agreements with the Wakulla County EMS and Dental Program. We have members of those organizations on the EMS and the Nursing Advisory Committees. The Advisory Committees keep the academic side grounded.

Last year we developed a "shift-based" paramedic program to accommodate those who work a day(s) on/day(s) off schedule. TCC paramedic students work with the Wakulla County EMS professionals for field experience.

Kate Stewart indicated we offer online options for various programs, with approximately 27% of our courses offered in web format last year. Wakulla County students were enrolled in 87% of our online classes in the Fall of 2010 and 79% of the online classes in Spring 2011.

TCC will be offering six new advanced manufacturing programs in the fall for alternative energy specialist, CNC machinist, composite fabrication, electronics aid, lean six sigma green belt and hydraulics for manufacturing. Each of these is a college credit program in compressed formats.

In January we launched health information management which is a marriage of technology and patient care information. There is current legislation and a need to move record information to electronic format. With multiple exit points in this program, students can leave at various times with marketable skills and then pick up the program again at a later date.

Halfway through the program, the student is eligible for a Certified Coding Associate credential. When they complete the entire AS program, they can sit for the Registered Health Information Technician certification. The Ghazvini Center medical simulation will be expensive, but an important tool to train people in the medical field.

Chair Lamb inquired if a medical academy was available in any of the other counties. Ms. Stewart stated she was not aware of the offering in Leon or Gadsden. Trustee Callen asked if

the academy was a school within a school or its own program. Ms. Stewart indicated she thought it was both, since they incorporate all the core programs and all the students stay together for their classes. Trustee Moon inquired, but Ms. Stewart was unaware of students from other counties being eligible to attend the Medical Academy in Wakulla County.

Bonnie Holub talked about the oil spill response classes, thanking the Board for their allocation. She stated 447 participants were served, which is about 2% of the adult population in Wakulla County. They identified the type of need through a public workshop, with offerings in various computer classes, the Wakulla Ambassador program, and manufacturing fundamentals.

The Green Guide Program video, developed by Lillian Finn, was presented. The program is a 90 hour certification course, which has 116 graduates and 37 businesses with certified Green Guides. At least six of the graduates accepted good jobs at the State Parks or the Refuge.

Wakulla Ambassadors is a customer service program, which had 40 participants who were trained in customer service concepts, the natural resources in Wakulla County and the things to do in the local area. Other programs offered at the Wakulla Center include Intro to Solar Thermal Water Heating, Tech @ Night, Manufacturing Fundamentals, writing classes, Medical Front Office and after school tutoring.

Catie Goodman, Director of the Career Center, presented Life after TCC. The Career Center offers resume assistance, mock interviews, Dress for Success, professional networking, internships, career counseling, University admission essays/letters, professional development workshops, career expos/ part-time job fair, career resource library/computer lab and career placement services.

The placement program is about a year old, with 88 interviews completed and 58 job offers. We have placed 403 students in intern programs, with 97% of those students placed "in-major". Marketing student Catherine "Paige" Edwards had an internship with the Governors Inn who offered her a full-time job, but due to her class schedule she now has a permanent part-time job with them.

Rick Frazier, Workforce Development, indicated growing industry would grow the college. We partner with the Wakulla Chamber and EDC, Florida's Great Northwest, Workforce Plus and responded to the Deepwater Horizon Oil Spill. Our employer services include training grants, organization development and process improvement, pre-employment assessments, and incumbent worker training.

Our community outreach includes grants, such as the EPA Climate Showcase and the Florida Department of Education Adult Education Career Pathways. Our community events include the Big Bend Sustainability Annual Green Expo Event.

Bonnie Holub indicated the Wakulla Center was planning to expand services, to include credit course offerings based on demand and part-time student support services. We will evaluate our eco-footprint in Wakulla when planning for growth.

President Murdaugh thanked everyone for their contribution to the workshop, indicating this was a preview of what we would be doing in Wakulla County. Trustee DeFoor indicated Wakulla County had world class assets that were unknown.

BUSINESS MEETING

Chair Lamb called the Board meeting to order at approximately 4:13 pm.

COMMENTS

Chair – None.

Board Members – None

President – President Murdaugh recognized Dean Marge Banocy-Payne and the Eyrie Magazine group, stating he had attended their unveiling and it was spectacular. She presented the 2011 Student Eyrie Literary and Art Magazine, indicating there are five different award area winners that receive a \$100 check from the TCC Foundation. Faculty Advisor Tao Valentine indicated this class is like an internship, because the students must meet production deadlines.

Ms. Valentine introduced Chelsey Holt and Ephram Johnson, the design team. Ms. Holt, graphic design editor, indicated this class opened her eyes to many things. She attended the New York College Media Convention, conducted press interviews with Megan Good and plans to change her major from psychology to graphic design. She worked on the magazine for two semesters and is really proud of this edition, thanking everyone for their support.

Mr. Johnson stated he was the layout editor, although he did anything that needed to be done. He shared that as a graphic design student he was appreciative of this opportunity, indicating it was like working on a real magazine that would be widely read for many years unlike a class project for a grade. He shared that at the same time he was doing the Eyrie, he was also working with another student on the Mary Brogan Democrat insert.

President Murdaugh indicated at the Eyrie reception it was interesting to hear their poetry, see the art, etc. and thanked the Board for their continued support of the arts.

President Murdaugh asked VP Jefferson to introduce the Cheerleaders and Coach Dana Brown. Coach Brown indicated he was a member of the squad in 2006, sharing a picture of the current team. He announced the squad had won the national championship and the Grand Championship award, which is the highest award of the competition.

Coach Brown shared that the five males and twenty females are required to work out twice a week, in addition to, the six hours of practice weekly. He thanked the Board and President Murdaugh for recognizing the efforts of the squad.

Austin shared he decided to participate in cheerleading this year just for fun, indicating he plays rugby, golf, track and field, etc. He stated cheerleading gave him a run for his money and was much harder than it looked.

Becca Branch thanked everyone for the recognition. She stated it was a plus to win the national championship this year and plans to tryout at FSU later.

Rachel Crouch stated she had learned a lot this year, indicating she had been very quiet and was now more outgoing. Chair Lamb stated he had observed them at games, indicating it was a job well done.

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the March 28, 2011 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Alice Maxwell provided a copy of The Report to the Community. She indicated the news clips included the Gadsden Meet the President Event, TCC Cheerleaders winning the American Open National Championship, TCC International Festival and a new TCC Commercial.

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 Messersmith
SECOND: Trustee Moore
Motion passed unanimously.

Trustee Moon asked to pull the Tab 3, Architect Invoices, thanking Tony Stallworth for being more explicit.

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

Administrative Services

Construction Status Report (Information)

President Murdaugh introduced Tony Stallworth who indicated that later on the agenda the Board would consider for approval a bid for the second phase of the main campus infrastructure project. We received some very competitive bids and are happy with the numbers. This project was funded through SBE bonding almost three years ago.

The Pat Thomas lighting bids came in considerably more than we budgeted. There were some interesting options proposed, such as utilizing wireless and sunlight for those lights along the street. We are looking at this seriously, since it could eliminate all the underground needs.

There will be work this summer on space options for distance learning and computer classrooms. We will soon begin discussion about the space that will be vacated when we move to the Ghazvini Center. Surgeon's Drive is complete and the activity inside the building includes finishing the carpeting and tile work. Trustee Callen confirmed the beds were state of the art.

Mr. Stallworth stated the land for the FPSI Gadsden Re-Entry Center had been cleared, with a pre-construction project meeting tomorrow. We are expecting bids for a chiller replacement at the FPSI administration building. President Murdaugh indicated we cleared the land at FPSI and sold the trees, netting about \$100,000 and keeping it an environmentally friendly project.

Fund Analysis March 2011 (Information)

President Murdaugh indicated VP Smith was available for questions.

Budget Amendment No. 2 (Action)

President Murdaugh stated the request is for a transfer from fund 6 to fund 7, a portion of funds set aside for the eventual need by the college for a new ERP system. The request today is for money to cover Sharepoint 2010, Live@EDU and identity management.

This request is that the Board approve the amendment as presented.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Recommendation for Electrical Infrastructure Renovation Projects #3 & #4 (Action)

President Murdaugh shared this is a result of an RFP with six proposals received. Trustee Moore indicated Joyner Electric was the lowest bid and confirmed we were comfortable with their quality of services. Tony Stallworth indicated the bids were reviewed with an electrical consultant, who knows all the contractors, and scrutinized to ensure minimal issues.

This request is that the Board authorize the staff to contract with Joyner Electric for the Electrical Infrastructure Renovations, Projects #3 & #4.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

2011 Annual SREF Fire, Sanitation, and Casualty Inspection (Action)

President Murdaugh noted that we were already making changes based upon the report recommendations.

This request is that the Board approve the 2011 Annual Fire Safety, Sanitation, and Casualty Inspection Report as required.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

Trustee Moore asked that President Murdaugh advise the Board when corrections were made.

Quarterly Procurement / Bid Update (Information)

President Murdaugh stated this was a list of bids during the first quarter.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston recognized the new TCCF Board Chair Mary Pankowski, indicating she had been a member of the Board since 2002. Big Bend Community Based Care funds a full-time position at TCC to help those students who have reached age 18, many of whom have not yet finished high school. This Fostering Fellowship Program integrates the academic, career readiness, financial and additional support domains; while also delivering services from various agencies across the community.

PRESIDENT'S REPORT

President Murdaugh indicated there has been much excitement about the Ghazvini Center with the Grand Opening occurring on Sep 8th at 6:30pm. Classes will start in August, so we will have both faculty and students there for the Grand Opening.

To address the Board's request to view the building in advance, President Murdaugh recommended the June Board meeting be held at the Ghazvini Center with the Workshop including a personalized tour of the facility.

MOTION: Trustee DeFoor

SECOND: Trustee Moore

Motion passed unanimously.

President Murdaugh reminded everyone that graduation is Saturday evening with Dr. T. K. Wetherell as the guest speaker.

President Murdaugh shared a walk on item in reference to the building occupied by the Gadsden County Sheriff, who is requesting to sublease a portion of the building to the Quincy Police Department. The building is the W.A. Woodham building, which we own and the Sheriff's Department leases for \$1 annually. The Sheriff is not planning to charge the Police Department anything, but will colocate resources and be responsible for all costs. President Murdaugh stated he supports this request and asks the Board to approve. Bill Mabile indicated the Board needed to authorize this sublease.

Trustee Moon stated after hearing conversation about the Quincy House needing more space, she wondered why we had not considered this location for the Quincy House. President Murdaugh stated he was not sure that the Sheriff Department activity would be compatible with having youth in the building. Chair Lamb did not feel it would be suited for students and Trustee Moon indicated she would be agreeable to what they wanted to do. Chair Lamb stated it would be a good relationship for the Sheriff and Police departments to work together.

President Murdaugh indicated we were not trading away our rights to the building. Dr. Sloan shared the building was acquired under Dr. Wetherell and was an old building that needed a lot of repair. Chair Lamb indicated a lot of money has been put into the building and the County Commission voted 5-0 to allow the Quincy Police Department to join the Sheriff's Department.

Trustee Moore requested the attorney review current contract and add any new language needed. Bill Mabile indicated he had reviewed the documents back to 1986, but would look at it again.

MOTION: Trustee Moore

SECOND: Trustee DeFoor

Motion passed unanimously.

Trustee Moore asked the President and the Board to consider having TCC take a leadership role in response to the downsizing of the workforce in state government. She thinks there is anxiety among state workers and their families, with a rippling effect for businesses, and feels the role of TCC is paramount. Although she is aware President Murdaugh has been involved in various discussions, she wonders if we should be bringing the Chambers and other institutions into the conversation.

Trustee DeFoor indicated we were not doing well in managing perceptions. He felt the situation would be painful, but the world is not going to end and we will be better off than many other locations. He said maybe we should pick up the torch in a responsible way, with Chair Lamb embracing the suggestion.

Trustee Callen asked if we were talking about a formal discussion or summit. Trustee Moore indicated she did not know the best vehicle, but was asking the President to come back to the Board with a suggestion. Trustee Callen indicated that focusing on it would help get a handle on it. Trustee Moon asked if Trustee Moore had any recommendations, since she did not understand how we could bring the help. Trustee Moore felt we should send a message that as a community we recognize the situation, have a plan to address it and provide one location for questions.

President Murdaugh indicated there are lots of organizations providing assistance and he would be thrilled to get those groups together to develop a response plan. He stated we do have great resources in the community that need to be organized so people know how to reach them.

NEXT MEETING DATE

May 16, 2011 – Main Campus

ADJOURNMENT

Meeting adjourned at approximately 5:15 pm.

Minutes approved at regular meeting of the District Board of Trustees on May 16, 2011.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President