

MINUTES

District Board of Trustees – Tallahassee Community College

444 Appleyard Drive

Tallahassee, FL 32304

February 18, 2008

2:30 P.M. - Board Workshop

4:00 P.M. - Business Meeting

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

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

Others Present: President Bill Law, VP Barbara Sloan, VP Robin Johnston, VP Bill Campman, VP Sharon Jefferson, VP John Chapin, Jim Murdaugh, Jerry Schilling, Bill Spiers, Barbara Gill, Lois Ewen, Susie Hall, Raven Davis, Ethel Guinyard, Frank Brown, Monte Finkelstein, Sally Search, Larry Cliett, Tony Stallworth, Tom Waller, Marge Banocy-Payne, Kate Stewart, Terry Pendleton, Charles Riley, Kris Reeves, Renae Tolson, Carol Easley, William Hawks, Tam Dinh, Bill Mabile, Scott Balog and Patsy Warmack.

Chair Moon welcomed everyone in attendance. The Chair asked for everyone to stand for a moment of silence remembering another tragic college shooting and remain standing for the Pledge of Allegiance to the American Flag.

COMMENTS

Board Chair – Chair Moon reported how the latest campus shooting was very disturbing to everyone but how proud she was to be a part of TCC and that she feels very secure in the college's security measures.

Board Members – President Law stated that the college continues to review and stay atop of the security of TCC. He reported that all efforts will be redoubled and enhanced new security training made available. The President reported that the college is working on further technology for the security of the campus.

President – President Law reported that he had received a follow up invitation to attend the Gates Foundation meeting in Seattle, Washington at their headquarters to discuss their goal to double the numbers of person attaining a post secondary certificate.

The President was pleased to report that visitors from Tianjin will be arriving on February 24 and will spend the next day at PTLEA receiving an orientation of all that the working of the academy and will depart Tallahassee on February 25.

President Law announced and invited the Board members to the event for Women's History Month on March 17th at Economic Workforce Development Building and stated how appreciative he was to all who worked to make this happen.

Pat Thomas is also hosting a Black History Month Brunch on February 28 and the Board is invited to attend. Secretary Walt McNeil, Florida Department of Corrections is expected to attend.

The President announced that he was interviewing candidates for the Vice President for Administrative Services and Chief Financial Officer and hoped to have an announcement for the Board prior to the next Board meeting.

BOARD WORKSHOP

President Law reported that the Workshop would be on the Strategic Plan Priorities.

Priority 2 – Enhanced learning narrated by Dean Sally Search. The Dean highlighted initiatives and framework for the discussion this afternoon. Dean Search reviewed initiatives:

- Enhanced learning tools for the students
 - Achieving the Dream
 - The Community College survey of student engagement
 - Shift of majority of students becoming part time students
 - Student portal
 - Cultural Learning
 - Learning Commons

Priority 4 – Alternative Delivery Systems - Dean Frank Brown discussed the major course redesign and the advantages for both students in receiving information and faculty in delivery.

Barbara Gill filled in for Karinda Barrett to discuss how the Center for Teaching Excellence is supporting the Faculty Professional Growth plan and the how the faculty supports the college initiatives.

Priority 5 – Technology – Chip Singletary, IT Network Support Manager, discussed the increased need of technology in the classrooms and how the needs are being met.

Dean Banocy-Payne discussed web assisted courses and all that is available to students taking these courses versus traditional classes. There are also courses online available for Disabled Students. Through these courses a student will be able to receive an AA Degree from TCC. The college is working to make sure the online student receives the same quality learning as the traditional classroom.

Discussion was held on the Leon School System aligning their courses to prepare students for their college courses.

The full Board Workshop is available in electronic files.

APPROVAL OF MINUTES

Chair Moon requested a motion to approve the minutes of the February 18, 2008 Workshop/Board Meeting.

MOTION: Trustee Lamb moved to approve the minutes of the February 18, 2008 Workshop/Board meeting.

SECOND: Trustee Moore. Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Communications Director Susie Hall shared the media clips and videos:

- Donations of Computers to Goodwill Industries for their Earn as you learn program.
- African American History Calendar unveiling.
- Budget cuts and the guarantee for TCC students transferring to a State University could be a promise broken.
- TCC record enrollment.

UNFINISHED BUSINESS – none

PUBLIC COMMENT - none

NEW BUSINESS

Chair Moon requested a motion to accept the consent agenda as presented.

MOTION: Trustee Messersmith moved to accept the consent agenda as presented.

SECOND: Trustee Lamb. Motion passed unanimously.

DISCUSSION ITEMS

ADMINISTRATIVE SERVICES

Fund Analysis and Check List – President Law reported the report gives a picture of the best sense of the colleges standing where the budget cuts are concerned. The President reported that for the month to month report for the Boards review the college continues to manage the budget within the realm as previously reported.

Construction Status Report - President Law reported the following:

- Parking garage is moving ahead of schedule.
- Learning Commons is on target in the construction phase.
- Ghazvini Center for Healthcare Education – TMH and the City of Tallahassee are in progress with their discussions and are beginning to move forward. The site package has been drawn up and is moving toward the beginning of the start of the project.
- The TCC Memorial Garden construction has begun adjacent to the Administration Building.

Prequalification of General Contractors – President Law reviewed with the Board for benefit of new members the matrix that was adopted in the past for the purpose of prequalification of general contractors.

Chair Moon requested a motion to approve the list of prequalified general contractors as recommended.

MOTION: Trustee Hebrock moved to approve the list of prequalified general contractors as recommended.

SECOND: Trustee Moore. Motion passed unanimously.

Amendment to Flexible Benefit Plan – President Law reported on the plan and the Committee's recommendation to raise the amount allowed as a deduction.

Chair Moon requested a motion to approve the amendment to the Flexible Benefit Plan and the adopting resolution.

MOTION: Trustee Moore moved to approve the amendment to the Flexible Benefit Plan and the adopting resolution.

SECOND: Trustee Lamb. Motion passed unanimously.

ACADEMIC AFFAIRS

Academic Programs and Courses – President Law reported that there was not a great deal of curriculum change. Dr. Sloan answered questions.

Chair Moon requested a motion to approve the recommendation for academic course and program changes for the 2008-2009 academic year.

MOTION: Trustee Messersmith moved to approve the recommendation for Academic course and program changes for the 2008-2009 academic year.

SECOND: Trustee Lamb. Motion passed unanimously.

Recommendation of Continuing Faculty Contracts for 2008-2009 – President Law reported this was the group that was completing their third year at TCC and he highly recommends approval.

Chair Moon requested a motion to approve the recommendation of continuing faculty contracts for 2008-2009.

MOTION: Trustee Hebrock moved to approve the recommendation of continuing faculty contracts for 2008-2009.

SECOND: Trustee Moore. Motion passed unanimously.

Recommendation of Annual Faculty Contracts – President Law reported this was the list completing their first year or second year at TCC. President Law is very pleased with the faculty that TCC has been able to retain.

Chair Moon requested a motion to approve the recommendations for annual faculty contracts for 2008-2009.

MOTION: Trustee Lamb moved to approve the recommendations for annual faculty contracts for 2008-2009.

SECOND: Trustee Messersmith. Motion passed unanimously.

STUDENT AFFAIRS

2008-2009 Catalog Revisions – President Law distributed a handout with a few changes.

Chair Moon requested a motion to approve the 2008-2009 catalog revisions.

MOTION: Trustee Moore moved to approve the 2008-2009 catalog revisions.

SECOND: Trustee Messersmith. Motion passed unanimously.

Resource Development – Foundation

TCC Foundation 2007-08 Foundation Submission - VP Robin Johnston reported on the information on the submission.

Chair Moon requested a motion to accept the report of the 2007-2008 state match submission and authorize the President to sign and submit the request.

MOTION: Trustee Moore Hebrock moved to accept the report of the 2007-2008 state match submission and authorize the President to sign and submit the request.

SECOND: Trustee Lamb. Motion passed unanimously.

TCC Foundation Update

Next Board Meeting
Annual Campaign
Ghazvini Center for Health Care Education
Capital City Caper
TCC Foundation President's Circle

Board of Trustees

Trustee Hebrock brought forward his thoughts on having available a list of clergy for

students, faculty and staff of the college if requested. Trustee Hebrock does not recommend it as an action item but would like to request the President to work toward making this a priority. He also brought forward availability of a room or space for students, faculty or staff to meet with the clergy and a possible non-denominational chapel. Trustee Lamb supported Trustee Hebrock's suggestion and discussion followed.

President Law stated he would proceed to bring something back to the Board at a future date.

PRESIDENT'S REPORT

State Budget Update – President Law has been putting in time with the Council of Presidents and state government. They are working continuously to get a commitment for resources. The Council of President has an active plan in place to try to keep things moving positively.

Seven Days of Opening Nights – TCC will host two evenings of Taming of the Shrew. Board members are invited to attend.

Employees Seeking Elected Office – President Law stated several employees have approached him and he is happy to present a way for it happen for them.

FUTURE AGENDA ITEMS

March board workshop will be devoted to finances

NEXT MEETING DATE

March 17, 2008

ADJOURNMENT - The meeting adjourned at approximately 6:00 pm

Approved at regular meeting of the District Board of Trustees.

Date _____

Chair, Kimberle Moon

President, William D. Law, Jr.