

MINUTES
District Board of Trustees
Tallahassee Community College
Hinson Administration Building
Tallahassee, FL 32304
September 16, 2013
Board Meeting – 2:30 pm
Business Workshop – Immediately Following

The September 2013 District Board of Trustee meeting was called to order by Chair Lamb at approximately 2:31 pm.

Members Present: Chair Lamb, Trustees Callen, Callaway, DeFoor, and Messersmith

Absent: None

Via phone: Trustee Moore

Others Present: President Jim Murdaugh, Teresa Smith, Scott Ingram, Lance Kerwin, Ginny Wagner, Karinda Barrett, Rob Chaney, Kimberly Moore, Gloria Mitchell, Barbara Sloan, Sally Search, Calandra Stringer, Franqua Bedell, Sandy Sampson, Amy Bajoczky, Bill Bierbaum, Barbara Gill, Lei Wang, Sharisse Turner, D. Wildes, Ray Pierce, Monte Finkelstein, Alice Nied, Patricia Manning, Anthony Jones, Eddy Stringer, G. Euridge, Rick Frazier, Renae Tolson, Susan Payne Turner, Julie Barody, Brian Kupfer, Martin Balinsky, Dave DelRossi, Bill Spiers, Alice Maxwell, Marissa Mainwood, B. Hinson, M. Dickey, Joe Neeley, Debbie Robinson, Betty Jensen and Lenda Kling.

COMMENTS

Board Chair – Chair Lamb welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance.

Board Members – Trustee Moore stated she was sorry she could not be physically with us today. She shared she is flying to Washington, DC later this afternoon and wanted everyone to keep the families of the victims of the Navy yard in their thoughts.

Trustee Moore reported she was completing her second year as Chair of the Economic Development Council (EDC) and President Murdaugh will be the incoming Chair. She indicated she appreciates his leadership and willingness to take the position. She stated it takes time to be the Chair of an organization like this, but thinks the expectation of all of the Trustees is that the President be very active as a leader in the community.

She said she certainly believes the role as Chair of the EDC is a very appropriate way to be involved. She wants the Board to know how much she appreciates them supporting him as Chair of the EDC. Chair Lamb congratulated President Murdaugh on becoming Chair of the EDC.

Trustee Callen stated she and Chair Lamb went to the Trustee Conference, where they learned a lot from the other Trustees throughout the state. She indicated they got information from the Chancellor and well-known speakers who are well versed about what is happening in legislature, thanking us for giving them the resources to attend the conference and other events.

Trustee DeFoor addressed the Chairman and Members of the Board, stating he needed to come before them to make amends. He shared he was in tempered at the last meeting and at this point in his life; he is trying to be tempered. He denoted his stridency on the issue of the four-year discussion, saying he was trying to look at why it was almost visceral.

He stated this usually has to do with fear -- fear not of the future, but the fear for people who need second chances. He implied we are building a world on first chances, suggesting we should build a world with second chances. He indicated he meant no disrespect to anyone -- staff or those at the table. He extended an apology to all, stating for the record that becoming four-year is inevitable -- the question is the terms and conditions.

Chair Lamb indicated at the Trustee Conference he had an opportunity to communicate with some of the Florida College System Presidents and Trustees about the baccalaureate degrees, indicating he would hold this comments until more information was received from our staff.

President -- President Murdaugh thanked everyone for their comments, expressing gratitude to Trustee Moore for her service as Chair of the EDC. He said at the end of the day we need places for our graduates to work, which is the work of the EDC, and that is what compelled him to accept Chair of the EDC. He indicated Moore Communications Group has, for the 3rd year in a row, made the Inc. magazine annual list of fastest growing private companies and is one of the Florida Trend best places to work for the 4th year in a row.

President Murdaugh requested Dean Nied introduce a couple of people for special recognition. Dean Nied asked Jon Berryman, Chair of the EMT/Paramedic Program, and Diane Morris, the lone full-time EMS faculty, to stand. She announced their program has been named the 32nd best EMT Program in the U.S. based on cost.

She stated that since the fall of 2010, they have graduated one hundred eight (180) people, sharing the first day of class this year they had a helicopter land at the Ghazvini Center for Healthcare Education to show students the difficulty of loading and unloading patients. She said this shows the level of cooperation they have cultivated with our partners in the community.

President Murdaugh said he thought the recognition was also based on placement rates and salary of the graduates. Jon Berryman said it was basically return on investment -- tuition vs. compensation and salary. President Murdaugh indicated this was tremendous work.

President Murdaugh asked Rob Chaney to introduce our newest coach. Director Chaney introduced Fanqua Bedell, our new women's basketball coach, also known as Coach Q. He indicated Coach Q has ten seasons of collegiate coaching experience -- most recently one season at Virginia Commonwealth, four years at Mississippi State and one season of head coaching at the NJCAA level, indicating Coach Q beat us in 2007 in Marianna.

Director Chaney shared that Chief of Staff Scott Balog & Coach Q met nineteen (19) years ago at Moose International Student Congress in Niagara Falls NY. He said Chief of Staff Balog was representing the State of Florida and Coach Q was representing the State of Arkansas. Coach Q said it was an honor and a pleasure to represent TCC. He shared Chief of Staff Balog beat him out to represent Moose Lodge Nation.

Coach Q introduced his wife, Crystal, indicating they look forward to winning a bunch of championships. Director Chaney said Coach Q has a unique way to introduce basketball players to the campus community – they carry a basketball everywhere they go and he asked us to engage them when we see them on campus.

President Murdaugh indicated he had the latest copy of the Havana Herald from Gadsden County with the article about the appointment of Eugene Lamb as Chair of the TCC Board of Trustees.

APPROVAL OF MINUTES

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the August 19, 2013 Board Meeting.

MOTION: Trustee Messersmith

SECOND: Trustee Callen

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell indicated this week we will publish the *Around the Campus* newsletter, indicating this is a new joint effort between the Communications & Public Information Office and the Center for Teaching & Learning. She said they are planning the upcoming Strategic Plan Events which will be held on October 1st in Wakulla County, October 21st in Leon County and October 30th in Gadsden County.

She introduced news clips in reference to the Florida Department of Education grants for GED, ESL and adult workforce; TCC named as one of the top military-friendly schools and TCC's longest serving faculty member, McKesson McCorvey. She stated we would also see a movie trailer developed for Workforce Development that will run at the movie theatres across town.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

At the request of President Murdaugh, Provost Sloan introduced Sandy Sampson, Director at the Learning Commons.

President Murdaugh indicated that, based upon the request of Trustee Moore, we will have a tour of the Veteran's Center at the next Board meeting.

NEW BUSINESS

Approval of Consent Agenda

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

President Murdaugh provided a change in the supporting documentation for the Human Resources report. VP Smith stated the changes to the report included two individuals that had recently resigned but were shown in Plan Ops, a faculty member and a staff assistant for VP Search that had been omitted and a reappointment of Lindsey Smitherman-Brown from Student Services to faculty. Provost Sloan indicated there were two staff assistants whose departments were reversed, Mathematics and Natural Sciences, which had been corrected.

Motion was made to approve as amended.

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

Administrative Services

Renewal for Professional Services Contract – Legal Services (Action)

President Murdaugh said this item requires board approval.

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

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

Trustee DeFoor after approval stated, as the lawyer on the Board, he wanted to comment that we get very fine legal representation.

Construction Status Report (Information)

Director Wildes said the design for the Dental Hygiene remodeling is going well, with the drawings for the first phase expected October 15th and the second phase November 15th. He shared the first phase should open May 1, 2014, with the remodel of the main clinic in the summer.

Director Wildes said the Organic Chemistry construction is on track for completion in December 2013. He stated he was trying to get a meeting with one of the City Commissioners about the Quincy property, so we can get that restarted.

Fund Analysis – August 2013 (Information)

President Murdaugh stated VP Smith was available for any questions.

New Board Policy 02-08 Public's Right to be Heard at Public Meetings (Action)

President Murdaugh said this item was provided last month; however at the request of a member of the Board it was delayed until we contacted the First Amendment Foundation (FAF). He reported VP Smith has received approval of the language from FAF.

Trustee DeFoor indicated the purpose of the inquiry was to inoculate it against any criticism.

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

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

Architectural Services Agreement – Barnett Fronczak Barlowe (Action)

President Murdaugh said this item requires Board approval.

This request is that the Board approve the Architectural Services Agreement with Barnett Fronczak Barlowe Architects for Phase One of the Wakulla Environmental Institute.

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

TCC Foundation

TCC Foundation Update (Information)

President Murdaugh asked the TCC Foundation Board Chair, Susan Payne Turner, to address this item. Ms. Turner said her year as Chair was half over and she was having a great time being on the Foundation Board. She thanked everyone for the time they take to aid everyone that needs help.

Memorandum of Understanding Between TCC and the TCC Foundation (Action)

Ms. Turner stated VP Johnston had asked her to highlight the changes in the document. She stated the term Chair-Elect was corrected to Vice-Chair and the additional member appointed by the TCC Board Chair is now granted voting rights.

President Murdaugh stated this item with the two changes does require Board approval and verbalized his thanks for the changes in the document.

This request is that the Board approve the revised Memorandum of Understanding and authorize its execution by the Board Chair and the College President.

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

PRESIDENT'S REPORT

President Murdaugh stated Chair Lamb had asked and Trustee Callaway had accepted the appointment to the TCC Foundation Board. Chair Lamb thanked Trustee Callaway for accepting this responsibility, with Trustee Callaway indicating she looked forward to it.

NEXT MEETING DATE

October 21, 2013

Location: Main Campus

Meeting adjourned at 3:07 pm.

BOARD WORKSHOP

Chair Lamb called the Board workshop to order at approximately 3:21 pm

President Murdaugh said today's workshop is designed to bring us up-to-date on what we are doing to get ready for our next accreditation. He shared AVP Wang, along with Director Gill, is leading the accreditation effort. He stated Ms. Julie Baroody will talk about our Quality Enhancement Plan, which is related and part of the process, but different in many ways.

He indicated that at the end of the workshop he has asked Provost Sloan to give the Board a brief update on what we have done since on last meeting on the conversation we had about baccalaureates. He said the update would include what our next steps are to continue asking questions and getting information.

Ensuring Success

TCC Focuses on Student Success and the Quality of Learning in Pursuit of Accreditation

AVP Wang said she was providing an overview of accreditation, indicating the concept of accreditation in higher education reflects the American spirit and American tradition. She

indicated America is a nation that focuses on constant improvement. She suggested we want to do better and better each day, each month and each year.

She stated unlike most other countries, the United States has no national agency that accredits colleges or universities. She said that rather, the responsibility for accreditation lies with regional associations. She shared there are eight (8) accrediting bodies in the six (6) U.S. regions. She disclosed each of these bodies is recognized by the Department of Education as having the expertise and experience to exercise accreditation authority.

AVP Wang stated SACS is an acronym for the Southern Association of Colleges and Schools, which was founded in 1895. She said the SACS Commission on Colleges is a regional body for the eleven (11) southern states that award associate, baccalaureate, masters or doctoral degrees. She disclosed TCC is accredited by this body to award associate degrees.

She shared the mission of SACS Commission on Colleges (SACSCOC) is to assure educational quality and improve institutional effectiveness. She said institutional accreditation is critical for any college or university for three primary reasons:

- Accreditation status determines a college's eligibility for participation in federal and state financial aid programs,
- Maintaining accreditation is often required for acceptance and transfer of college credit, and
- An accredited degree is desired by most employers.

AVP Wang stated that at all times an institution accredited by SACS must adhere to ongoing standards. She said an institution must undergo a full review every ten (10) years and a 5th year review at the mid-point in the ten (10) year cycle. She stated TCC was first accredited in 1966, was last reaffirmed in 2005 and is now preparing to obtain reaffirmation in 2015.

She shared the reaffirmation process has two components: a Compliance Certification and a Quality Enhancement Plan.

AVP Wang indicated during Compliance Certification institutions are required to provide narrative responses to core requirements, comprehensive standards and federal requirements. She said in total there are eighty-eight (88) requirements that must be addressed, indicating each narrative must include complete supporting documentation.

She shared core requirements are basic, broad-based and foundational requirements. She stated comprehensive standards are more specific to the operations of the institution and represent good practices in higher education. She imparted federal requirements are those requirements developed by the Department of Education.

AVP Wang said the federal statute mandates that the Commission review these requirements. She disclosed if an institution is determined to be significantly out of compliance with one or more of the eighty-eight (88) requirements or standards, its reaffirmation of accreditation will likely be denied.

She said these eighty-eight (88) requirements or standards are set forth in the following areas:

- Principle of Integrity – The Commission expects the institutions to make decisions with integrity in all matters.

- Mission and Institutional Effectiveness – The institution’s mission should drive all its activities. The Commission expects the institution to assess all aspects of the institution for continuous improvement.
- Governance and Administration – These standards emphasize oversight and control of the institution; including the responsibilities of the Board, the President and the administration.
- Academic Programs – These standards focus on faculty oversight of academic programs and the curriculum.
- Faculty – The Commission expects appropriate faculty qualifications to ensure quality in educational programs, research and service.
- Library and Other Learning Resources – Students and faculty must have access to adequate library resources to support their academic programs.
- Student Affairs and Services – The Commission expects student support services to promote student learning and enhance the development of students.
- Financial Resources – The institution must demonstrate a sound financial base and stability to ensure adequate accomplishment of its mission.
- Physical Resources – The institution must demonstrate it has adequate physical resources to support the mission of the institution. The college must make reasonable steps to provide a safe, healthy and secure campus environment.
- Distance Learning – The Commission’s expectation is that academic programs delivered at a distance result in the same student learning as those delivered face-to-face.

AVP Wang stated the second component of the reaffirmation is the Quality Enhancement Plan (QEP). She said institutions are required to present a course of action on a self-selected topic that will enhance student learning outcomes. She shared Ms. Barody would focus on the QEP later in the workshop.

She stated as President Murdaugh has reminded us, the reaffirmation presents an opportunity for all members of the TCC community to continue our ongoing dialogue about how to make TCC even better. She said under the leadership of President Murdaugh, the preparation for our affirmation has been conducted with integrity, thoughtfulness and rigor. She reported we take it very seriously.

AVP Wang disclosed we want to send a powerful message to everyone that TCC meets and exceeds standards for quality that are recognized by our peers, academic experts and the federal government. She said through this process, we want to make TCC an even better college. She stated she would be happy to answer any questions.

Trustee Callaway said she was delighted to hear the positive notes. She said often when you go through any evaluation of any program it is taken as a negative, but this is a chance for us to shine and the mission drives everything.

Director Gill shared she would be talking about the compliance process and our timeline. She said starting in fall 2012 we created a SACS 2015 portal site and resources were posted. She indicated in November 2012 the standards and requirements were classified by college area.

She shared that in January 2013 an accreditation leadership team (consisting of the President, Provost, VP for Administrative Services, Accreditation Liaison and QEP Coordinator) attended an orientation session in Atlanta. She reported that in February through April 2013 we held narrative writing workshops for divisions/units on campus and the narrative writing began. She stated that in August 2013 our Advisory VP from SACS came to campus for a site visit.

Director Gill said our first drafts should be written by the end of September; with the Office of Institutional Effectiveness reviewing and providing feedback in October through December. She indicated that in February 2014 we plan to upload all narratives and supporting materials to TCC's accreditation software, stating our compliance report is due to SACSCOC in March 2014.

She shared that in May 2014 an off-site team, comprised of our peers from other institutions outside the State of Florida, will review TCC's compliance report. She said that in the summer of 2014 we will have an opportunity to respond to any comments we receive, with focused reports due in August. She disclosed that in October 2014 an on-site review team will visit TCC and in June 2015 the SACSCOC Board of Trustees will meet to decide TCC's accreditation status.

President Murdaugh asked about the volume and sheer numbers of documents expected to be produced, indicating this is huge. AVP Wang said we will have about three hundred seventy-five (375) to four hundred (400) pages of statistics, with two thousand (2,000) pages of supporting documentation.

Trustee Callaway said the process has not changed – this is still a laborious thing to go through, but you come out knowing you look pretty good.

Ms. Baroody said the QEP is forward-looking and SACS wants the institution to show they can move forward in a pro-active way, with some kind of transformational learning experience for our campus. She stated the QEP is a carefully designed course of action that addresses a well-defined and focused topic or issue related to student learning and/or the environment supporting student learning and accomplishing the mission of the college.

She stated the QEP core requirement:

- Includes the process for identifying key issues emerging from assessment and
- Focuses on learning outcomes and/or environment supporting student learning and accomplishing the college's mission

Ms. Baroody indicated the QEP comprehensive standard must:

- Demonstrate institutional capability for initiation, implementation and completion of QEP,
- Include broad involvement in the development and implementation of QEP and
- Identify goals and plan to assess achievement.

She said they put together a committee of thirty-two (32) people, with a focus on technology and digital literacy. The committee felt they could make a difference in digital literacy – our students are good in many aspects of the digital age, but they are not prepared to flourish when it comes to business and academics.

Ms. Baroody said in Spring 2013 they chose a topic. She indicated in Fall 2013 they will identify a campus definition of digital literacy and then craft goals. She shared that in Spring 2014 they

will begin writing the plan and in Summer 2014 they will submit the written, bound copy to SACS. She said the best case scenario would be if the SACS team is excited about and focuses on the QEP, which will be implemented over ten (10) years.

Trustee Callaway asked if there was a SACS approval process before we do all the work, with Ms. Baroody stating there was not – although our SACS VP was very encouraging and the SACS website has some good resources. Trustee Callaway said Ms. Baroody described the technology skills of our students well and hopefully we get a SACS team that understands what we are trying to accomplish.

President Murdaugh said the QEP Team will be here for consulting, with a goal of providing help. He indicated this is an amazing amount of effort and could not feel more confident with the people leading this process.

Meeting Local Workforce Needs

Provost Sloan said she will be talking about how we will continue exploring the concept of whether or not we should be moving into the world of baccalaureates. She stated at this point employers have approached us about the possibility of offering a particular baccalaureate (Bachelor of Science in Nursing), we have had preliminary discussions with the local universities and our university partners to see if they have interest or capacity to offer this pathway, and we will continue to gather the need for the degree in this community.

She said we know nationally there is a goal of 80% BSN prepared by 2020 and one of our local hospitals has the same goal, with only about 56% of their current employees BSN prepared. She indicated that in September, we will have an in-depth conversation with FSU and FAMU to see if they wish to offer the program, as well as, look for all the data.

Provost Sloan shared that in October, we will determine local public interest in TCC moving to a baccalaureate degree granting institution, by holding public meetings in our district and having an open electronic forum for input from the local community. She stated in November, we will report the results of the above activities to the Board and, if appropriate, request approval to develop a Letter of Intent (LOI) to submit to the Division of Florida Colleges.

She shared the first formal step will be a LOI to the Division of Florida Colleges; stating the LOI is like a mini proposal that includes the degree(s) to be offered, the need, financial capacity, timeline and other alternatives. She said in January 2014, the formal document will be submitted to the Board for approval before it is submitted to the Division of Florida Colleges for the start of the formal process.

Trustee Messersmith asked at what point the Board could talk to our university partners about this situation. Provost Sloan indicated most of our current 2+2 partners do not offer an accredited nursing program, although Barry University has a nursing program located in a Miami hospital that will not work in an educational center like this. She said Thomas University in Georgia does this and currently offers their program to both hospitals – any program we offered would be to meet additional need.

Provost Sloan said when she talked to Thomas University; their mission is to backfill where the universities have not been able to meet capacity. She indicated that when teaching had a concern about a shortfall of trained people approximately eight (8) years ago, a lot of the

university partners picked up that piece. She stated education is an AA degree plus upper division, with university partners picking up the upper division in a way that makes sense to us.

She said the difference is Nursing is an AS plus upper division, so it is not a nice fit for universities. She stated for Criminal Justice, our St. Leo University partner can take our AS and some of our professional classes toward their bachelor degree – indicating Criminal Justice is a program where we would not want to offer the bachelor degree. She shared many of the university partners may be offering more masters degrees, instead of expanding their baccalaureates.

President Murdaugh said the question from Trustee Messersmith was an excellent one. He said we could invite the universities and university partners here for conversation, although he said he was leaning toward asking for a letter from each of the partners as an official record. He said he was thinking about the letter, because having someone here for conversation does not guarantee they represent the leadership of their organization. He indicated it behooves us to assure we are receiving the official position of the institution.

Trustee Callen asked if we could do both, with President Murdaugh replying we could do both. Provost Sloan said as we look at the missions of the schools with whom we could be working, she was not sure they could meet the kinds of things we are discussing. She indicated often the focus of universities is on student, not workforce needs. She stated our university partners are very small operations and do not appear to have the capacity to create new programs, although we can get a much more formal response from them.

President Murdaugh proposed we invite other institutions to our next workshop. Trustee Callaway said she wanted to know everything, since the universities are very powerful engines and she doesn't want them to come back later to say we didn't do something. Provost Sloan said that is kind of the next step – sharing that in Nursing, since the universities do not accept any of our professional courses, they would need to develop a new curriculum.

President Murdaugh said we will tee this up for the next workshop. Trustee Callen said all the detail would help with a smoother transition and implementation. Trustee Callaway stated you have to build the case, because there is already a feeling in the community with letters being sent to the editor about different things. She indicated she wanted this to be a positive thing.

Provost Sloan said she has been thinking about this since she was Interim President, because that is when people began approaching us. She indicated she has done a lot of research since then and can really appreciate their caution. She stated if we do this, she sees it as very limited.

Trustee Callaway said she had the greatest respect for the staff and how we feel about it. Trustee Callen indicated it is the passion, emotions and sense of being right with all the data and facts. Provost Sloan asked if the nursing profession really requires a BSN, who will hire our students? She said currently the Tallahassee Memorial Hospital (TMH) preference is for BSN and if they hire a nurse with an AS, the nurse must commit to getting their BSN in three years or pay back the money used for their training while at TMH.

Trustee DeFoor referenced the intimacy at community colleges, indicating this aspect is important and asking us to keep this in mind during future design. Trustee Callen said the person in the classroom and staff on campus controls this.

Chair Lamb said after listening to some of the facilitators at the conference, a statement was made that people do not like to transform. He indicated there will be a time when change will come. He stated at the conference he talked to FCS Presidents and Trustees, with only positive comments made about the move to the baccalaureate program.

Provost Sloan said we need to make the decision that is unique to our community, stating there are community colleges that do not have universities in their backyard. She indicated we do have other options in our backyard and the law requires us to explore those options.

Chair Lamb stated while talking to FCS Presidents and Trustees, they told him we would be surprised to know how many of our students would prefer to stay here. Provost Sloan said our university partners do well, because many of the students want to stay on our campus. Trustee DeFoor asked if we had opportunities to grow more university partners, asking if we could explore that during this research. Provost Sloan stated we currently have a capacity issue with classrooms and office space, stating some of the partners have paid for their own renovations.

Trustee Messersmith said he wanted us to be certain that we do not move our model for the college based upon policies at the hospital. He said there is a huge disconnect with hospital management and the nursing staff, with promotions sometimes going to nurses with bachelor degrees – although they have little or no nursing experience.

Provost Sloan said there is a trend to move nurses, who get their BSN first, straight through into management. She indicated to their credit, our local hospitals would prefer their leadership positions be filled with nurses who have been through our program and are working day to day. She stated nationally the intent may be that nurses will become a bigger part of the affordability solution of healthcare. She said we must look at student needs, community needs and if someone else can provide it.

ADJOURNMENT

Meeting adjourned at approximately 4:18 pm.

Minutes approved at regular meeting of the District Board of Trustees on October 21, 2013.

Eugene Lamb, Jr.
Chair

Jim Murdaugh, Ph.D.
President