

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
September 19, 2011
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

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

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

Absent: Trustee Moon

Via phone: None

Others Present: President Jim Murdaugh, Curtis Watkins, Robin Johnston, Karinda Barrett, David Wildes, Frank Brown, John Chapin, Patricia Manning, Alice Maxwell, Teresa Smith, Bobby Jones, Gareth Euridge, Sally Search, Monte Finkelstein, Lindsey Smitherman-Brown, Stephanie Punte, M. L. Pankowski, Danzelle Arobin, Franzlyne Jean-Louis, E.E. Eunice, Kim Allen, Bill Spiers, Kate Stewart, Carol Easley, Barbara Sloan, Alice Nied, Bill Bierbaum, Calandra Stringer, Marge Banocy-Payne, Sharon Jefferson, Jerry Schilling, Larry Jones, Dawn Snow, Dale McColsky, Bobby Hinson, Vanessa Lawrence, John Norris and Lenda Kling.

COMMENTS

Board Chair – Chair DeFoor asked everyone to stand for a moment of silence and the pledge of allegiance.

Board Members – Trustee Moore acknowledged and congratulated everyone for the Opening of the Ghazvini Center

President – President Murdaugh recognized the SGA President & Treasurer, indicating the leadership we see from students is stunning. He thanked Mary Pankowski for being here to represent the Foundation. He indicated there were organizational changes at FPSI, with Kim Allen, Director of Continuing Education, and Bill Bierbaum, Director of Certificate Programs, in attendance today. He stated Professor Gareth Euridge, new Faculty Senate Chair, is engaged and excited about providing leadership.

BOARD WORKSHOP

Enrollment

VP Sloan indicated we would be presenting information on fall enrollments today, including where we are compared to last year and issues we see for follow-up. VP Jefferson stated we would present a clear picture about who is here and what we are doing with our students. Most of the information is based on the first day of enrollment, showing an increase in the number of students and credit hours.

She indicated we are increasing in part-time enrollment, while decreasing slightly in full-time enrollment. We find workers are coming to us for additional training, including state employees,

which impacts this trend. VP Sloan indicated our enrollment growth trend this year is different than previous years, with significant growth in continuing students.

She shared we have done a lot of work on our developmental educational program; critical courses in Math, English and Science; Learning Commons and learning plans. One of the things we will look at is trying to connect those particular projects with this group of students, because this is the first time we have really seen a growth in continuing students.

VP Sloan indicated the less good news is a decrease in new students, although there is a small increase in the number of students being re-admitted after an absence of one year or greater. VP Jefferson stated our new students are primarily high school graduates, with transfer students decreasing.

Future projections are relatively flat for high school graduates, so we will need to look for other possibilities in research and recruitment. Although our transfers are decreasing from the southeast corridor of Florida, they are increasing from central Florida. VP Sloan shared that about 38% of our students are from other districts, which has remained relatively steady.

She communicated this is an area that is harder to control, although we can recruit harder in the high schools and look at the age population in our own districts to reach out to older students or returning students. VP Jefferson indicated we try to tout our own programs to out-of-district counselors, with information and public relations pieces.

We will continue to strength our relationships with our in-district counselors with in-service programs, inviting them to campus to discuss the advantages of students starting here instead of the university system. VP Sloan stated we will continue to share information with our out-of-district counselors so they have all the information needed for our potential students.

Trustee Lamb confirmed our in-district counselors were the ones in our tri-county area – Gadsden, Leon and Wakulla Counties. VP Jefferson stated the out-of-district counselors are those with whom we already have an established relationship and at schools with large numbers of students who attend TCC.

She reported that most of our students are still of traditional age, although we have had a small increase in students who are 36 and older. This may be a result of retraining, so there may be more we can do to attract students in this population. VP Sloan shared that Leon County has the highest number of bachelor's degrees per capita of all Florida counties.

We now have another reason to look at the demographics of this group for refreshing skills and retraining for new careers. We will be researching age of students, specific jobs lost and jobs they are looking for in the community. VP Jefferson communicated we previously had a traditional model of students coming to us directly from high schools, but will probably shift how we recruit to accommodate the new population.

Trustee Moore inquired how we reach out to state employees, who may be downsizing or are looking for something different. VP Jefferson stated we have counselors that go out to agencies to share information about enrollment and the program available that allows them to take six hours free. We will be doing more of that and will try to determine their retraining needs.

She indicated more students are applying for and receiving financial aid, with a 27.9% increase in funds distributed this year.

VP Sloan shared we have experienced growth in distance learning, with almost 1 in 4 students having at least one distance learning class in their schedule. She disclosed our retention rates are holding strong, with an approximate 3% gap between traditional and on-line classes. Chair DeFoor asked about the trend between traditional and distance learning. VP Sloan stated most of our students take a blend of classes, with some blended courses offered.

She reported our plan is to offer a lot more student support and Learning Commons services for distance learning students. We will offer a pre-assessment and a workshop about online courses, although we are being very careful about the offering of developmental courses with instructor permission required. Trustee Callen referenced high school students using virtual school. VP Sloan shared the new law requires high school students to take one online class.

She stated we added 20 distance learning sections, with 877 more enrollments. We have the legal assistance and early childhood AA programs available completely online. Trustee Callen inquired if early childhood program students have an internship for experience and Dean Stewart responded the students work in various environments. VP Sloan indicated we were able to get some grant funds to help our students throughout the state.

She shared, for the first time in years, we have a decrease in the number of students taking developmental education classes – probably partially due to a decrease in new students. Chair DeFoor indicated statistically high schools have improved over the past few years and VP Sloan stated we had hope that this was also a part of the impact.

She communicated a new state test may have some influence, indicating students taking the test are less likely to place in the lower levels of prep. She disclosed there is a new state law impacting rising seniors that score in a marginal area on the FCAT. The high schools must administer the CPT prior to the senior year for those students and place them in a remediation program, if needed, in their senior year.

Chair DeFoor confirmed students can come to TCC if they have a GED. Trustee Callen shared that high schools work with students in various ways to help them graduate. VP Jefferson indicated that a high school certificate of completion will give the student the opportunity to test for college prep programs.

VP Sloan shared that, this year, first time in college students requiring developmental classes is relatively flat from previous years. There has been an 11% increase this year in those students who do not require any prep classes. Although the number of students requiring 1-2 prep classes is slightly higher, those requiring 3 or more prep classes are down. Dean Search indicated reading prep overall was down 20%, mostly in the lower levels.

Trustee Messersmith confirmed students do not have to come to campus for testing. VP Jefferson stated we have proctors located in various locations for testing purposes with our students, indicating that often the system is set up so the student must stay on the site until the test is complete. VP Sloan stated the federal government is pushing the accrediting agencies for verification of who is taking the test.

She shared that Technology and Professional, along with Healthcare programs, show our greatest increases. Although the Healthcare increase percentage is high, they only had a small increase in the number of students and most of what is reflected is a result of the change in curriculum. The Math program grew 6.6%, with the Science program down 2%.

VP Jefferson indicated the number of state employees requesting classes and the number of classes they wish to take have both increased. From the 27 state agencies, most of the employees taking classes are from the Department of Health, Department of Revenue, Department of Corrections and Department of Children & Families.

She reported dual enrollment is down in both Gadsden County and home schooling, with increases in Leon and Wakulla Counties (numbers are not yet complete). There is some encouragement now for students to be involved in dual enrollment. VP Sloan stated students are encouraged because part of their school grade now includes accelerated mechanisms. Trustee Messersmith inquired about online courses for dual enrolled students, with VP Sloan indicating it must be approved by their high school.

Trustee Messersmith inquired if we offered workforce training classes online. VP Chapin indicated there are some classes available online that apply to certifications and licenses. President Murdaugh shared we offer some in partnership with the Chamber of Commerce for area businesses. VP Sloan indicated we had some career pathways, such as the Wakulla High Medical Academy, where students can get credit for those classes when they enroll with TCC.

She indicated one of the issues for some of the online classes is the requirement for the student to be eighteen. So if a high school class allows them to take the certification, we are trying to translate that into credit when the student gets here. She stated many of the applied programs have additional fees and, per statute, dual enrolled students do not pay for lab fees or textbooks – so the cost would need to be covered. She indicated we were looking at some of our major courses to find a way to offer materials free.

In summary:

- Returning students account for growth
- Slight shift in full-time to part-time ratio
- Overall, a large percentage (38%) of our students comes from outside the College's tri-county service district
 - Fewer from Southeast Florida, more from Central Florida
- Slight decline in percentage of students receiving financial aid
- Students enrolled in distance learning courses continues to grow (1 in 4)

Areas of further study:

- Returning students
- Decrease in new students
 - Research high school graduates and transfers
- Monitor full-time to part-time ratio
- Study education levels of population in our service district over the age of 25
- Explore enrollment pattern in Science and Math
- Job placement support for students enrolled in Technology and Professional Programs

VP Sloan presented preliminary data from other schools indicating Jacksonville and Broward College have about a 3% growth in FTE. Colleges our size indicate flat enrollment at Seminole with slight decreases at Dayton and Santa Fe, while we are up 5% in head count and 3% in credit hours as of today.

Trustee Messersmith asked if there was a way to track students who had been laid off and were now training for a new career field. VP Sloan indicated we could track those that went into specific training programs, but could consider how to track those joining the general study population.

Trustee Callen shared that reading and math were tested first with FCAT. It appears that what is being tested receives the teaching emphasis, so with science developed for FCAT we may see some changes. VP Sloan indicated it was *really* difficult for us to track the high school transcript by course electronically into our system.

Trustee Moore stated she thought it would be interesting to look at the Community Colleges that moved to a College and what the impact was on their enrollment. VP Sloan disclosed the numbers she presented were only freshman/sophomore, although one school indicated their highest growth in junior/senior classes.

Trustee Lamb inquired about the minimal change for students in the 22-25 age group with VP Jefferson indicating we would need to look at that further. Chair DeFoor complimented VPs Jefferson and Sloan on their presentation.

President Murdaugh indicated we bring this information every year at this time and it was very intriguing that the figure for returning students was up this year. He expressed we had put a lot of energy into student achievement and success, reminding everyone that last year we had signed the Call to Action for the national completion agenda.

BUSINESS MEETING

Chair DeFoor called the Board meeting to order at approximately 3:34 pm.

COMMENTS

Chair – None

Board Members – None

President – None

APPROVAL OF MINUTES

Chair DeFoor asked if there were any comments and requested a motion to approve the minutes of the August 15, 2011 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

News clips presented by Alice Maxwell included President Murdaugh on the "Usual Suspects" show, Ghazvini Center Grand Opening, EDC entrepreneur class at AMTC hosts Gov. Scott, bloodhounds training at FPSI, and the upcoming Good2Great Community Event.

President Murdaugh indicated Director Kim Allen created the bloodhound program five years ago and they have had 150 teams from all over the state. The curriculum was approved by the Criminal Justice Training Commission, with the training packaged and provided to all the schools.

UNFINISHED BUSINESS

President Murdaugh introduced Lindsey Smitherman-Brown and four of the ten students who went to New York for the 911 event. Ms. Smitherman-Brown indicated we were the first college to visit the new 911 memorial which opened on the 12th. She asked the students to introduce themselves and talk of their experience.

Students indicated this was an intense, emotional and humbling experience. They thanked everyone for the opportunity to visit and now understand the impact of that day. They also went to a service project at the Webster House, a community center in the Bronx for prior homeless people, where they assisted with a revitalization project.

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

David Wildes stated the Ghazvini Center is mostly done with some minor items and contractor closeout pending. We did some projects on campus during the summer, to include office remodels, classroom upgrades, new office for the Center of Distance Learning, etc. We will be doing some work on the road system at FPSI.

Fund Analysis - August 2011 (Information)

President Murdaugh stated Dr. Smith would address any questions.

Annual SREF Update – September 2011 (Information)

President Murdaugh shared we are still following up on the items at the Board's request. He shared the Gadsden County issue with the landlord was the only primary item outstanding. We are getting a little more aggressive with them and are currently in a month-to-month lease status, looking for a new location.

Recommendation for Pat Thomas Blvd. Outdoor Lighting Improvements (Action)

President Murdaugh indicated this was a safety issue and needed board approval, indicating David Wildes had done due diligence to ensure the presented bid was the best available.

The request is for the Board to authorize the staff to contract with Consolidated Electrical Contractors & Engineers, Inc. for the Outdoor Lighting Improvements on Pat Thomas Blvd.

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

Renewal for Professional Services Contract – Legal Services (Action)

President Murdaugh stated this request required board approval for the annual renewal of a multi-year agreement.

The request is for the Board to approve the renewal of contract for one (1) year.

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

Trustee Messersmith indicated the board went through extensive review prior to awarding the multi-year contract and we have been very pleased with the service.

Budget Amendment No. 1 (Action)

President Murdaugh shared this required approval. AVP Jerry Schilling stated this was to adjust the fund balance to reflect the actual amount at the end of the last fiscal year. Also there were Purchase Orders from last year that did not flow automatically into the new fiscal year budget.

The request is for the Board to approve the amendment as presented.

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

TCC Foundation

TCC Foundation Update (Information)

VP Johnston shared we were a little under \$108,000 for the annual campaign. The internal staff and faculty campaign has kicked off and will go through October 15th.

PRESIDENT'S REPORT

President Murdaugh shared his accolades for the hard work that went into making the Ghazvini Center Opening a success. It has opened up dialogue about new program opportunities and with partners in the community.

The Good2Great event will be this Saturday. He stated he would be making remarks at 11:00 am and would be thrilled to introduce any of the Trustees who attend. He asked April White to share some additional information on the event.

Ms. White shared it would be a showcase of many of our educational and training programs, with many events that will be family friendly. There will be discussions, workshops, prizes, a scholarship award and an overall fun-filled day. Trustee Messersmith inquired about location and was informed there would be tables set up both in and outside.

President Murdaugh recognized April White for her leadership on this project, where she picked up on the theme of moving the college from Good to Great. He shared the faculty and staff participating Saturday will be here on their own time, because they want to show the community how great TCC is and can become.

Chair DeFoor indicated the best ideas were from the bottom up and commended April White.

Trustee Moore recognized the President for the college-wide awards recognition breakfast, indicating she heard many positive comments from employees, and expressed her appreciation for the Trustee participation.

NEXT MEETING DATE

October 17, 2011

ADJOURNMENT

Meeting adjourned at approximately 4:05 pm.

Minutes approved at regular meeting of the District Board of Trustees on October 17, 2011.

Allison DeFoor
Chair

Jim Murdaugh, Ph.D.
President