

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
September 21, 2009
Board Workshop – 2:00 pm
Business Meeting – 4:00 pm

Following a dedication and ribbon cutting ceremony for the Florida Public Safety Institute Conference Center, Chair Moore called the District Board of Trustees workshop and business meeting to order at approximately 2:43 pm.

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

Absent: None

Via phone: None

Others Present: President Bill Law, Chip Singletary, Jim Murdaugh, Sharon Jefferson, Sheri Rowland, Lee Kitchen, Bill Campman, Robin Johnston, Barbara Sloan, Sally Search, Marge Banocy-Payne, Frank Brown, John Chapin, Monte Finkelstein, Bobby Jones, Judy Bentley, E. E. Eunice, Lois Ewen, Cara Easley, Tony Stallworth, Alexis Williams, Alice Maxwell, Patricia Manning, Jack Baker, Robert Bryant, Kim Allen, Andrea Blalock, Jerry Schilling, Bill Spiers, Bill Mabile, Eugene Butler, Mark Cancia, Ron Beckett, Colette Podgorski, Darren Mason, Frank Baglione, Lori Smith, Valerie Bahl, Renae Tolson, Renee Maples, John Norris and Lenda Kling

COMMENTS

Board Chair – Chair Moore asked everyone to stand for a moment of silence and the pledge of allegiance. She told Dr. Murdaugh we were thrilled to be in the new facility and indicated it was one of the finest meeting facilities in the Southeast.

Chair Moore called Trustee Messersmith and recognized him for his terms as the Board Chair, indicating great things happened for TCC under his leadership. Chair Moore and Dr. Law presented Trustee Messersmith with a rendering of the Learning Commons and Dr. Law thanked him for his years of service.

Chair Moore indicated we were blessed to have two new Board Members this year that she felt would be equally passionate about supporting the college and asked the President to introduce the new Board Members. Dr. Law indicated both of the new trustees were civic leaders with whom he has worked previously.

Trustee Dr. Dana Callen has multiple degrees in the education field, has been an adjunct for TCC, is currently a Vice Principal at Chiles High, and has held similar positions with various other educational facilities. In her community role is a member of the Board of Directors for the YMCA, graduate of Leadership Tallahassee and Chairperson of the Supervisory Board of the North Florida Education Credit Union. Dr. Law indicated we are delighted to have her join us as part of the Board of Trustees.

Trustee Dr. J. Allison DeFoor, II is a Managing Member and Principal of Castille, DeFoor and Armstrong. They are consultants in the green industries. Dr. DeFoor holds JD and PhD credentials. He is currently the State Coordinator for Earth Balance, a statewide environmental restoration firm. He has served as the Everglades Czar for former Governor Jeb Bush and did some significant work in major public policy on the Everglades restoration, along with numerous other roles.

Dr. DeFoor is a published author and is a College Lecturer at the University of Miami Law School, Florida A&M, Yale and Penn State University. His most recent commitments are to significant leadership in faith based prisons and penal reform, a growing movement within the Florida Department of Corrections.

Chair Moore welcomed the new trustees, indicated we were delighted to have them, look forward to their energy and invited them to share their comments.

Board Members – Trustee Callen indicated it was more than an honor to be a part of the Board. She has been in education a long time and students have taught her a lot. She loves them more than she used to and hopes she can be useful in that role here. She really wanted to have this opportunity and is honored to be with the Board.

Trustee DeFoor indicated this is a labor of love. His academic career began at St. Pete Jr. College and his teaching career began at Florida Keys Community College ending at Yale. He is absolutely a product of the system, owes everything he has succeeded to community colleges and is happy to give back.

Trustee Moon indicated she was happy to be reappointed.

President – Dr. Law indicated he would like Dr. Murdaugh to make some further comments.

BOARD WORKSHOP

Florida Public Safety Institute – Update and Facility Dedication

Dr. Murdaugh recognized his team that made everything happen. He indicated Kim Allen was the one responsible for all the nice things we saw around the building.

He welcomed the two new Board Members and indicated he looked forward to serving the needs of all Board Members and Dr. Law.

He indicated the Academy has only been affiliated with TCC since 1999 and thanked everyone for bringing them along. He indicated we are the premier academy in the State of Florida with a goal to be the premier academy in the southeast. The opening of this building is the beginning of our next phase of growth.

In the first phase we set about to improve the learning environment for the people who come here for training to get the skills they need to do their work. To that end we built an expansive firearms range, defensive tactics facilities, driving ranges, rappel towers, explosive ranges and man-made lakes all with the goal to ensure we had the facilities to learn the things they needed in a safe way. Thanks to the Board's leadership we were recently able to add additional acreage so we can continue to operate 24 hours a day.

In 2002, as part of the growth, we convinced the Florida Legislature that we would all be well served if State Agencies co-located here. The Administration Building houses the Highway Patrol Academy, Wildlife Academy, Department of Agriculture, Department of Transportation, Department of Financial Services, Leon County Sheriff's Department, Tallahassee Police Department, among others.

The result of being co-located is increased efficiencies and effectiveness by sharing resources, ideas and helping each other get better at what we do. We rounded out the infrastructure and can now house over 300 in our dorms and seat over 600 in our dining facilities, providing those services at tremendous value. Our single occupancy rooms are \$24 a night with color televisions, data ports, private baths and soon original artwork.

We offer post-secondary adult vocational training that provides a go-to-work certificate in fire, law enforcement, probation, corrections, juvenile justice, telecommunications and

private security. We also offer continuing education programs for in-service officers such as firearms, high speed and sniper. We take what we do very seriously and make great efforts to ensure the safety of our students.

Dr. Murdaugh indicated the next phase of our growth is to bring additional training opportunities here. Next month we will host our first three-state conference, with more than three hundred currently registered. Recently the Department of Transportation moved a substantial amount of training from Jacksonville to our location. These traffic safety training opportunities will be offered at no cost to law enforcement officers, other than transportation costs to the FPSI.

We want to expand our opportunities in sending training out to other locations. We currently have a federal grant from the Department of Justice, thanks to Congressman Boyd and others, to provide training in the area law enforcement intelligence. In partnership with The International Association of Law Enforcement Intelligence Analysts, we export training to many areas. Last year that included Canada and Afghanistan.

We also have an opportunity to offer extended learning or distance learning, as a way to reach out across the county. Currently we are developing a distance learning platform that will allow us to post training programs that will be available nationwide to law enforcement and corrections.

Trustee Moon asked if in a previous discussion the conference center was to be placed just behind the lake. Dr. Murdaugh indicated there were still a number of projects still in discussion and that the Florida Criminal Justice Executive Institute was considered for that location. He stated they were still in discussion on that project.

Trustee Hebrock asked that as we moved forward with the Public Safety Institute if we would have a dual name or if we would eventually drop the Pat Thomas Law Enforcement Academy name altogether. Dr. Murdaugh indicated we would use FPSI to refer to the entire property and continuing education programs, but PTLEA would be used for the basic recruit training for our law enforcement, corrections and probation.

Trustee Hebrock wanted to know if there had been a public event where we had introduced the new name. Dr. Murdaugh indicated we had not, but that we were planning to introduce that next month at the High Liability Conference.

Trustee Hebrock indicated that he would like us to bring the Thomas family along to ensure them we are still a police facility. He would also like us to redo the brick sign out

front so it includes both logos. He mentioned the logo on our website with the sheriff's badge appeared to also have some changes and asked if it had been finalized.

Dr. Murdaugh confirmed the logo was finalized and thanked Trustee Hebrock for the guidance on the family. He shared that he had a warm spot in his heart for Senator Thomas and his family. He indicated the electronic sign will display the TCC logo with the words Florida Public Safety Institute under that and it is their intent to take down the other sign.

Trustee Messersmith indicated he and Trustee Hebrock were the only original Trustees involved in the strategic plan. He expressed his pleasure with seeing the final plans come together and the growth of the footprint as a regional and national location.

Trustee Lamb shared his congratulations and asked if we were designated as an emergency facility. Dr. Murdaugh indicated that East Gadsden High across the street was designated an emergency facility and we did not take the extra steps to make this building hurricane proof.

Fall 2009 Enrollment Update and Cohort (Retention) Analysis

Dr. Law shared that at the beginning of each semester we take the workshop time to describe what we call "who's here." We look at the enrollment and how it has changed. A year ago we took a snapshot of the approximate 2,400 students in August who entered college for the first time and we are watching that "cohort" as they go through the college.

Dr. Sheri Rowland, Dean of Enrollment Management, conveyed thanks for the support everyone provides. She provided opening day enrollment numbers indicating a 4.6% increase in the head count over last year. Since opening day we have grown to 6.2% over the head count from the same period last year. Dr. Law indicated that with the express terms we are expected to end with head count at just under 15,000 students.

Further information was provided about the growth rate by degree plan. This fall we had a 10% increase in students who have requested our Associates in Science degrees such as early childhood, nursing, paralegal and healthcare. In addition, our part-time student enrollment has increased 6.6%.

Trustee Messersmith asked about those in certificate programs. Dr. Rowland indicated it might be the dental assisting, technology and professional programs, PTLEA, etc. He indicated a surprise at the low number with the current economy and the quick start

training program push. Dr. Law indicated this report does not include programs that are not credit hour based programs, such as the quick start program.

Trustee Hebrock asked if all Associates Degree students were headed to four year degrees. Dr. Rowland indicated that primarily the Associate in Arts students showed an interest to move to four year degrees, but Associate in Science and Associate in Applied Science were geared more toward going directly to work.

Dr. Chapin indicated we had trained 360 people not reflected in the numbers being presented here in addition to approximately 4,000 – 5,000 people in additional agency vendor employee training programs.

We have experienced a growth of 5.3% in new students with a growth of 7% in high school graduates. Dr. Law indicated we are looking at the growth percentages in college enrollment for Florida based upon various districts created by alignments of community colleges and universities within specific areas, as opposed to the counties.

Dr. Rowland indicated that in-district we had seen a 3.2% growth rate, primarily in Gadsden and Wakulla county enrollment. Growth was recognized from every area of the state, with the exception of the northwest which had a slight decline.

Dr. Law indicated the spread was still good and he was particularly interested in watching the southeast and central areas which represent approximately 17% of our students. He stressed that 43% of our students come from outside our district, which is not a typical pattern across the state.

When evaluating the race and ethnicity the largest growth rate was for blacks at a 16.4% increase. We have the highest percentage of African American students at any community college within the State of Florida. Specifically, 33.7% of our students are African American.

Our greatest increase by age is in the "36 and above" category at 25.3%. Higher growth rates applied for females than males and more full-time students received financial aid than part-time.

Trustee Hebrock asked if we could modify the state employee authorization to allow for additional time to enroll when state employees lose their jobs. Dr. Law indicated he could not be prouder of our outreach to state employees. However with more than 400 state employees currently enrolled, the offering of free tuition is starting to squeeze our resources.

Trustee Hebrock indicated this was our largest workforce and possibly the most employable. He felt this offering would not be any different than what we had offered to Gadsden employees. Trustee Lamb indicated he felt this would be a great opportunity, if it was not a state policy. Dr. Law said we would bring this back for consideration.

Dr. Rowland indicated we have seen a 16.7% increase in distance learning, with the greatest growth by division in Academic Support. Chair Moore congratulated us in getting this information together.

Chair Moore asked about the future impact in the healthcare programs with the Ghazvini Center and the current community focus on the healthcare arena. Dr. Sloan indicated we planned for no growth in our Health Care programs until new buildings are available since we have no space available.

Dr. Rowland presented a quick glance of the dual enrollments we continue to offer on campus and across the district. Trustee Hebrock inquired on the grade requirement for dual enrollment and Dr. Rowland indicated it was the eleventh grade.

With growth primarily in African American students, Dr. Rowland indicated an 18% growth in full-time students. Trustee Hebrock asked if there were any factors specific to the black population. Dr. Law indicated there is about a 10% gap between Black and Anglo students making it to graduation and we have been working to identify the factors.

We have a greater chance of getting them to graduation if they return to class from semester to semester. When we look at the cohort group, the African American students are not persevering at the same rate as the other students. We have not been able to identify any structural issues, although we do see behavioral patterns that impact student success.

One year later we retained 58% of our cohort students for the fall semester, although 84% of them were here for spring. We have retained more female than male students and find the higher the student GPA, the greater the retention rate. Cohort students used the Learning Commons on average more than 17 times.

Dr. Law indicated we use these tools to aid us in identifying trends and use these numbers as identifiers for budget purposes.

Chair Moore thanked Dr. Rowland for the data presented.

BUSINESS MEETING

Chair Moore called the Board meeting to order at approximately 4:29 pm.

COMMENTS

Chair – Chair Moore recognized our student leaders in the front row.

Board Members – none

President – none

APPROVAL OF MINUTES

Chair Moore asked if there were any changes and requested a motion to approve the minutes of the August 17, 2009 Workshop and Board Meeting.

MOTION: Trustee Lamb

SECOND: Trustee Moon

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Alice Maxwell introduced the latest clippings and a couple of ads for the Center for Workforce Development. These ads are currently running on local affiliates for ABC, Fox and NBC. In addition some news clips were presented about adult education grants, new faculty with budget cuts and A Foundation story on the Fostering Achievement Fellowship.

Chair Moore indicated the new trustees would like to see additional media. Alice Maxwell replied they would be happy to send them a packet.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

Dr. Law introduced Ken Armstrong and Alma Hubbard of United Way with the Help & Hope program. Ken Armstrong indicated Help & Hope, in conjunction with many other agencies, reaches out to individuals who have experienced a decrease in household income since September 4, 2008. The assistance provided will be tailored to the type of need expressed by the individuals.

Dr. Law proposed that we find a way to provide \$5,000 for tuition into the Quick Start training program that we offer. Dr. Chapin indicated that during the next 90 days our classes will include Telemarketing, Customer Service, Bank Teller, Web Design I,

Computer Literacy and Office Computer Skills, Microsoft Certified Applications Specialist, Introduction to Computers and Numerical Control Machines, Quality Improvement Associate Training, Construction Document Specialist, Solar Hot Water, Construction Blueprint Reading, etc..

Trustee Hebrock expressed his support for setting aside a specific amount for this program. He feels that if we reach out to our faculty and staff, we may find other ways to support the program with volunteer hours.

Ken Armstrong indicated the volunteerism would be very important to this program. Trustee Hebrock asked if there was an expectation that recipients do something for the program (as Habitat for Humanity does). Mr. Armstrong indicated they did not have an expectation, but they did have a hope through another program they have.

MOTION: Trustee Hebrock

SECOND: Trustee Lamb

Motion passed unanimously.

NEW BUSINESS

Approval of Consent Agenda

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

Trustee Hebrock indicated that at some point it was important to explain to the new Board Members the significance of the Grants and Contracts, how they contribute to our bottom line, how much they are and how unique they are. Dr. Law indicated he would be setting meetings with Dr. DeFoor and Dr. Callen for a complete Trustee orientation.

MOTION: Trustee Lamb

SECOND: Trustee Messersmith

Motion passed unanimously.

Academic Affairs

Policy Manual Revision – Chapter 3 (Action)

Dr. Law indicated that over the past year we had been working to clean up and update the Policy and Procedure Manual. At some time in the past the two were merged and we have been working to clarify the Board Policies from the Procedures, although we suspended the effort during the faculty representation process. He indicated he had received some good information from Trustee Hebrock, primarily Scribner changes.

Trustee Moon asked if new employees were required to take a TB test. Dr. Law and Renae Tolson indicated it was not a requirement for employees, although anyone in the Healthcare field would need to work in the hospital. Trustee Moon expressed concern about the wording in the Communicable Diseases area.

Dr. Law indicated that we had probably significant guidance from the State of Florida Statutes on this matter. He suggested we follow-up with statutory limits and permissions to address the issues. Trustee Moon indicated that was fine and wanted the staff to know the work done was a great job.

MOTION: Trustee Moon

SECOND: Trustee Lamb

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Photos of the site of the Ghazvini Center were presented. The new parking area is almost complete and completion of the building is expected in February 2011. The retrofitting of the Learning Commons was completed and the Language Lab was done.

August Fund Analysis (Information)

Dr. Law indicated we were monitoring carefully in case we needed to have a furlough day. We now have up to date numbers, with Lottery info due soon which is expected at \$850,000. Tuition for the credit programs, FPSI and Center for Workforce Development is up, although lab and other fees are down. The revenue picture is where we thought it would be and we are not requesting a furlough at this time.

Dr. Sloan indicated that with the larger class size we saved \$150,000 this fall. Dr. Law indicated we are doing a great job at tracking the numbers, thanking Teresa, Jerry and others on keeping us as up to date as possible. He expressed thanks to the commitment of Frank Baglione and Lee Kitchen for working with the increase in class size.

Trustee Hebrock commented on the Student Government coming and sitting through Board Meetings. Dr. Law indicated they had a speaking part at today's meeting.

Dr. Law indicated he would bring the new tuition plan to the Board next month. Trustee Hebrock asked if the increase would impact current students. Dr. Law indicated the increase would be implemented with the fall 2010 semester.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston indicated that as of today, the annual campaign is at \$131,000. We have exceeded our goal of sponsoring one Juvenile Justice involved Youth and will be able to sponsor two youths.

Chair Moore encouraged the new Board Members to meet with Robin and his staff. She indicated what the Foundation does is value added.

Student Services

Scholarship Report (Information)

This item was removed from the agenda.

Student Activity Budget (Information)

Mark Cancia, Student Body Treasurer, indicated that with the current Student Services and Activities Fee at \$5, their current budget totals nearly \$1,700,000. From this budget they have set aside 5% for contingencies. To assist the college with the Strategic Plan, the association funds "Register Now" and "Retention" events.

Eugene Butler, III discussed the faculty co-curriculum learning grants, multi-cultural heritage and diversity programs, student teams (such as Brain Bowl, Forensics, Model UN) that compete and student clubs. The SGA covers up to 95% of the Theatre program.

Darren Mason, SGA President, discussed closed circuit television system and its use as a marketing and academic tool for design art students. They will use Facebook and other technology. The Database Developer will do surveys and handle other data.

Mark Cancia indicated another area of their support is the Eagle Fitness Center. They also support Star Metro, child care services, student ambassadors, student handbook and the TCC shuttle. He indicated that more than half their budget went to support the Strategic Plan of TCC.

Another part of the budget goes for employee salaries to support the various programs and services on campus. They have eight positions at Campus Life, two of which are classified positions and the SGA proposes that the six open positions be filled as classified.

Dr. Law indicated positions were being filled with OPS funds. This is the same process being used throughout the college.

Trustee Hebrock asked for more detail on Star Metro. He indicated there was some concern on the part of the Board with the original contract and its importance to students, since it is a large portion of their budget. The SGA representatives indicated at least a third of the students walking into the Student Activity office requested the new maps. They have also observed lines of students waiting for the bus.

Trustee Hebrock indicated he had no question that we were the best financially managed college in the state. He stressed that while the student issues were very important, we needed to look at the whole and consider the previous discussion about the possibility of furloughs. He indicated the items addressed that were important to students were not lost on this board.

Trustee Lamb further concentrated on the Star Metro need, not just the wants. He stressed it was important that Dr. Law and the Board of Trustees address the needs and not only the wants of students. He further asked if they were surveying to ensure the use of the Star Metro.

The SGA representatives indicated they were in the process of putting together a survey and they will be getting with Star Metro to verify the numbers. Trustee Lamb asked if there was dialogue with the President before it is brought to them.

Dr. Law indicated he met with the SGA and he had approved the budget they had put together, as required by law. He was impressed with their work and their use of contingencies.

Trustee Messersmith indicated he had been involved with state government budgets for 30 years. He understood their concern about the OPS positions, but wanted to convey the state had cut the budget by \$5 billion. As a result, many of the children in the welfare system were being checked on by OPS employees. He indicated this also applied to the Department of Corrections and other agencies.

He asked what the eight employees in Campus Life do. The SGA representatives indicated they have a Judicial Officer who handles hearings and other judicial matters. The Student Activities Coordinator is over all the activities on campus, acts as advisor to the Student Government and campus entertainment.

The Volunteer Coordinator manages volunteer opportunities within the community for the SGA and Student Organization Council. The Lifetime Sports Coordinator is over all the sports activity.

Eugene Butler, III indicated he heard what the Board was saying and was wondering if it is a financial or consistency decision. Dr. Law indicated we do not allow grant employees to have special privileges and he was trying to see that everyone is treated equally.

Trustee Callen expressed her congratulations on a great report and the ability to answer questions. She felt they were passionate about it and had done their homework.

Dr. Law indicated we negotiated the effort with Star Metro approximately 3 years ago. The deal was we would add \$0.50 per credit hour to the Activity and Service Fee, which would be passed directly to them. Students with a valid TCC ID would then be allowed to use the bus without a fee. The use of the bus is a good thing since it costs us \$10,000 to build a parking space.

Because of their good work and engagement in the priorities, we are in the second year of a three year plan to increase the Activity and Service Fee by \$0.25 each year. With the ongoing dialogue we are realigning the needs from their budget. A few years ago the Campus Police were paid out of their budget and over a series of years this was moved to the college budget. Dialogue has begun on moving costs for Theatre TCC from their budget and in better times we would have already moved this item.

Chair Moore thanked the SGA representatives for presenting a very professional budget and stated that every time they come to present, we realize we have the best of best in leadership here. She asked that they understand that like everyone on campus "we are taking it for the team."

The SGA representatives thanked the Board for taking the time to let them come present the items on which they had worked.

Trustee Lamb indicated he was amazed with the number of items they were supporting, indicating this was a great responsibility.

PRESIDENT'S REPORT

None

FUTURE AGENDA ITEMS

None

NEXT MEETING DATE

October 19, 2009

ADJOURMENT

Meeting adjourned at approximately 5:44 pm.

Minutes approved at regular meeting of the District Board of Trustees on September 21, 2009.

Karen B. Moore
Chair

William D. Law, Jr.
President