

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
November 21, 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 2:31 pm.

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Michael Robeck, Margaret Wingate, Jerry Schilling, Laura Girtman, Doug Davey, Robin Johnston, Sally Search, Kate Stewart, Matthew Robinson, Patricia Manning, Sharisse Turner, Barb Gill, Marge Banocy-Payne, Karinda Barrett, David Hendry, Sharon Jefferson, Bobby Jones, Jhenai Chandler, Frank Brown, David Wildes, Barbara Sloan, Franzlyne Jean-Louis, Maria Lambell, Michael Edwards, Austin Lucas, Corshikia Beal, Marilyn Dickey, Carol Easley, John Chapin, Andrew Alonsa, Bonnie Holub, Monte Finkelstein, Teresa Smith, Renae Tolson, Curtis Watkins, John Norris, Doug Waddell, Dale McCloskey, Ephram Johnson, Marion, Bobby Hinson, Ljihana Edminston, Daniel Smith, Tony Parker, Richard Lockwood, Patricia Dominique and Lenda Kling.

COMMENTS

Board Chair – Chair DeFoor asked everyone to stand for a moment of silence and the pledge of allegiance. He indicated there had been some wonderful international events over the past month.

Board Members – Trustee Lamb indicated he enjoyed the international event with Ambassador Katz. Trustee Moore expressed her thanks to President Murdaugh for allowing them to attend the AFC convention in Naples, indicating it was a great opportunity for them to hear what our colleagues are doing throughout the state and to see how TCC is honored and recognized.

President – President Murdaugh thanked them for attending and indicated, of all Florida colleges, we had the best Trustee turnout at the convention.

BOARD WORKSHOP

Title III and Advising

VP Jefferson indicated we would be sharing information on the Title III Grant, awarded to TCC in 2006 in the amount of \$1.8 million.

Dean Search stated this had been a five year journey, which began with the development of the Teacher/Learner Continuum. She stated some students come to us without the necessary skills, so we guide them to the structure and support they need to become successful learners. We originally applied this concept to the classroom, but have since found it is also applicable to other areas.

VP Jefferson said students, who come to us as novices, can benefit from the model to assist them in becoming self-directed. We were good at our processes, but students still weren't engaged so we worked to help them through the implementation of a Pathways approach. With this approach, we increased student retention and graduation by reengineering student support services and redesigning developmental education.

During the reengineering of student support services, technology enhancements were needed to improve service delivery. We recognized our traditional student support services model compromised student success, determining our support systems and procedures required better coordination. Dean Rowland indicated we merged two departments (Enrollment Services and Student Success) to streamline the services for students.

The Title III Grant provided an opportunity to fund top-quality publications, purchase clickers for increased student engagement in student programs, fund My Success Platinum enhancements and set the stage for the adoption of a new advising and student support structure. We want to start right, plan right and finish right as we service over 6,000 new students every year in orientation.

We begin our engagement teaching during orientation. A new process separates students with two or more college prep courses into a different orientation session, where they receive additional information. Trustee Moon inquired about the length of orientation with Dean Rowland indicating it is one full day.

The Title III Grant helped us with the introduction of new student orientation publications that had the same quality materials they would have received from a four year university. She has noticed the folders with phone numbers and maps are widely used by the students across campus. During orientation, the students have clickers that integrate their responses during the process for immediate feedback.

My Success Platinum is our electronic on-line advising tool which includes online tutorials developed for students and advisors. The tutorial shows them how to use the system via drop-downs, drops and drags, a video component, etc. This tool will be used by the advising center this fall with all students to help them develop an academic plan.

The first year academic advising center focuses on new students with less than 18 college credits and a primary emphasis on educational planning using My Success Platinum. With a new coordinator, two new advisers, two part-time advisers and peer mentors; the educational planning occurs year round – not just at enrollment. The room is multi-purpose with laptops and advisers available to assist with individual appointments, group presentations and small groups.

6,793: Students with 18 college credits or less are assigned to the new Advising Center
3,849: Students served (as of November 14) and advising holds resolved for spring
2,874: Students served by the Center in October (average of 261 students per day)
1,212: Students served during the Center's first month (average 135 students per day)

Every division has a student success advisor that visits class during the first three weeks of the term, providing service and their contact information. They respond to faculty referrals of students who need out-of-class support and work with students on academic warning, probation and suspension. They also provide general advising for students in their academic division.

This year for the first time we administered SENSE (The Survey of Entering Student Engagement) by the University of Texas at Austin. The results will be used to evaluate current practices and refine how we help students start right, plan right and finish right.

Trustee Lamb inquired about student engagement at Campus Life with VP Jefferson stating the office oversees clubs, organizations and activities in which the students can get involved. Trustee Messersmith confirmed with Dean Rowland the system has built in safeguards to prevent students from moving forward without the required prerequisites.

Trustee Moon asked about exploring My Success Platinum, with Dean Rowland indicating she would send her the information to access some of the faux students. Trustee Callen indicated she liked the materials, which should be familiar to students since many of the local schools provide planners.

Dean Search presented the reasons for redesign of developmental studies including:

- Unacceptable success, persistence, and graduation rates for developmental students
- Lack of consistency across sections
- Poor alignment of curriculum within developmental and between college-level courses
- Traditional instruction and delivery
- Sporadic and non-intentional use of technology
- Learning support not integrated

The framework they used to begin was *"If you don't know where you are going, any road will get you there."* Lewis Carroll

They took a very holistic approach by addressing the whole program and the whole student, using the Seven Principles of Good Practice in Undergraduate Education which:

- Encourages student-faculty/staff interaction
- Encourages cooperation among students
- Encourages active learning
- Gives prompt feedback
- Emphasizes time on task
- Communicates high expectations
- Respects diverse talents and ways of learning

Trustee Messersmith confirmed we were speaking specifically about developmental classes in the Academic Support division. Dean Search indicated completion and retention rates have improved for developmental studies, with the greatest impact for the least prepared student; although there is more work to be done under the model of continuous improvement.

Developmental students who use resources have a higher success rate and are competitive in math and English college courses. One year Developmental Sequence Completion rates include 2007, which is prior to the Learning Commons, with an increase in success for DE Reading from 2007-2010. Math continues to be our greatest challenge, although we are beginning to see improvement.

Dean Search indicated there are fewer students in the lower developmental classes with zero visits to the Learning Commons, although the success rate is much higher for the students with

4 or more visits. Part of the future redesign for the lowest level developmental classes will include scheduled time in the Learning Commons.

In 2007, only about 30% of the students in the lowest developmental levels were successful. Changes in 2010 reflected some improvements, with 63% of the 223 enrolled students successful. In the Spring of 2011, 62% of the 481 students taking upper level developmental math were successful.

Doug Davey, College Success Program Chair, stated for students who test into the lowest levels of developmental studies we begin exactly where the orientation leaves off. For this group we have a scripted lesson where we focus on communication, reflection, resources, respect and attitude. We align with content courses, build connections, navigate and utilize resources – stressing that attitude is everything.

Sharisse Turner, Developmental Writing Program Chair, started with the quote “*Communication works for those who work at it.*” *John Powell* In 2007 we began the new program with core values, open dialogue, curriculum collaboration, faculty exchange, and developmental writing/Freshman composition express. We aligned courses with learning outcomes, assignments, essay groupings, reading/writing connections, transitional assignments and technology.

She invited the Trustees to the April reception for developmental students. She shared that Mr. Tracy Stallworth, one of our former students, is now a professor with a Master’s Degree.

Matthew Robinson, Developmental Mathematics Program Chair, shared they offer online and offline courses. They allow acceleration via express terms, linked “8 & 8” courses and a pilot Fast Track class – using an online course to focus students on what they do not know. He showed a clip with student comments about using the Fast Track program, where they work at their own pace and complete two classes in one semester.

Laura Girtman, Developmental Reading Program Chair, shared the redesign team met with faculty across campus, examined data to determine class needs for our students and researched best practices for teaching developmental reading. The data proves that what we are doing is working and students are now reading and writing more in both levels of developmental reading.

President Murdaugh emphasized this is the culmination of a five-year grant we received. It has allowed us to break down the silos between Student Affairs and Academic Affairs, which was very important. The evidence suggests we are on the right path for the success of our students. He said sometimes we do not know if we connect the dots for the Board about decisions they make to move the college forward, indicating the approved budget this year provided the resources that resulted in the academic planning for the college.

Trustee Lamb commended the Program Chairs for the work being done, indicating this leads to the success of our school. Trustee Callen indicated the college does place emphasis on the whole student, indicating we get it for curriculum and support. Trustee Messersmith said it was rewarding to serve on the TCC Board, because they are constantly amazed by the work being done on campus. He asked if there was anything we could share with K-12 to aid them?

Provost Sloan said one of the things President Murdaugh has charged her with is collaboration work with the high schools and their faculty to apply our principles. The state now says students identified with certain FCAT scores must be taught developmental courses in their senior year.

Trustee Callen asked if the lowest level of high school students was one, two or more grades behind in reading. Lara Girtman stated she had identified a few students who may have been as close to being non-readers as they could get, without testing as a non-reader. She indicated there were students who have never read a book, although every faculty member in the division has a passion for helping the students and the goal is to get the most we can from them.

Trustee Callen stated it was almost a miracle to help students who were that far behind. Provost Sloan indicated in many cases we are working with students who have been out of school for a number of years, so the whole program is very important to them since they have forgotten a lot of what they knew. Dean Search indicated we have a new grant that will help us work with developmental students, indicating there was more information available on the portal for the Board to review at their leisure.

BUSINESS MEETING

Chair DeFoor called the Board meeting to order at approximately 4:19 pm.

COMMENTS

Chair – Chair DeFoor indicated Trustee Moore’s birthday was Saturday and wished her a Happy Birthday.

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 October 17, 2011 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

News clips presented by Susie Hall included the welcome for Chief David Hendry, International Education Week, Iraqi vets returning to TCC and the establishment of a foundation by a father to increase donor organ awareness in honor of his deceased veteran son. She indicated the father had some phenomenal stories, which was much more remarkable than presented.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

President Murdaugh introduced Dean Banocy-Payne, who recognized groups from the Theatre, Forensics, Eyrie and The Talon indicating she was always happy to talk about them and the staff who spend many hours working with them. Eva Nielsen-Parks indicated both the Theatre

and Forensics programs were partially funded by Campus Life, as a cooperative effort between Student and Academic Affairs.

John Schultz shared he was fortunate to be a spokesperson for the group which worked so hard. This organization is a poster-child example of the collaboration on campus, stating Forensics is supported by the Foundation, Academic Affairs, Campus Life, Student Affairs, etc. We placed 7th in the university level tournament, however it is notable that all twelve of the participating students this year advanced to elimination rounds.

The students introduced themselves indicating how long they have been at TCC, the number of years they had participated and where they were from. Chair DeFoor confirmed we traditionally host both in the spring and fall, with Trustee Moon requesting advance notification in the future.

Eva Nielsen-Parks introduced three of the Officers for the theatre group, stating they work with all the productions and are looking at collaborating with the Fostering Achievement Fellowship Program. TCC students who have been in foster care will write down their stories and theatre students will act them out. The group received a superior rating from the FCSAA Program for the sixth year and she thanked everyone for their support. The students introduced themselves.

Dana Peck introduced The Talon newspaper staff, stressing the seventeen awards recently received in twenty-one categories. Trustee Messersmith inquired about the number of staff and Dana Peck indicated the class is capped at twelve to fifteen. The students introduced themselves.

The staff from the Eyrie magazine recently received two first place awards for design and second place overall for their publication. The students introduced themselves, with one of them indicating this was a second chance for her in the arts – a chance she did not get to pursue when she was younger.

Betty Jensen presented the International Calendars to the Board Members, expressing her thanks to President Murdaugh and the Board for their support to international studies. She indicated for the first time that 95% of the pictures this year were submitted by students. President Murdaugh stated Ambassador Katz is extremely interested in TCC creating a study abroad program in Portugal.

NEW BUSINESS

Approval of Consent Agenda

Chair DeFoor asked if there were any comments or requests for the Consent Agenda. President Murdaugh indicated he just provided a revised copy of the HR report, with Chair DeFoor indicating it would be treated as incorporated and substitute it for the one previously submitted.

MOTION: Trustee Lamb

SECOND: Trustee Moon

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

President Murdaugh indicated David Wildes could provide information. Chair DeFoor asked if anything was critical, with David Wildes stating in the interest of time there was not much to report this month.

Fund Analysis - October 2011 (Information)

President Murdaugh stated VP Smith could address any questions.

Annual SREF Update – November 2011 (Information)

President Murdaugh indicated this was the continuation of our attempt to resolve the SREF findings and David Wildes has been phenomenal in working with Gadsden, indicating we would address questions.

Trustee Moon asked who was responsible for the funding and financial obligations, with David Wildes indicating the lease stated the County was responsible. Trustee Lamb confirmed we had been working with Mr. Lawson, who has been very helpful.

Recommendation for Awarding Residential Construction Mitigation Program (Action)

President Murdaugh stated this was for the award of the Residential Construction Mitigation Program from an issued RFP.

This request is for the Board to authorize staff to contract with Windstorm Mitigation, Inc. for the Residential Construction Mitigation Program in the amount of \$2.6 million, upon appropriate resolution of the intended protest.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee Moon inquired if proceeding was appropriate when litigation could occur. Attorney Mabile indicated there could be litigation, but the reason for moving forward was one of time with the next hurricane season approaching. He indicated there were hundreds of homes that needed to be examined and we would deal with any issues as they arise.

Student Affairs

Approval of Eagle Connections Program and Fee (Action)

President Murdaugh stated this is for a new special support program with laboratory fees for dealing with children with developmental disabilities. Stephanie Crosby, Director of Disability Support Services, is here to address any questions.

Trustee Moon inquired about our program when programs at other locations have dorms. Stephanie Crosby indicated we would not have housing, but were modeling other programs that offer transportation, to be provided by Lively and bus passes. Chair DeFoor asked about the type of disabilities, with Ms. Crosby responding it could be intellectual disabilities, autism, and downs syndrome.

Trustee Moon inquired about criteria, with Ms. Crosby indicating the student must have a special diploma from a school that allows transition into a community college. Students must go through an up-front interview process, be capable of self-care and without behavioral problems. Trustee Moon asked if a behavioral management consultant would be involved, with Ms. Crosby

stating her background was in behavioral intervention although these were not the students that would be in this program.

Trustee Callen inquired about the initial student enrollment. Ms. Crosby stated we had 4 - 6 for the initial cohort and were receiving phone calls every day. Ms Crosby indicated we were trying to initially cap at 10, to allow the program to grow and determine the model we wished to follow.

Trustee Moore stated this is a terrific program and one of which TCC should be very proud. Chair DeFoor indicated another possible target market could be children with substance abuse issues. Ms. Crosby agreed but stated she had learned to start small.

This request is for Board approval of lab fees.

MOTION: Trustee Lamb

SECOND: Trustee Callen

Motion passed unanimously.

President Murdaugh indicated this would be a challenging population, but that Ms. Crosby was dedicated to the success of the program. Provost Sloan stated Ms. Crosby had worked closely with other areas to get support of the program and integrate the students into classrooms.

Trustee Moon liked the idea that the program funds itself, but wanted to know if the rate was enough money for each child. Ms. Crosby indicated this should be fine for the initial cohort, indicating other programs charge \$10,000 – 18,000 a semester.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston highlighted the Global Horizons International Student Scholarship fund and the story of a current student at TCC.

New Life Christian Academy

Rev. Tony Parker stated if the current incarceration rate continues, by 2020 63.3% of US black men between the ages of 18-34 will be behind bars. He indicated black males are in jeopardy from birth due to family problems, drug and alcohol abuse, illiteracy, etc.

Gadsden County and other districts throughout the US are struggling with the same issues. We must find new ways to deal with at-risk students. By opening the New Life Christian Academy we seek to create a living model for change that will permeate the community.

Education reform is the initiating and driving force behind New Life Christian Academy. They will seek to create a partnership with other Gadsden Schools to address the issues. They will reach out to drop-outs before they give up on school entirely. Their success will generate a tremendous return on both the student and societal level.

The mission will be accomplished by establishing an ingenuous learning center. Graduates will be guided into post-high school education and/or career opportunities that will advance their learning following graduation.

The start up cost for 50 students at NLCA is almost \$400,000. NLCA is asking for \$199,900 for the funding of 25 students, indicating they need our support

Trustee Moon indicated the academy was outside the church and asked them to describe the facility. Rev. Parker stated it would be in Quincy with a number of classrooms with computers. He said there would be people from various trades coming in to teach students. Trustee Callen confirmed enrollment was on a referral basis and the curriculum was already prepared.

Chair DeFoor asked if they would be a charter school with the Gadsden County School District. Rev. Parker indicated they would be partnering with the school. Trustee Lamb inquired and confirmed they would be a private school. Trustee Lamb asked if they currently had a program in Gadsden County, with Rev. Parker stating they currently have anti-gang and ex-felon programs.

Chair DeFoor thanked them for the information. Trustee Callen asked how the cost per FTE would relate to public schools, with a response that NLCA will cost \$7,996 per student.

PRESIDENT'S REPORT

President Murdaugh shared the holiday luncheon would be Tuesday, December 20th, indicating this year it would be even more fun.

Trustee appointments are expected next for TCC and Palm Beach, hopefully before the end of the year.

The Annual Legislative Conference will be in Tallahassee, Feb 1-2, 2012.

The ACCT National Legislative Summit in DC will be Feb 13-16, 2012.

NEXT MEETING DATE

Tuesday, January 17, 2012

ADJOURNMENT

Meeting adjourned at approximately 5:19 pm.

Minutes approved at regular meeting of the District Board of Trustees on November 21, 2011.

Allison DeFoor
Chair

Jim Murdaugh, Ph.D.
President